



SUPERIOR
UNIVERSITY

STUDENT HANDBOOK



OUR INSPIRATION



Man gets whatever he strives for!

اور انسان کے لیے وہی کچھ ہے جس کی وہ کوشش کرتا ہے

(Surah Najam: Verse:39)

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INTRODUCTION OF THE UNIVERSITY

Superior University has built a level of trust and confidence among its existing and aspiring students due to the launch of innovative but effective study and work plans. Here it is more of a proverbial way to say that it takes years to build a reputation and integrity in this world full of all sorts of competition, but to maintain that level and keep on upgrading that is much more difficult; however, the **Superior University** has reached this milestone after a long, arduous journey.

The University was established in 2004 and is now at the tail end of the second decade of its lifetime after accomplishing unprecedented milestones that include academic excellence and the introduction of more than 150 programs that are duly approved and recognized by the internal and external bodies, accreditation councils, the government, and the Higher Education Commission alike among others.

Prof. Dr. Chaudhary Abdul Rehman, a renowned academician and serial entrepreneur, is the Chairman of the Board of Governors whereas Prof. Dr. Sumaira Rehman, another shining academic and administrator, leads the University as its Rector. The challenge of educating the future leaders is a passion for the University leadership and their determination and tireless efforts in this regard have resulted in Superior University achieving the honour of being the No.1 private sector University in Pakistan under the Times Higher Education Impact Rankings 2023 in Quality of Education. The University is now aiming to become the best research-oriented University in the country by 2028 under the Eyes High Research Strategy.

Superior University holds an edge over its competitors when it comes to following the global trends and adopting best practices to the next level by providing all research and academic excellence facilities to its students as well as the faculty members. The entrepreneurial mindset of the University leadership is the sole reason for the introduction of the popular **ETTP** – Entrepreneurial Teaching & Training Program, whereby students are trained and mentored by academics and industry experts to imagine and execute their own start-up ventures, scale up their existing family businesses, or to employ design thinking skills to provide excellent ideas to solve the recurring issues in any established business.

Getting enrolled in any undergraduate program at Superior University ensures the students a respectable job placement. This is made possible with the unique **3U1M Program**, which allows the students to spend three years at the campus under experiential learning frameworks **OBE** (Objective Based Education) and **PBL** (Program Based Learning) programs. The final year is dedicated to employing their learnings outcomes in a real business setting under the aforementioned three streams. On top of the start-up and scale-up streams, the Superior Employability Center helps students land jobs as internees and trainees in the industry through extensive collaborations with a range of businesses. The **3U1M Program** underlines Superior's commitment to nurturing socially-responsible graduates of the future who are capable of making a lasting socio-economic impact and are adept at dealing with the challenges facing the mankind.



“MAN GETS WHATEVER HE STRIVES FOR”

- Surah Najm: 39 -

has been an inspiration for Superior since its inception. In all of our undertakings, our sharing point always begins with faith in the Almighty but we make a sustained effort to achieve our goals.

Superior University has bagged a rank among the world's top 401 to 600 universities and the number one in Quality of Education in Pakistan's private sector universities by Times Higher Education (THE) Impact Rankings 2023.

I feel proud of this elated performance and the accomplishment of Superior University's goal to be globally recognized, a goal set in the year 2017. The visionary leadership of the Rector Superior University, Prof. Dr. Sumaira Rehman, has earned this immense pride with a phenomenal to-do approach and a competent team that makes miracles happen. Now, Superior University aims to become a leading research university by 2028, and I am pretty sure of its potential to achieve this milestone also. I hope and pray for the entire higher education sector to flourish, improve the literacy rate, and contribute to extending educational opportunities

PROF. DR. CH. ABDUL REHMAN

Chairman | The Superior Group

Chairman | APSUP (Association of Private Sector Universities of Pakistan)

President | PAMI (Pakistan Association of Medical and Dental Institutions)

Director | PBA (Pakistan Broadcast Association)

**“WE TAKE
INITIATIVES
EITHER WE WIN
OR WE LEARN”**





Leading with a **VISION**

Prof. Dr. Sumaira Rehman

Rector Superior University Lahore

Member Accreditation Committee Government of Punjab

Member HEC (Higher Education Commission Islamabad)

Member PHEC (Punjab Higher Education Commission)

Vice President PDTRC (Pakistan Drugs Testing and Research Center)

Member Board of Directors PIEDMC (Pakistan Industrial Estates Development and Management Company - A Company of Government of Punjab)

Director CMACED (Chaudhry Muhammad Akram Center for Entrepreneurship Development)

I am profoundly thankful to Almighty Allah for the remarkable achievements of Superior University in global rankings, being the top university in Quality Education (SDG-4), in the top 10 of the country and among the world's top 401-600 universities by the esteemed THE Impact Rankings 2023.

Since my appointment as Rector of Superior University in 2016, I had envisioned that Superior University will not be a factory of unemployed youth and we will nurture youth to become job creators instead of job seekers. To achieve this mission and become a leading University in Pakistan in teaching, learning, research, and innovation, the first initiative I took with the support of my faculty, staff, students, alumni and friends, was to introduce Entrepreneurship Teaching and Training Program (ETTP). This program was designed with a strong conviction to develop an entrepreneurial mindset in our graduates and also empower them to make a social and economic impact. We developed our incubation centre, Innovation District 92 to facilitate our students to work on their innovative ideas and turn them into viable commercial businesses. We also developed the national platform of SEE Pakistan to showcase their startups to a wider entrepreneurial community and launched Pakistan's first business reality show Idea Coron Ka, to connect startups with the investors' community. Another notable achievement was to innovate teaching and learning through our distinctive experiential learning framework, 3U1M Program. I can proudly share that within two years of its implementation, a hundred startups have got commercial and generated revenue of Rs. 800 Million. At the same time, 3U1M Program has improved graduate employability from 70% to 92%.

To ensure our graduates' global relevance, we have introduced 3U1M with Global Experience under the 4th stream "Superior Go Global" which will provide worldwide avenues for higher education, career and immigration opportunities. The global frontiers will transform our human resources into human capital that will contribute for economically Superior Pakistan.

Looking ahead to becoming a leading research university that creates a broader educational and socio-economic impact through our strategic plan "Soar to Roar 2023-2028", I challenge you to dream big, think bold and act a Superior way. May Almighty Allah guide and support us in realizing our objectives of developing youths into responsible citizens and skilled professionals of tomorrow capable of contributing to economically Superior Pakistan.

VISION

To be a leading Pakistani University driving
Excellence in Learning, Innovation and Research.

MISSION

We are committed to transform the lives of our students, faculty, staff and alumni by providing an excellent learning and research environment which ensures success in their lives and careers. We believe in developing emotionally intelligent ‘Superheroes’ who can create social and economic impact through entrepreneurial mindset to build a Superior Pakistan.

Values

- Student Success
- Innovation
- Agility
- Excellence
- Teamwork
- Sustainability
- Fairness

INTRODUCTION TO THE HAND BOOK

Superior University has built a level of trust and confidence among its existing and aspiring students due to the launch of innovative but effective study and work plans. Here it is more of a proverbial way to say that it takes years to build a reputation and integrity in this world full of all sorts of competition, but to maintain that level and keep on upgrading that is much more difficult; however, the Superior University has reached this milestone after a long, arduous journey.

PURPOSE

This Student Handbook has been conceived to assist the students in becoming acquainted with the University, its policies, and procedures. This handbook provides information regarding a range of services, programs, and resources offered at the Superior University that may prove to be useful for the students. An important part of the Student Handbook is the Student Code of Conduct, which provides detailed information on how to be a responsible member of the student community. It is hoped that this booklet will be helpful for the students in beginning their University-life and in realising their dreams.

DISCLAIMER

Information given hereinafter, serves as a guide to regulate the student journey at the campus. This can't be treated as a legal document to be challenged in any court of law.

The Journey of Global Recognition Continues...



THE IMPACT
RANKINGS 2023

RANKED NO. 1 IN
QUALITY OF EDUCATION
IN PAKISTAN

WORLD RANK IN
QUALITY OF EDUCATION
101-200

OVERALL RANK IN WORLD'S TOP
401-600

AMONG THE **TOP 10**
UNIVERSITIES OF PAKISTAN

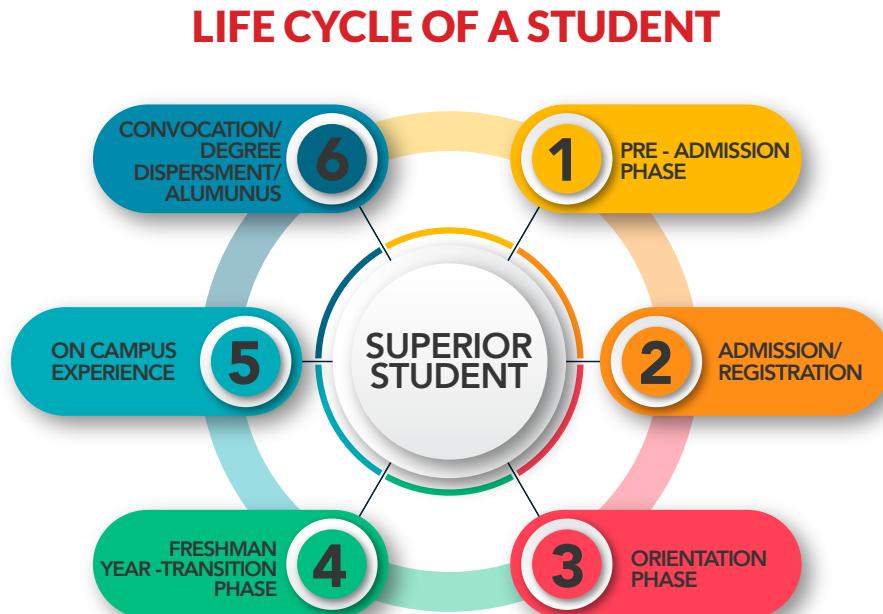
IMPORTANT OFFICES

STUDENT SUPPORT SERVICES

The Student Support Services is a department that looks after the student life cycle, problems at the campus and facilitates the students through one-window operations. The office is responsible for developing and maintaining a positive student experience at the University. Key functions of this office are:

- To plan, implement, administer and evaluate the services aimed at contributing to a meaningful student experience.
- To respond and resolve student issues.
- To participate in the development of the organization's framework, policies and procedures through student feedback.
- To provide one window operations to the students and solve their problems.
- To provide counselling and one-to-one support to individual students in the times of crisis.
- To issue student certificates/letters like bonafide certificates, English proficiency letters, NOCs, and internship letters upon the request of the student.
- To maintain contact with academic departments regarding fee challans, fine issues, class schedules, registrations, grades, roll number slips for midterm//final exams and student records and resolve the problems indicated by the students arisen thereof.

Typically this office will help the student at each cross road of the student life cycle exhibited below:



The Student Support Services office deals with the frameworks shown in the below image.



Contact Details:

Manager Student Support Services

Phone No.042-38103777, 042-111-000-078

Email Address: nisar.ahmad@superior.edu.pk

REGISTRATION OFFICE

The second important office is Registration Office, with which the students have to interact for their academic recognition and maintenance of student files. During every admission campaign, the schedule of registration is issued by the Registration Office and Unique IDs are allotted to each student after record verification.

The students must complete their registration by the given deadline. The admission is confirmed upon the issuance of registration number by the registration officer available in the admission office after detailed scrutiny of documents.

Contact Details:

Deputy Registrar Registration

Phone No.042-38103777, 042-111-000-078

Email Address: anulabdin@superior.edu.pk

OFFICE OF ENGAGEMENT AND CO-CREATION

Ensuring Student Success through Meaningful Engagement



The Office of Engagement & Communications plays a vital role in engaging our students to co-create a vibrant campus experience and nurture their Emotional Intelligence to ensure enduring success in their lives as well as celebrating and projecting Superior's audacious journey toward excellence in learning, innovation, and research to create an ever-expanding socio-economic impact.

OEC is committed to fostering 21st-century graduates and the leaders of tomorrow who will become job-creators, not job-seekers by providing organizational support to a diverse range of student-led activities. In order to effectively engage the student body through meaningful student engagement, we have developed several student-

led platforms including Student Voice Leaders (SVL), Departmental Clubs, and Superior Societies where the student leadership is chosen via a series of independent panel interviews and direct as well as representative elections. The core objective of conducting elections is to ensure a sense of collective ownership and integrate grassroots-level feedback across-the-board in order to enrich the academic journey of the student body.

In addition to facilitating meaningful student engagement, OEC effectively projects Superior's plethora of projects, collaborations, community development plans, and initiatives to promote research and entrepreneurship in Pakistan as well.

STUDENT VOICE LEADERS

Our Student Voice Leaders reflect the vision, mission and values of our institution. They are the potential leaders of tomorrow who can lead us towards a Superior Pakistan. From an ordinary student of a batch to an SVL, life changes 180° and the mindset tilts toward facilitating people around. The SVLs are chosen through a process that involves meeting an eligibility criterion, class elections, and final interviews. Their core responsibility is to raise students' voice at relevant platforms including prestigious statutory bodies such as board of studies (BOS), board of faculty (BOF) and academic council. They also act as collaborators of University Leadership in disseminating University philosophy among the students.

DEPARTMENTAL CLUBS

With the vision of developing the solution providers for the society to make a social and economic impact, the departmental clubs are made to enrich the social experience of students by organizing meaningful co-curricular and recreational activities at department level. The club members are elected at class level through elections who then form an executive body to enrich their peers' campus life.

SUPERIOR SOCIETIES

Superior Societies are meant to equip students with EQ competencies so that they can raise the flag of Superior University high. The mission is to spot, nurture and showcase the exceptionally talented students globally. We encourage students to participate in a variety of physical and intellectual activities. Superior Societies provide them the opportunity to participate in activities, creating virtual and reallife environments that directly contribute to student success in the areas they love to explore.

Contact Details:

Manager Office of Engagement and Co-Creation

Phone No.042-38103777, 042-111-000-078

Email Address: ahmadkahloon@superior.edu.pk

SUPERIOR EMPLOYABILITY CENTER

Superior Employability Centre (SEC) aims to facilitate university graduates in discovering their inherent potential, talents, interests, and entrepreneurial skills, enabling them to make informed decisions regarding their career paths. By offering comprehensive assistance, we strive to guide them towards selecting and embracing the most suitable career opportunities.

SEC office organizes a wide range of career-oriented activities. These include arranging guest lectures by prominent speakers, hosting seminars and panel discussions featuring industry experts, facilitating industrial study tours, organizing professional enrichment forums, conducting training workshops, hosting conferences, coordinating competitions and hosting job fairs and exhibitions. These activities are designed to help our students to obtain diverse perspectives and real-world experiences, encouraging their professional growth in their career.

Contact Details:

Manager Career Services

Phone No.042-38104227

Email Address: ahsanbinsaif@superior.edu.pk

SUPERIOR ALUMNI RELATIONS OFFICE

The Alumni Relations Office aims to provide meaningful, lifelong opportunities for our Alumni to Connect, engage and facilitate with Superior University and its faculty. The office aims to contribute to the personal and professional growth of both alumni and current students by offering a variety of services such as networking opportunities, mentoring, appreciation, and recognition of alumni achievements.

Superior University has 48,648 graduates, many of them hold significant positions in prestigious organizations both in their own countries and overseas. Recognizing the great value of this alumni network, the institution actively encourages graduating students to join the Alumni Office after completing their academic journey. This ongoing relationship ensures that graduates remain connected to their alma mater, enabling them to benefit from the various resources and opportunities offered by the office.

“Our Alumni Our Identity”

Contact Details:

Manager Alumni Relations Office

Phone No.042-38104227

Email Address: mehreen.iqbal@superior.edu.pk

EXAMINATION DEPARTMENT

All matters pertaining to the administration of examinations and collaboration with affiliated and constituent colleges and institutions fall under the purview of the Controller of Examinations. The controller of examinations is responsible for the maintenance of the academic records and completing any other tasks that have been set forth.

The Controller of Examinations is particularly responsible for making exam schedules, compiling, and publishing University results, preparing and publishing transcripts and gazette notices, preparing degrees in accordance with gazette notifications, and any other responsibilities delegated by the competent authority. The Controller of Examinations is also a part of the committees and statutory bodies established by the laws, rules, and regulations of the University.

Contact Details:

Controller of Examinations

Phone No.042-38103777, 042-111-000-078

Email Address: controller@superior.edu.pk

THE INTERNATIONAL OFFICE

Superior University's International Office is focused on expanding the horizons of students by providing them with opportunities on a global level. Exchange Programs play an essential role in driving students and faculty towards excellence through international exposure and life-changing experience. We are proud of having one of the highest exchange outbound records among all the universities in Pakistan. In addition to more than 150 students from multiple disciplines attending our partner universities in Turkey and Malaysia, we are expanding our international network of 160+ partners in over 18 countries to further facilitate students and faculty in their growth. Even during the uncertain times of the pandemic, Superior University had managed to recruit 200+ foreign students from 19+ nationalities in diverse departments of the University.

The major aim of this office is to create international linkages for the students by providing opportunities to students and the faculty members to showcase their work and gain global exposure. The office provides services to outbound and inbound students through exchange programs. Up till now, over 240 students have been sent abroad through outbound exchange.

For inbound exchanges, application process is mainly supervised by the team at the International Office of Superior University and the students can apply from all over the world at any time of the year through different social media platforms like Facebook, WhatsApp, Instagram and more. The students are expected to provide all the required personal and academic documents along with the Visa Application forms to begin with the admission process.

SUPERIOR GO GLOBAL STREAM

Internationalization Office is entrusted to establish connections between the university and academic, business, and cultural institutions worldwide for our 3U1M Superior Go Global Stream. In collaboration with different faculties at Superior it identifies specialized skills and language proficiencies required for preparing our students to thrive in international markets.

SPLIT DEGREE PROGRAM

The Split Degree Programs enables students to study abroad while transferring credits to the host university. This opportunity not only allows students to gain international education but also contribute to their home country upon their return. The primary aim is to enrich programs by incorporating international experiences, components, and initiatives.

SEMESTER EXCHANGE PROGRAM

The Semester Exchange Program offers students a remarkable opportunity to enhance their personal and professional growth. By studying abroad for one semester at one of our partner universities, students can immerse themselves in a different environment, explore a diverse culture and history, and expand their personal development by forging new friendships and connections. Exchange Program assists students in developing a worldwide prospective. Students study the same course material and all credits are transferred to their degree upon their return.

FOREIGN STUDENTS AT SUPERIOR UNIVERSITY

Foreign students serve as valuable bridges that connect Superior University with the rest of the world. Each year, we take great pride in welcoming international students to our campus. These students represent various departments including Allied Health Sciences, Faculty of Business and Management Sciences, CS&IT, Faculty of Engineering & Technology, and the Department of Nursing.

ASAP (AFRICAN STUDENTS ASSOCIATION- PAKISTAN)

Last year, Superior University initiated a social and collaborative students' union called the African Students Association Pakistan (ASAP), specifically designed for foreign students. ASAP aims to serve as a representative body for diverse cultures, languages, and countries both on and off campus, fostering an inclusive environment where everyone can engage in mutual education, learning, and friendship. It provides a sense of belonging and a home away from home experience for all its members.

Contact Details:

Director Global Engagement

Phone No.042-38103777, 042-111-000-078

Email Address: asad.sheikh@superior.edu.pk

OFFICE OF INFORMATION MANAGEMENT (AUTOMATION)

Automation plays a vital role in enhancing the quality of services. In order to promote green environment in the campus, the Superior University established a department of **QEC Automation and Policy Control in 2021**. The main objectives of the department are:

- To automate policies, processes, and practices of the university.
- To establish control on policies and processes developed in the system.
- To develop a paperless environment.
- To update the system according to the latest requirements of the stakeholders.
- To disseminate reliable information.
- To provide reliable data for future decision.

Contact Details:

Deputy Director - Office of Information Management (Automation)

Phone No .042-38103777, 042-111-000-078

Email Address: kashif.noor@superior.edu.pk

SUPERIOR INFORMATION RESOURCE CENTRE (SIRC)

The Superior University's Information Resource Center manages a well-stocked library on campus to satisfy the study and research needs of its learners. The library offers wide range of valuable reserves in print and electronic form to support the mission of University and to promote the learning experience of the population.

The Superior Library (SIRC) Stocks:-



Through an e-library, Superior Information Resource Center provides access to world's largest database Scopus and more than eight (8) international research databases, 9,000 electronic journals, hundreds of thousands of periodicals, newspapers, and government-issued articles.

Fully automated library can be accessed online. The hypermedia section has a compilation of renowned lectures, documentaries and educational films. In addition to the standard practice, the SIRC also offers "Ask a Librarian" feature, electronic document delivery, content alert and citation services and Turnitin anti-plagiarism, making it a fully user-centric and research-oriented library with a creative learning environment.

HEC National Digital Library (DL) is also linked with SIRC resources, providing access to high-quality, peer-reviewed journals, databases, articles and e-Books across a wide range of disciplines. The e-books support program will allow researchers to access most of the important text and reference books electronically in a variety of subject areas. Around 75,000 electronic contents have been made available through the Digital Library Program.

The list of HEC digital library provided databases is as under:

SR.NO	Name of Database	Field of Knowledge
1	ASTM	The ASTM Standards & Engineering Digital Library is a vast collection of industry-leading standards and technical engineering information.
2	Institute for Operations Research and the Management Sciences (INFORMS)	The Institute for Operations Research and the Management Sciences is an international society for practitioners in the fields of operations research, management science, and analytics.

3	SCOPUS	<p>Scopus is the largest abstract and citation database of peer-reviewed literature – scientific journals, books and conference proceedings. Delivering a comprehensive overview of the world's research output in the fields science, technology, medicine, social sciences and arts and huminites, Scopus features smart tools to track, analyze and visualize research.</p>
4	SpringerLink	<p>SpringerLink is the world's most comprehensive online collection of scientific, technological and medical journals, books and reference works</p>
5	Taylor & Francis Journals	<p>Taylor & Francis Group's journal program provides a home for validated, trusted research from the world's brightest and best minds with 1,300 titles in humanities, social sciences and applied sciences</p>
6	Wiley-Blackwell Journals	<p>Wiley Open Access publishes authoritative peer reviewed open access journals across many research disciplines supported by a network of authoritative journals and societies as well as internationally renowned editorial board members.</p>
7	Wolters Kluwer OvidSP	<p>OvidSP is a search platform which provides access to databases, books and journals offered by the Medical Library at Health First and publishes over 275 journals, newsletters and loose-leaf products, including many of the industry's most respected titles.</p>

SIRC Policy and Usage Rules

General Rules:

The SIRC rules and regulations are designed to encourage the wise and equitable use of SIRC resources for the mutual benefit of the University community. While at the Library, all and sundry has to comply with following rules:

- Users are not allowed to bring their personal belongings in the library.
- No member is authorized to leave his/her personal belongings (books, files, briefcases, handbags, registers, etc.) at the entrance of the library except at the designated place.
- SIRC is not responsible for the loss or damage caused to user belongings.
- Use of mobile devices is strictly prohibited inside the SIRC. Users should keep their cell phones on silent or switched-off mode.
- Users are required to leave the SIRC resources/material used in the library on the tables after consultation which shall be shelved by the SIRC staff itself.

The culture and environment of SIRC is conducive for reading and research purposes. In order to keep the atmosphere peaceful following activities are strictly banned inside the SIRC:

1. Gossiping, shouting, whistling, playing music, making phone calls, listening and watching audio and videos movies, sleeping in the library, eating, drinking and smoking, chatting, disturbing the order of SIRC furniture and sitting on the floor is strictly prohibited.
2. Mutilation of library material is a crime qualifying for penalty under SIRC Rules. SIRC membership could be suspended or cancelled along with a penalty in the following cases:
 - Non-payment of SIRC fine(s)
 - Theft of SIRC material(s)
 - Non-payment of damaged book fine
 - Non-returning of the temporarily issued material within due time
 - Misconduct with the SIRC staff

Library Borrowing Rules

All registered members with valid **Superior University Identification Card** are entitled to borrow SIRC materials. The borrowing privileges for different membership are categorized as under:

Category	Borrowing Privileges	Time Period
Undergraduate students	2	7 days
Graduate students (MBA, MS)	2	7 days
Postgraduate students (MPhil/PhD)	2	7 days
Faculty / Staff	5	90 days

- Valid University identification card holder shall be entitled to borrow SIRC materials.
- Books borrowed by any user/member can be reserved.
- The reserved book(s) may be collected within 1 day from the circulation desk.
- The borrowed book(s) shall be renewed for a further period of seven (7) days if these have not been reserved for another user. Overdue books shall not be renewed.
- Books and other material of the following description shall not be issued to borrowers but may be consulted in the SIRC premises during working hours such as reference books, CD-ROMs, annual reports, audio/video materials, textbooks, and research projects or any other material at the discretion of the SIRC staff.
- In case, a book is urgently required, the SIRC staff may recall it at a short notice any time and such a book shall be returned immediately by the borrower.
- The library books are carefully examined on return and the borrower will be held responsible for defacing

or damaging or causing loss of library material in his possession.

- If the patrons misplace any SIRC material and cannot find it, report it at the circulation desk immediately to avoid overdue fines.
- Any SIRC materials not returned within thirty (30) days after the due date will be considered lost.

SIRC Fines:

Certain fines are charged for SIRC materials overdue (not returned in time). The SIRC fines policy will provide patrons with an equal opportunity to use SIRC materials and maximize sharing of SIRC 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.
- RS. 1,000 would be charged in case of stealing SIRC materials.
- In case of any disciplinary violations, RS. 500 would be charged on the first violation and RS. 1000 on the second violation. In case of continuation of violations, the issue may be referred to the Disciplinary Committee.
- RS. 500 will be charged if case of ringing of mobile, attending or talking on phone call.

Relaxation in fine:

- University SIRC gives users relaxation in borrowing books up to an acceptable limit of RS. 1,000. After crossing this limit, user membership is automatically suspended till the submission of fine.

Lost of Materials:

- If SIRC material is available (in the same format) in the local market, the Patron would be required to pay the item's market price and RS. 200 in processing charges.

- If the book is not available in the local market, the patron will bear book+ shipment charges to buy it from the international market.
- In case of non-availability of material, Patron will pay three times the market price of the material in question.

Membership Process & Requirements:

The use of SIRC facilities will be open to all the students as soon as they get the University ID card. A formal membership is required to avail SIRC resources and services. SIRC offers free membership to its students, permanent faculty, and staff members. They can use SIRC by showing their University ID card.

Contact Details:

Superior Information Resource Centre (SIRC)
Phone No .042-38103777, 042-111-000-078
Email Address: librarian@superior.edu.pk

SURVEILLANCE AND SECURITY

To provide safe and secure environment our Information & Technology and Security Systems work together 24/7. Surveillance cameras and patrolling of security guards ensures the good order and discipline in the University.

Safety and security SOPs are duly met at the entry and exit points as well. For students and pedestrian turnstile machines are available to restrict potential unauthorized entries.

It is mandatory for each student to swap the University ID card at the machine to attain entry into University premises. The visitors must attain temporary visitor's card to seek entry. In case of loss of ID card prescribed fine is charged.

Contact Details:

Surveillance and Security

Phone No. 042-38103777, 042-111-000-078 (902)

Email Address: chimtiaz@superior.edu.pk

SCHOLARSHIPS AND FINANCIAL ASSISTANCE

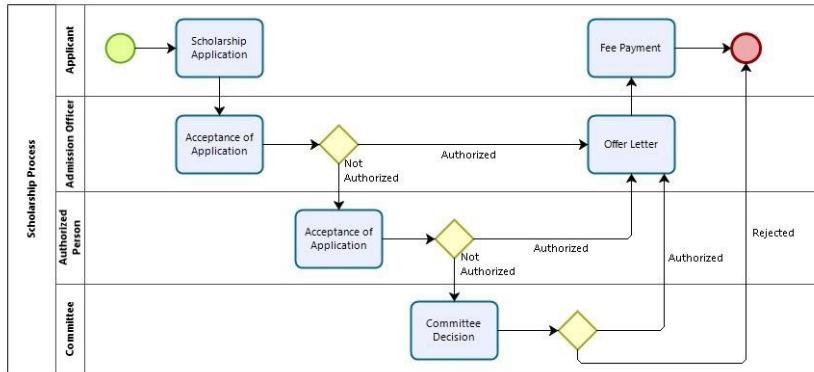
The Superior University awards scholarships to the merited and deserving students in the following categories.

S. No.	Category	Seats
1.	Merit Based	1500
2.	Alumni a. Superior Group of Colleges (SGC) Alumni b. Superior University (SU) Alumni	1500
3.	Kinship	500
4.	Rector's Women Empowerment Initiative	100
5.	Dean's PhD Scholarship	05
6.	Outstanding Sportsmen	100
7.	Extracurricular Talent	24
8.	Corporate Linkage	25
9.	Differently abled student (Special Person)	25
10.	Children of Martyrs (Shauhdaa)	10
11.	Minorities	25
12.	Nationwide Outreach (Remote Areas)	100
13.	Children of Govt. Employees, Armed Forces and Teachers	25

14.	Referrals of Superior Group Employees	500
15.	Ch. Muhammad Akram Qarz-e- Hasna (Student Loans)	20

Note: The scholarship awards are subject to Superior University's Scholarship Policy. The policy document is subject to changes and amendments as per the future requirements and the status of funds available for the grant of scholarships.

Process



However, if any student faces change of financial position during his/her stay at the University, he she may avail **financial assistance** through the Financial Assistance Committee, constituted by the University by applying in the Student Support Services Office in the following manner:

- Interested students should apply for financial assistance by getting the application form issued by HOD and submitting to the office of Student Support Services.
- Financial Assistance Fund will be available in an account under Superior Foundation for Research & Development.
- Selection of students to receive financial assistance will be made without regard to age, sex, race, colour, religion, national origin, disability or marital status.

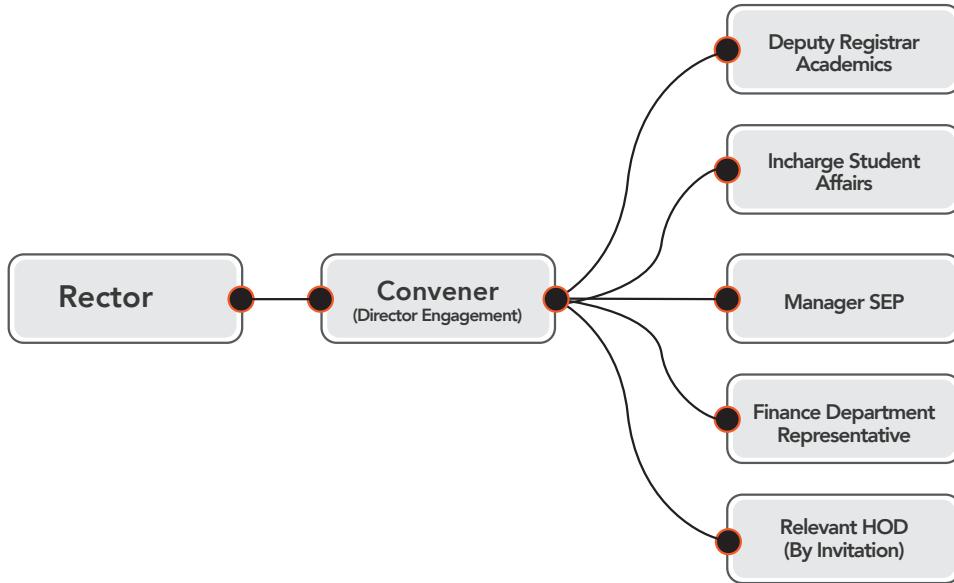
- The student awarded Assistantship has to complete 03 hours of social work as per schedule of the job assigned by the SEP (CMACED).
- Registrar Secretariat reserves the right to extend the due date of fee submission for cases in process.
- The Financial Assistance committee reserves the right on behalf of the University to review and cancel an award at any time because of changes in financial or academic status, or change of academic program.

Financial assistance awards will be based on a student's financial need. Information that is reported by student on the Application Form will be used to calculate an Expected Family Contribution (EFC). Financial assistance awards will be calculated based on the following equation:

Financial Need = Cost of Attendance – EFC

- Costs of attendance (COA) figures include semester fees.
- Financial assistance is awarded contingent upon enrolment in an eligible program and maintaining satisfactory academic progress (SAP)

Composition of Scholarships and Financial Assistance Committee:



Contact Details:

Scholarships and Financial Assistance

Phone No. 042-38103777, 042-111-000-078

Email Address: deputyregistrar.academics@superior.edu.pk

UNIVERSITY ACADEMIC RULES AND REGULATIONS

FEE REFUND POLICY

As per Higher Education Commission's Circular No. 10-I/HEC/A&C/2015/6542 dated December 07, 2015, refund is available in following cases calculating the period from onset of Freshman Classes:

%age of Fee*	Timeline** For Semester/ Trimester System	Timeline for Annual System
Full (100%) Fee Refund	Up to 7th day of commencement of classes	Up to 15th day of commencement of classes
Half (50%) Fee Refund	From 8th – 15th day of commencement of classes	From 16th - 30th day of commencement of classes
No Fee (0%) Refund	From 16th day of commencement of classes	From 31st day of commencement of classes

- I. **(*) Percentage of Fee** shall be applicable on all components of fee, except for security and non-refundable admission charges/ processing fee.
- II. **(**) Timeline** shall be calculated continuously covering both weekdays and weekend.

MANDATORY ATTENDANCE POLICY

Regularity and punctuality are one of the fundamental requirements of students' learning process. It covers the presence of the student as well as it focuses on the delivery of course content in the classroom. Following are the features of attendance policy:

1. The Superior University strives to ensure 100% attendance; however, a minimum of 75% attendance is compulsory to make the student eligible for appearance in final term exams.
2. Attendance is counted from the date of start of regular classes; therefore, no leverage can be extended for late enrolment or registration.

- 3.** Temporary struck off of students' names from the attendance record will be considered as an absence. This includes a period of portal blockage also.
- 4.** There is no concept of leave. Medical or other absences have already been compensated under 25% leverage as explained in, clause No.1.
- 5.** Objective of the University is to ensure 100% attendance and course coverage. Therefore,to reflect the seriousness of the purpose, subject Teacher is responsible to mark attendance on UMS/CMS/ ERP within 15 minutes of start of the class. However, if due to any reason, attendance is missed, he can mark the attendance within 24 hours at the maximum.
- 6.** If any student feels aggrieved that his/her attendance has not been marked on the relevant software, he/she should apply to the Head of the Department concerned with five days for correction of record. After this time limit, no one is authorized to correct the same.
- 7.** Percentage of attendance is calculated on the basis of classes held, which should not be more than required number of lectures.
- 8.** Fractional percentage of presence can be rounded off up to the next digit (e.g., 74.1 = 75).
- 9.** Late enrolment and add-drop period will be considered as the absence period by the students.
- 10.** HOD should be approached to settle the attendance issue arisen due to change of section and late admission in first semester.

Attendance of Students

Teacher of each course is responsible for updating the attendance of students on UMS for each course. Students must maintain their attendance for 80% of the classes or above.

Deadlines for Marking Attendance

- Teacher can update attendance of any student on UMS/CMS on same day.
- HOD can update attendance of any student on UMS/CMS within 05 days.

Generation of Roll Number Slips

HOD of each department will be responsible for generating roll number slips and update it on UMS based on student attendance record of each course. No student is authorized to sit in the examination hall without the production of roll number slip

Course Drop

Students who have less than 75% attendance for each course will not be able to appear in exam and that course will be dropped automatically. Students have to re-register for that dropped course in the upcoming semester by paying the prescribed dues.

Supervision of Roll Number Slips

Roll number slips will be supervised by designated accounts personnel and then it will be shown on UMS/CMS/ERP to all the accountants of University and other campuses.

Absentee Fine

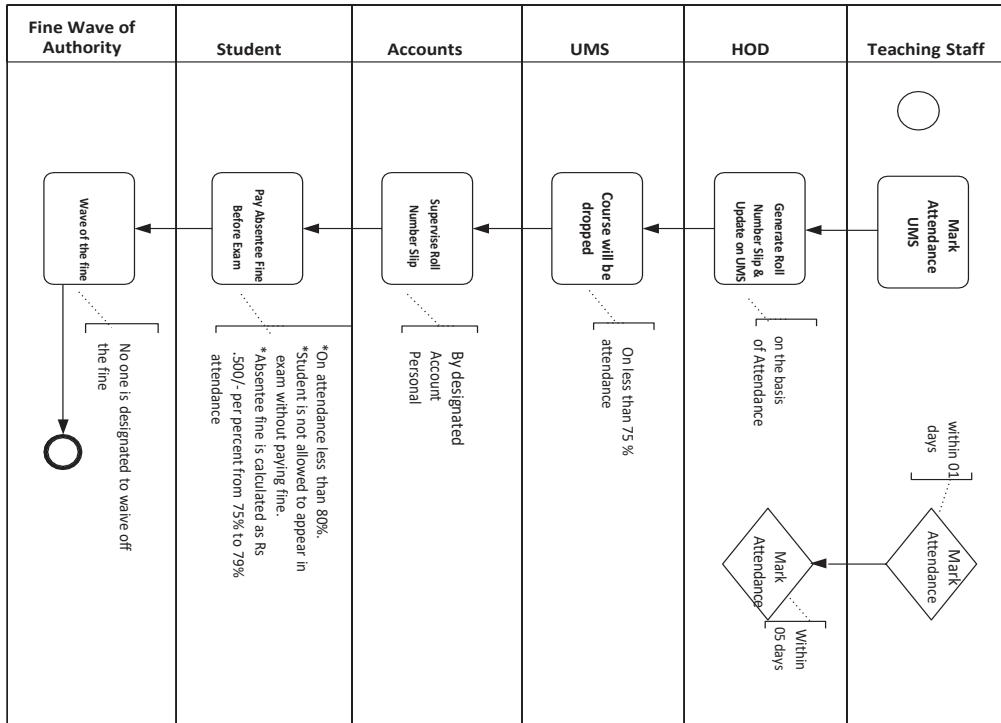
Absentee fine of students having attendance from 75% to 79% will be updated on the student portal and students must have to pay their fine before exams.

Absentee fine is charged as follows:

- Rs. 2,500/- on 75% Attendance for each course
- Rs. 2,000/- on 76% Attendance for each course
- Rs. 1,500/- on 77% Attendance for each course
- Rs. 1,000/- on 78% Attendance for each course
- Rs. 500/- on 79% Attendance for each course
- Course will be dropped on less than 75% attendance

Waive Off Absentee Fine

No one can waive off the absentee fine. Students who have not paid their absentee fine will not be allowed to appear in exam.



UNDERSTANDING SEMESTER SYSTEM

IMPORTANT TERMINOLOGIES

- a. **Contact Hours** mean the total number of weekly hours of lectures, tutorials, laboratory, studio or any other academic work by whatever name it may be called.
 - b. **Credit Hour** means teaching a theory course of 50-60 minutes duration per week throughout the semester. One Credit Hour in laboratory, library research, museum, clinical wards, library research, design studios, etc., would require contact of two-three (2-3) hours spent per week throughout the semester.
- c. UNIVERSITY REGISTRATION**
- A student seeking admission in a program of the University shall register himself/herself with the Registrar within the dates notified for registration, usually at the time of admission failing which he/she shall not be allowed to appear in the terminal (University) examinations and his/her admission may be cancelled.
 - The Registrar shall issue a University registration number to each student upon verification of student's credentials and academic record.
 - Upon successful verification, University ID shall be generated which will be used as a Key to Identify student's queries/ verification and bonafide status determination.

d. SEMESTER/COURSE ENROLLMENT

- The Department shall complete the semester / course enrolment of students within two weeks before the commencement of a semester.
- The students must clear their unpaid dues of the previous semester, if any.
- A student shall register for the courses offered by the department online in consultation with the Academic Advisor/Program Leader/HOD/Chairperson of the Department concerned.
- A regular student shall register a minimum of 15 credit hours and a maximum of 18 credit hours or as per the permission of the Regulatory Body in a regular semester and up to the maximum of

9 credit hours/3 courses in a summer session. In a summer session only the remedial, non-credit courses, and/or the repeatable courses with grade "D", "F" or "W" may be allowed to register. In exceptional cases/hardship one more course can be taken up depending upon the nature of the case with the permission of the Registrar.

- If a student needs a maximum of 21 credit hours to complete his/her degree requirements the Rector/Registrar on the recommendation of the Dean may allow the student to register for all the remaining courses.
- The student shall deposit his/her semester dues according to the total number of registered credit hours before the commencement of semester.
- If a student fails to register the courses before the commencement of the semester, the Dean may allow the student to register for courses within two weeks after the commencement of semester subject to the payment of late fees as prescribed by the University from time to time.

e. **ADD/DROP OF COURSES**

- A student may add or drop his/her enrolled course(s) or convert a credit course into a non-credit course or vice-versa within two weeks from the commencement of the semester on the recommendations of the Academic Advisor and approval of the concerned COD/Program Leaders.
- Add/Drop of course(s) for a student who is repeating any course(s) or is on academic deficiency (with a low SGPA or CGPA than the minimum requirement) may be allowed by the Dean on recommendations of the Academic Advisor through the COD/Program Leader.
- No add/drop may be allowed in Summer/Remedial Sessions except on justified grounds with the permission of Registrar.
- The student shall deposit the dues for the additional credit hours course(s) accordingly. In case of drop of course(s) the amount shall be refunded or adjusted accordingly.
- If the student gets dropped in one core course, then he/she will be dropped in other courses as well. The drop course will not be shown in the transcript.

f. WITHDRAWAL FROM A COURSE

- A student is allowed to withdraw from a course between 3-6 weeks or before the midterm after the start of the classes in the semester subject to the approval by the course teacher and Dean concerned. The withdrawn courses shall appear on the transcript with letter grade 'W'. For the courses with co-requisites (for example, courses with theory as well as lab work) if a student withdraws one component of such a course it shall be deemed as he/she has withdrawn the whole course.
- A student withdrawing after the 6th week shall be automatically awarded "W" grade which shall count in the GPA and stay on the transcript. In this case, tuition fee and other dues will NOT be refunded or adjusted. Withdrawal will be allowed until the end of 10th week of the semester. In case of withdrawal full fee of that course will be charged and shown in the transcript.
- No credits shall be given to the withdrawn course(s) nor used in the SGPA and CGPA calculations.
- The student may repeat the withdrawn course whenever offered next. He/she shall attend all the classes/tutorial and shall appear in all quizzes, mid semester test(s), assignment(s), group discussion(s), presentation(s), or project(s) during the semester/session and terminal examination at the end of the semester/session.
- He/she shall pay full dues for repeating the withdrawal course(s).

If registered student wants to freeze his/her semester after closure of registration period, in this case student will have to pay the outstanding fee and it will be treated as withdrawn. In next enrolment student can enrol all courses as fresh. The fee with scholarship and previously paid fee will not be adjusted.

g. FREEZING OF SEMESTER/RE-ADMISSION (UNFREEZING)

- Freezing/Re-admission or Unfreezing can only be allowed at the start of the semester (i.e., by the second week).
- A student dropping all the registered courses or choosing not to register in any course for a

semester shall be required to apply for freezing his/her semester through COD/PL.

- No freezing shall be allowed in the first semester but under special circumstances may be considered with the approval of Chairman/Program Leader and Registrar. Special circumstance includes:
 - a. Iddat
 - b. Accident
 - c. Death in the immediate family (first blood relation)
- The frozen semester shall be counted towards the maximum period allowed for completing the program.
- Frozen semester will automatically stand unfreeze after one semester but a student may extend this duration for a further semester by submitting another application. The maximum duration of frozen semester shall not exceed time limit of one year in a program.
- A student freezing a semester between first 3-6 weeks of the commencement of semester shall be required to pay prescribed tuition fee and other dues.
- A student, who neither registers any course for a semester nor requests for freezing of the semester, shall deem to have abandoned his/her program. However, he/she may be allowed to reinstate his/her program in a subsequent semester/session on his/her request, provided he/she has sufficient time to complete the requirements of the program within the maximum time period allowed from the date of his/her initial admission in the program. He/she shall pay 100% of the admission fee as the prescribed reinstatement fee along with other dues of the semester/session.

h. EVALUATION SYSTEM

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

Nature of Examination	Course with Lab	Course Without Lab
Quizzes	5 – 10%	5 – 15%
Mid Semester Examinations	20 – 30%	30 – 40 %
Assignments / Presentations/ Case Studies etc.	5 – 10%	5 – 10%
Practical / Project (if applicable)	10 – 20%	
Final Semester Examination	40 – 50%	40 – 50%

Note: The weightage can be varied by the Board of Studies depending upon the nature of the subject.

i. GRADES & GRADING SYSTEM

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

TABLE FOR AWARD OF GRADES

Percentage Marks	Grade	Grade Points
86 – 100	A	4.0
82 – 85	A-	3.67
78 – 81	B+	3.33
74 – 77	B	3.0

70 – 73	B-	2.67
66 – 69	C+	2.33
62 – 65	C	2.0
58 – 61	C-	1.67
54 – 57	D+	1.33
50 – 53	D	1.0
0.0 – 50	F	0.0
Incomplete	I	-
Withdrawal	W	-
Replaced Grade	R	-
Improvement	Imp	Grade awarded as per marks
Short Attendance	SA	-

j. MIGRATION / TRANSFER OF CREDITS/EXEMPTION OF COURSES

- A student may be allowed to transfer the credit hours from other accredited Universities/Degree Awarding Institutes only at the time of admission or at the start of the regular semester of the University. Similarly, a student studying in any other undergraduate degree program offered by Superior University can be allowed to transfer credits provided that he meets the eligibility criteria for the program (in which he is seeking admission) as set by University or other accreditation bodies.

- The Dean shall constitute a committee to evaluate and recommend the transfer of credits. The Dean shall endorse the acceptance of transferred credit hours.
- No transfer will be allowed once the add/drop deadline of two weeks after the start of the semester has expired.
- No credit of a course shall be transferred if the letter grade is less than C with minimum grade point of 2.00 on the 4.00 scale or in case if grade is not available with minimum 60% marks.
- A maximum of 50% of the total credit hours required for completion of the program can be allowed for transfer.
- The courses allowed to be transferred shall have at least 70% similarity of the course contents for the core courses on the current scheme of study of the program and for the elective courses the Committee shall evaluate the courses and recommend the transfer on the basis of comparable and identical courses.
- A candidate who has already earned a degree or other qualification from a recognized University/DAI with a lesser duration/study as compared to that of the duration/studies of the program in which he/she intends to take admission may be given exemption of studied courses and allowed to bridge his/her previous qualification with the required duration/studies of the desired program. The case of exemption shall also be dealt by departmental admission committee and referred to Dean for final approval.
- The grade and the grade point of the transferred course shall not be used in calculating the SGPA and CGPA.
- The candidate shall be responsible for providing the migration certificate/NOC, and syllabi (attested by the previous University/DAI), letter grades and grade points of all the courses that he/she has qualified at the last University/DAI and shall meet all the admission requirements of the program.

k. FINAL TERM EXAMINATION

On the conclusion of 16-weeks of teaching, there shall be an examination referred to as Final Term Examination. It is usually a three hours examination and the schedule of the same is published by the Controller of Examination Office, well in advance. Students are required to take the Final Term Examination of each registered course, failing which a grade shall be awarded as per the earlier status of the course. Only those students shall be eligible to sit in the Final Term Examination who have met the minimum attendance requirement and have cleared their semester dues. Under normal circumstances, there is no provision to retake the Final Term Examination. However, in case of exceptional circumstances, the case may be submitted to the Controller of Examinations along with certifiable documents, which after due consideration shall be forwarded to the concerned Committee for a decision.

SUMMER SEMESTER

The Superior University will offer Summer Session to dropped out/ failed/ freeze semester students (of Semester 3rd onward), a Summer Semester comprising 10 Weeks with double contact hours as per following guidelines:

- For Summer intake all students have to pay 100% fee for all the courses enrolled by them provided students can take a semester load of only 9 credit hours/3 courses in the Summer.
- All students have to pay fee according to fee structure in vogue or upcoming Fall semester.
- All departments are allowed to enroll their students in summer classes excluding Semester 1 and 2 students who are not eligible for Summer Semester.
- Each student must maintain a minimum attendance of 75 % failing which he/she is not allowed to attempt the final examination. Fine will be charged for each percentage which is below 80 % attendance as per the policy in vogue.
- Minimum class size for Summer Semester is 15.
- Add/Drop of courses is not allowed in summer.
- Once the students have enrolled in their courses, they are required to pay their fee/dues irrespective of the fact whether they appear in the exam or not.
- Regular Examination/Assessment process is followed as prescribed in the Academic Regulations.
- Generation of Roll number slips is compulsory to sit in Exams.

INCOMPLETE GRADE 'I'

- If a student fails to appear in the terminal examination of a course on medical or another reason, he/ she be treated as absent and failed. However, in special circumstances, on the request of the student,

the Dean of the Faculty concerned, on the recommendations of the teacher/supervisor concerned, may allow for the award of Grade 'I' to the student in a course provided the students attendance and other requirements of the course are completed.

- No credits shall be given to the Grade 'I' and it shall not be used in the SGPA and CGPA calculations.
- Incomplete requirements must be met not later than the end of the next regular semester otherwise it will automatically be changed to an 'F'. It will be student's responsibility to complete the specified requirements within the stipulated time as approved by the Dean on recommendations of teacher/supervisor.
- In case the project is split into 2 parts then It will be written in the 1st part and it will be replaced by the original grade in the 2nd part.

CUMULATIVE GRADE POINT AVERAGE (CGPA)

For completion of the degree, the minimum qualifying CGPAs for BS and MS/MPhil Students are 2.00 and 2.50, respectively.

In case a student secures less than 2.00 CGPA (minimum qualifying CGPA) at the end of final Semester, he/she may be allowed to get re-admission in one or more courses, in which his/her Grade is below C, along with the forthcoming semester, provided that he/she is not debarred under the CGPA Improvement Regulation and time duration specified for the program. To continue in PhD, scholars are required to maintain a CGPA of 3.00 out of 4.00 throughout their academic career.

ACADEMIC PROBATION AND EXPULSION

- A student shall be required to maintain a minimum CGPA of 2.0 throughout the period of his study.
- At the end of every regular semester a probation warning is issued to the student if the CGPA of the student falls below 2.0. If a student cannot earn a minimum SGPA of 1.0 in the first semester then he/

she shall be dismissed from the program. In case GPA of a student in the first semester falls below 1.5 but equal to or above 1.0 then he/she shall be given a serious warning (the last chance to attain a Semester GPA of 2.0 or above). A student on “serious” warning shall be dismissed from the program if he/she fails to achieve minimum semester GPA of 2.0.

- A student while under warning cannot register courses in the subsequent semester without the approval of the Dean.
- If the CGPA of a student is less than the 2.0 after each regular semester, the probation count increases by one.
- If the CGPA of the student equals or exceeds 2.0 the probation count becomes zero.
- If the probation count of a student becomes two (2), he/she shall be relegated. After 3rd probation period the student will be expelled from the University. A relegated student shall not be allowed to register any new course(s) and only re-register his/her repeatable courses. During relegation he/she shall have to maintain a minimum SGPA of 2.00. To remove the relegation status, he/she shall have to earn a minimum CGPA of 2.00. The relegation period shall be counted towards the maximum period allowed for the program.

PROCEDURE FOR ISSUANCE OF ACADEMIC WARNING ON LOW PERFORMANCE

- Each student has to maintain the minimum 2.00 SGPA/CGPA to be promoted to the next semester. Whenever the requisite score falls below 2.00 he/she will be issued 1st warning requiring him/ her to remain careful to avoid 2nd warning. Examinations department will issue 1st warning on the UMS after analysis of the data which will pop up on the portal of each student below the required SGPA/CGPA.
- Heads of the Departments will generate report after announcement of result and hold a counselling session with the student in the presence of his/her parents. Holding of Counselling Sessions after the

announcement of results will be mandatory for each Department. The Department of Examinations will monitor the process.

- 2nd warning if issued and also in a row /consecutively will be treated as final warning and if the student fails to meet the required standard in the next semester will be relegated to the relevant semester.
- The student is required to clear the probation/warning status in the next semester and henceforth. relegated to the relevant semester.
- The student is required to clear the probation/warning status in the next semester and henceforth.

TIME LIMIT FOR PROGRAM COMPLETION

TIME LIMIT FOR PROGRAM COMPLETION

The Superior University complies with the HEC guidelines for degree completion within the time limit as given below:

Ph.D

Minimum 3 years (including course work duration and Thesis)

Maximum 3-8 years (including course work duration) with approval of Director Research/ Registrar/ Controller of Examinations

MS/MPhil

Minimum of semesters, (1.5/2 years) for full time students and minimum of 8 semester (4 years) for part time students Maximum time limit of 3 years for full time students and maximum of 6 years for part time students, further extendable for one year with the approval of Statutory Bodies

These policy guide lines will be the same for formal system, distance system and virtual system in respect to duration

BS

Minimum of 8 semesters (4 years/As per accreditation body*)

Maximum time limit of 6 years, further extendable for one year with the approval of Statutory Bodies.

Minimum of 160 and Maximum 180-above** Credit hours for 5 year degree program

**Subject to meeting the requirements of the respective Accreditation Councils to meet the International Standards for Credit Hours required.

APPLICATION TO REQUEST A TRANSCRIPT/DEGREE

APPLICATION TO REQUEST A TRANSCRIPT/DEGREE

All the University students, after the completion of their semester (s) or degree program, can apply for their interim or final Transcript/Degree.

The University students have to adhere to the following procedures for acquiring his/her transcript/degree:

- Application form can be availed from the University Photocopier's shop.
- While filling the form, students must ensure to write his/her correct spelling of the name to avoid any inconvenience.
- Use the Blue ball point to fill the form for transparency.
- Write information in BLOCK LETTERS and avoid to use the edges of the box.
- Avoid overwriting in the Form
- Incomplete and incorrect Forms are not acceptable.

Following Documents are required to be attached with the Form:

- i. Result Card of Matric
- ii. Result Card of FSc
- iii. Result Card of Graduation (for Master Degree/Transcript)
- iv. Result Card of MPhil & PhD. Notification for PhD Degree/Transcript
- v. 01 Photograph size (3x3 cm) pasted at the given place with blue background
- vi. 01 photograph size (3x3 cm) attached with form.
- vii. Copy of the CNIC
- viii. Original Fee Slip

Before submission of the Form, student should ensure his/her Clearance from Program Manager, Library Department and Account Department.

After assembling all the procedure, Transcript / Degree will be issued to the student within stipulated time period.

STUDENT RESIDENCE AT THE CAMPUS

STUDENT RESIDENCE AT THE CAMPUS

The Superior University provides hostel facilities to both male and female students. It offers living facilities to students that are from out of city and country. Accommodation is available on campus as well as off campus. The students are provided with accommodation, mess and high-speed internet etc.

SU FEMALES/MALES HOSTEL RULES & REGULATIONS

All the students residing in the hostel of the Superior University are advised to follow the rules of student residence at the campus. Those students, who fail to follow the rules, may be expelled from the hostel.

HOSTEL RULES

1. Outsiders are not allowed to enter or live in the hostel.
2. In case of genuine reasons, students having an outsider visitor will need to get written permission from the Hostel Warden.
3. Students will ensure that all lights, fans and other electric or electronic equipment are switched off before they leave the room.
4. Heaters are strictly not allowed in the hostel premises.
5. Playing musical instruments, radio, tape recorder, or CD player at a high volume, which may disturb other students in hostel, will not be allowed.
6. Carrying of drugs and weapons by the students or their visitors in the hostel premises is strictly prohibited.
7. Any dispute erupting among the student will be reported to the Hostel Warden for necessary action.
8. Misconduct of any nature will result in the immediate expulsion from the hostel.
9. All students will need to pay for any damages or spoiling of the walls, furniture fitting, and other utility items.
10. Cleanliness of the hostel premises, rooms, wash rooms, etc., must be ensured.
11. Smoking is strictly prohibited in the premises of the hostel (rooms, wash rooms, corridors, mess) except in the lawn. Violation of this rule will be fined Rs. 300/-.

12. After leaving hostel once, student has to pay hostel admission fee again for the readmission the hostel.
13. Student leaving the hostel permanently must inform by submitting the application on Hostel Clearance Form.
14. Hostel Security will be refunded on Hostel Clearance Form with attached original security receipt.
15. Male students will not leave the hostel after 10:00 pm.
16. Female students will not leave the hostel after 6:00 pm.
17. Male students will be required to fill-in the exit form before leaving the hostel premises.
18. If any student wants to leave hostel, he/she should inform a month beforehand. Failure to do so will result in the monthly rent being adjusted from the security deposit.

TRANSPORTATION

University maintains a fleet of modern buses to provide pick-and-drop services to the students and faculty members. Our buses move across Lahore to facilitate students from various points. For more information about your route, please contact **Mr. Mehboob at 0300 945 0864**.

PARKING

The University provides a variety of transportation and parking facilities to students, faculty, staff, and visitors. Transportation offerings are designed to serve and support members of the campus community and our surrounding neighbours to travel on and around campus safely and efficiently. For a comprehensive look at the University's transit and parking options, please contact the Transportation & Parking Guide at the Transportation Office.

Permit Parking

Parking Stickers are available to faculty, staff, and students on a first-come, first-serve basis. Parking Stickers are issued on monthly, quarterly, or annually. To apply for parking, please submit a filled Parking Application/Form. It is the responsibility of the parking sticker holder to renew or cancel their parking permit. Parking is free for faculty, staff, and students. No fees will be charged for parking in the University premises.

The University assumes no responsibility for theft of, from, or damage to any vehicle.

III - RESCUE SERVICE OR EMERGENCY COMMUNICATION EMERGENCY CALL NUMBERS

University contact number: - **042-111-000-078, 042-38103777**

OFFICE NAME	EXTENSION
Reception	930,900
Registrar Secretariat	910
Principle ANMC	914
Admission Office	955/951
Student Office	956
Examination Office	977
HR Office	909
Accounts Office	915
QEC	975
Gate	926
Library	1005/9

FIRST AID FACILITY

First aid provision is available on the University premises at all times. First aid boxes containing at least the minimum required supplies are accessible at different locations within the University premises. Chaudhary Muhammad Akram Teaching and Research Hospital is also situated inside the University to provide medical services by 24/7 to its students, faculty, and staff.

RESIDENT OFFICER Ch. Imtiaz

Contact No. 042-38103777

Hospital EXT. 1005/9

EXT. 913, 900

IV STUDENT CODE OF CONDUCT

TERMS OF REFERENCE

The University has constituted Disciplinary Committee to provide peaceful atmosphere for seeking knowledge and education of its student. The Disciplinary Committee is responsible for the following:

- To inspect and regulate the conduct and discipline of students in the University
- To look into the matters relating to breach of discipline in the University
- To recommend punishments including rustication from the programs and expulsion from the University in severe cases
- To ensure and check the dress code of students in the University and set the ethical standards for the students
- Perform such other functions as may be prescribed from time to time

POWERS OF THE DISCIPLINE COMMITTEE

The Committee possesses the following powers:

POWER TO IMPOSE FINE

In case of breach of discipline Chairman, Members and Secretary of the Discipline Committee shall have the power to impose fine at the following schedule of rates to be deposited through the Accounts Office on official challan form:

Sr. #	Details of Violation	Fine / Penalty		
		1st Incidence	2nd Incidence	3rd Incidence
1.	Indecent Dress	Rs.100	Rs.500	Case will be referred to Discipline Committee
2.	Not wearing the student ID Card in the campus and at Entry/Exit Points	Rs.100	Rs.500	Case will be referred to Discipline Committee
3.	Littering in the Campus	Rs.100	Rs.500	Case will be referred to Discipline Committee
4	Indulging in law and order situation including bullying, use of abusive language, use of drugs and smoking etc.			Case will be referred to Discipline Committee

The fine shall be deposited in the Accounts Office of the University within 3 days of the issuance of challan. However, daily list will be submitted through email to the Accounts Office, relevant HOD, and Resident Officer. In case of non-submission, name of the student will be struck-off the rolls of the University.

POWER TO IMPOSE PENALTIES

After the due process, the Disciplinary Committee may award the following penalties keeping in view the severity of the cases:

- i** Warning in the form of official ensure and a fine of Rs. 500/-
- ii** Portal blockage and a fine of Rs. 10, 000/-
- iii** Suspension for a minimum one semester.
- iv** Forced cancellation of examination.
- v** Rustication or expulsion for the rest of the life from the Superior University
- vi** Rustication with intimation to other Universities debarring further studies in case of moral turpitude and grave offenses.

GRIEVANCE SETTLEMENT PROCEDURE / APPEAL

- No appeal will lie against the fines detailed above.
- Against the decision taken by the Committee, the student may appeal to the Registrar or Rector against the decision of the Disciplinary Committee. However, the decision of the Registrar/Rector, as the case may be, shall be final. Provided further that no decision shall be passed under the above provision unless opportunity of personal hearing has been afforded to the appellant.

DRESS CODE

In order to maintain academic dignity and sanctity of the University, students of the University are required to wear decent dress. The dress restriction is not to impose any rigidity or regimentation but is in accordance with the spirit of discipline, which is the cardinal aspect of life style at the University. To abide by the student dress code, student are required to:

- wear formal dress
- wear closed shoes with socks
- tuck in and button up shirts
- wear blazer or waist coat on shalwar kameez

- wear vest under the clothes
- wear necktie on the shirt

LITTERING

Littering in any form on the premises of the University is not allowed. It is the responsibility of the entire student body to keep the classes, labs, corridors, lawns, and campus environment clean and tidy. Therefore, no littering or trash should be carelessly thrown or left on the campus premises.

The designated waste boxes should be used for this purpose. Violations shall be dealt with in accordance with aforementioned stated fine policy.

USE OF DRUGS AND SMOKING

Use of drugs and smoking is completely banned as per HEC and Government directives. Any student and staff member found abusing this policy will be dealt with under the disciplinary rules.

DISCIPLINE & LAW AND ORDER ISSUES

Code of ethics is clearly defined in various policy documents including prospectus of the University. If any student is found guilty of an act of misbehaviour, misconduct, indiscipline, or exhibits any unruly behaviour in and around the campus shall be liable for each such act to one or more penalties under the above stated Powers of the Disciplinary Committee. Moreover, use of indecent language, exhibiting ill mannerism, making indecent remarks, bullying, harassing physically or through gestures, and indulging in subversive activities will be penalized accordingly.

Minor Punishments

- Warning: Notice to the offender, verbal or written, that continuation or repetition of prohibited conduct may lead to further disciplinary action
- Fine: Fine which may amount up to Rs. 5,000/-

- Student Residence Suspension/Permanent Elimination: Expulsion from the hostel for a specified period or permanent elimination from the hostel
- Withholding of Certificate: Withholding of character certificate

Major Punishments

- Expulsion: Expulsion from the class for a particular period with a maximum period of one or two semesters
- Fine: Fine which may amount up to Rs. 50,000/-
- Exam Result: Cancellation of examination(s) result
- Rustication: Expulsion or rustication from the institution for a specific period
- Degree: Non-conferment of degree/transcript
- Relegation/withdrawal from course, program or University

PUNISHABLE ACTS OF ACADEMIC DISHONESTY

Examination Malpractices

- Being in possession of book(s), notes, papers, or any other like materials connected with the examination
- Receiving or giving assistance in copying or in any form during the course of the examination
- Smuggling in or out of the examination hall of Answer Book etc., and tearing leaf/leaves from the Answer Book or tampering with the Answer Book in any way.
- Using abusive/derogatory language orally or in the Answer Book/against the Center Superintendent/ Examiner/Invigilator or Threatening/using violence towards Invigilators or Center Superintendent.
- Impersonation, i.e., sending some other person to take the examination.
- Communicating with the Examiner or any other person connected with the examination, with the object of unduly influencing him in any way.
- Any other type of misconduct or a deliberate arrangement to cheat in the examination.
- Writing questions and answers on any paper other than the Answer Book.
- Appearing in the Examination Center other than the allotted to the candidate without the permission of the Controller of Examinations.

- Any other unethical and unlawful activity by the student.
- Any other case of Unfair Means detected at any stage during or after the examination

PENALTIES IN ACADEMIC DISHONESTY CASES/UMC

- Written warning
- Cancellation of the answer book
- Cancellation of a course/subject
- Cancellation of the Midterm exam for all courses, during the Midterm exams
- Cancellation of one complete semester
- Rustication for a certain period of time
- Expulsion from the University

PLAGIARISM

The Plagiarism Standing Committee aims to implement the policy to apprise students, teachers, researchers and staff members about Plagiarism and how it can be avoided. It is also aimed at discouraging Plagiarism by regulating and authorizing punitive actions against those found guilty of the act of Plagiarism.

- i. For the purpose of this policy, plagiarism means presenting another person's work as one's own work by presenting, copying or reproducing it without appropriate acknowledgement of the source.
- ii. Plagiarism includes presenting work for assessment, publication, or otherwise, that includes:
 - a) Phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished works, including from the internet, without appropriate acknowledgement of the source; or
 - b) The work of another person, without appropriate acknowledgement of the source and in a way that exceeds the boundaries of legitimate co-operation.
- iii. Plagiarism is unacceptable in academic work, even where it is not intended to deceive the examiner into believing that the work is original to the student, but instead arises from, for example:
 - a) poor referencing;

- b) error;
 - c) inability to paraphrase; or
 - d) Inhibition about writing in the student's own words.
- iv. Where plagiarism exists but intention to deceive cannot be established, the matter must still be handled in the manner specified in this policy and the procedures.

Penalties for plagiarism should take into account the severity, recurrence of the offence, and intellectual standing of the offender.

Plagiarism Penalties for Students

Depending upon the seriousness of proven offence, the Plagiarism Standing Committee will recommend the Registrar to take any one or a combination of the following disciplinary action(s) against the student found guilty of the offence:

Subject/course-level Assessments

Degree	Bachelors
OffenceType	Major
Details	Verbatim/paraphrase without citing (>50% similarity index)
1st Time	I. Warning issued and record in student file. II. Assign zero (0) marks for plagiarized portion of assignment. III. Assign 80% of marks earned from non-plagiarized portion. IV. Student will be barred to assume any leadership role (SVL/Club leader)
2nd Offence	I. 2nd warning issued and record in student file. II. Fail Student in the Subject. III. Student will be barred to assume any leadership role (SVL / Club leader) if he has committed one major offence. IV. Student will be barred to get any gold medal, if he has committed two major offences
3rd Time	Expel/Rusticate from University
4th Time	Expel/Rusticate from University

Subject/course-level Assessments	
Degree	Bachelors
OffenceType	Moderate
Details	Verbatim/paraphrase without citing (30-50% similarity index)
1st Time	<ul style="list-style-type: none"> I. Warning issued and record in student file. II. Assign zero (0) marks for plagiarized portion of assignment. III. Assign 90% of marks earned from non-plagiarized portion.
2nd Offence	<ul style="list-style-type: none"> I. Warning issued and record in student file. II. Assign zero (0) marks for plagiarized portion of assignment. III. Assign 80% of marks earned from non-plagiarized portion. IV. Fine of Rs. 5000 V. Student will be barred to assume any leadership role (SVL/Club leader)
3rd Time	Forced semester freeze (i.e., Relegated to a lower class) with no refund of Semester fee.
4th Time	Expel/Rusticate from University

Subject/course-level Assessments

Degree	Bachelors
OffenceType	Minor
Details	Verbatim/paraphrase without citing (15-29% similarity index)
1st Time	I. Warning issued and record in student file. II. Assign zero (0) marks for plagiarized portion of assignment.
2nd Offence	I. Warning issued and record in student file. II. Assign zero (0) marks for plagiarized portion of assignment. III. Assign 90% of marks earned from non- plagiarized portion. IV. Fine of Rs. 1000
3rd Time	I. Final warning issued and record in student file. II. Fail Student in the Subject.
4th Time	Expel/Rusticate from University

Subject/course-level Assessments	
Degree	Post Graduate
OffenceType	Major
Details	Verbatim/paraphrase without citing (>40% similarity index)
1st Time	<ul style="list-style-type: none"> I. Warning issued and record in student file. II. Assign zero (0) marks for plagiarized portion of assignment. III. Assign 70% of marks earned from non-plagiarized portion. IV. Fine of Rs. 5000 V. Student will be barred to assume any leadership role (SVL/Club leader) VI. Student will be barred to get any gold medal.
2nd Offence	Expel/Rusticate from University
3rd Time	Expel/Rusticate from University

Subject/course-level Assessments

Degree	Post Graduate
OffenceType	Moderate
Details	Verbatim/paraphrase without citing (25-39% similarity index)
1st Time	<ol style="list-style-type: none">1) Warning issued and record in student file.2) Assign zero (0) marks for plagiarized portion of assignment.3) Assign 80% of marks earned from non-plagiarized portion.4) Fine of Rs. 30005) Student will be barred to assume any leadership role (SVL/Club leader)
2nd Offence	<ol style="list-style-type: none">1) Forced semester freeze (i.e. Relegated to a lower class) with no refund of Semester fee.2) Student will be barred to assume any leadership role (SVL/Club leader)3) Student will be barred to get any gold medal.
3rd Time	Expel/Rusticate from University

Subject/course-level Assessments	
Degree	Post Graduate
OffenceType	Minor
Details	Verbatim/paraphrase without citing (15-24% similarity index)
1st Time	<ul style="list-style-type: none"> 1) Warning issued and record in student file. 2) Assign zero (0) marks for plagiarized portion of assignment. 3) Assign 90% of marks earned from non-plagiarized portion. 4) Fine of Rs. 1000
2nd Offence	<ul style="list-style-type: none"> 1) Final warning issued and record in student file. 2) Fail Student in the Subject. 3) Student will be barred to assume any leadership role (SVL / Club leader) 4) Student will be barred to get any gold medal (if there is one moderate offence).
3rd Time	Expel/Rusticate from University

Thesis / FYP Assessments

Thesis/FYP	Major	more than 50% of work (code, written work or practical work) is plagiarized	1) Issue severe warning letter 2) Fail in thesis/FYP.	Expel/Rusticate from University
	Moderate	Between 30-49% of work (code, written work or practical work) is plagiarized	1) Issue severe warning letter 2) Fine of Rs. 5000 3) Ask student to make changes in thesis/FYP and resubmit work in one semester.	
	Minor	Between 15-29% of work (code, written work or practical work) is plagiarized	1) Issue severe warning letter 2) Fine of Rs. 3000 3) Make changes in thesis/FYP and resubmit work in two months' time.	

Appeals:

As the penalties are severe, the affected person(s) will have the right to appeal to the Rector/Registrar for a review of the findings or may submit a mercy petition within 30 days from the date of notification In order to facilitate the students and staff members who wish to get a plagiarism report, the Superior University's SIRC has dedicated an email ID, where students can submit their research projects; **librarian@superior.edu.pk**

ACADEMIC CALENDAR 2023 – 2024 (Senior Batches)

For Undergraduate Programs:

- Commencement of Classes
 - 1. Senior Batches 22.08.2023
 - 2. New Intake 09.10. 2023

Event	Fall-2023	Spring-2024
Pre- Enrollment and Registration	Till 15th August, 2023	15th December, 2023
Commencement of Semester	22nd August, 2023	8th January, 2024
Registration Deadline	8th September, 2023	26th January, 2024
Mid Term Examination	13th -20th October, 2023	11th – 16th March , 2024
Quality Feedback/Survey	13th -15th Week of Semester	13th -15th Week of Semester
Final Term Examination	19th -23rd December, 2023	20 -24th May, 2024
Paper Viewing	26th –29th December, 2023	27th – 28th May, 2024
Submission of Result	29th December, 2023	28th May, 2024
Result Declaration	3rd of January, 2024	3rd June, 2024
Miscellaneous Activities During Fall and Spring Semester 1. Superior Nights Week 2. Sports and Cultural Festival 2024 3. Convocation 2024 4. Eid ul Fitr 5. Student Recreational Tour 6. Summer Vacation 7. Pre Enrollment for Fall 2024 8. Summer Enrollment 9. Summer Final Term	1. Last Week of November till 3rd of December,2023 2. 1st Week of February 2024 3. Last week of February, 2024 4. Subject to appearance of moon (10th April- 15th April, 2024) 5. Subject to concurrence of all Deans (1st week of May, 2024) 6. Summer Vacation for senior batches from 1st of June till 18th August, 2024. 7. Enrollment for Fall 2024 (5th of May to 20th of May, 2024) 8. 25-30 th May 2024 9. 24-28 th July 2024	

ACADEMIC CALENDAR 2023-2024

(New Intake Fall and Spring 2023/2024)

Event	Fall-2023	Spring-2024
Commencement of Freshman Semester	17th August, 2023	15th January, 2024
Commencement of Semester	09th October, 2023	26th February, 2024
Enrollment of courses	Till 02nd October, 2023 (repeat courses)	Till 6th February, 2024
Registration Deadline	31st October, 2023	22nd March, 2024
Mid Term Examination	04th -09th December, 2023	22nd -26th April, 2024
Quality Feedback/Survey	13-14th week of Semester	13-14th Week of Semester
Final Term Examination	12th -16th February, 2024	24th -28th June, 2024
Paper Viewing	19th February, 2024	1st – 3rd July, 2024
Submission of Result	19th February, 2024	3rd July, 2024
Result Declaration	23rd February, 2024	8th July, 2024
Miscellaneous Activities During Fall and Spring Semester:	<p>1.Research Week 2023 2.Superior Nights Week 3.Sports and Cultural Festival 2024 4.Convocation 2024 5.Research Week I 2024 6.Eid-ul-Fitr 7.Iid-ul-Adha 8.Summer Vacation 9.Pre-Enrollment and Registration</p> <p>1.23 rd – 27 th October, 2023 2.Last Week of November till 3 rd of December,2023 3.1st Week of February 2024 4.Last week of February 2024 5.Last week of March, 2024 to be decided by the ORIC 6.Subject to appearance of moon (10 th to 15 th April 2024) 7.Subject to appearance of Moon (18 th to 21 st June 2024) 8.For Junior batches from 1 st of July till 18 th August 2024 9.for Fall 2024 15th June-21st June 2024</p>	

ACADEMIC CALENDAR 2023-2024

(Senior Batch & New Intake)

For Undergraduate Programs:

- Commencement of Classes
 - 1. (Old and New) 27.10.2023
 - 2. (All Classes) Fall 2024 23.09. 2023

Event	Fall-2023	Spring-2024
Commencement of Research Edge	4th September, 2023 (04 weeks)	1st February, 2024 (04 weeks)
Commencement of Semester	27th October, 2023	19th April 2024
Enrollment Date	06th October, 2023	08th March 2024
Registration Deadline	12th November, 2023	05th May 2024
Mid Term Examination	05th to 07th January, 2024	14th – 16th June
Quality Feedback/Survey	13-14th week of Semester	13-14th week of Semester
Final Term Examination	08th – 17th March, 2024	30th August – 08th September 2024
Paper Viewing	24th March 2024	15th September 2024
Submission of Result	31st March 2024	22nd September 2024
Result Announcement	04th April 2024	26th September 2024

ACADEMIC CALENDAR 2023-2024

For Undergraduate & Postgraduate Programs (Combined)

Event	Fall-2024	Spring-2025
Commencement of Freshman Semester	12th August, 2024	06th January, 2025
Commencement of Semester	23rd September 2024	3rd February 2025
Enrollment of courses	Till 11th October 2024 (repeat courses)	Till 23rd January 2025
Registration Deadline	17th October 2024	28th February 2025
Mid Term Examination	10th -15th November 2024	06 -11th April 2025
Quality Feedback/Survey	13-14th week of Semester	13-14th Week of Semester
Final Term Examination	26th -31st January 2025	1st -06th June 2025
Paper Viewing	3-4th February 2025	16-17th June 2025
Submission of Result	4th February 2025	17th June 2025
Result Declaration	07th February 2025	19th June 2025
Miscellaneous Activities During Fall and Spring Semester:	1.Research Week II 2024 2.Superior Nights Week 3.Sports and Cultural Festival 2025 4.Convocation 2025 5.Research Week I 2025 6.Ed-ul-Fitr 2025 7.Ed-ul-Adha 2025 8.Student Recreational Tour 9.Summer Vacation 10.Pre-Enrollment for Fall 2025 11.Summer Enrollment 12.Summer Final Term	
	1.Last week of October or 1st week of November, 2024 to be decided by the ORIC 2.Last Week of November till 6th of December 2024 3.1st Week of February 2025 4.Last week of February 2025 5.Last week of March 2025 to be decided by the ORIC 6.Subject to appearance of moon (31st March to 2nd April 2025) 7.Subject to appearance of Moon (8th to 10th June 2025) 8.Subject to concurrence of all Deans (1st week of May 2025) 9.07th June – 15th September 2025 10.Enrollment for Fall 2025 (12th of May to 16th of May 2025) 11.25-30th May 2025 (Spring 2025 will not be allowed) 12.23rd -27th July 2025	

Holidays: for Postgraduate Classes (Senior Batch & New Intake)

Event	Date & Day	Event	Date & Day
Eid Milad ul Nabi*	16th September,2024 (Monday)	Independence Day	14th August 2024 (Wednesday)
Kashmir Day	5th Feb (Monday)	19th April 2024	17th June,2024
Pakistan Day	23rd March (Saturday)	08th March 2024	November 9th (Saturday)
Labor Day	12th November, 2023	05th May 2024	16th -17th July,2024
Eid ul Fitar* & Summer Vacation	April 10th -12th , 2024 Wednesday-Friday	Quaid-e-Azam Day & Winter Vacation	December 25th – January 1st

Note:

Holidays for Muslim Festivals are subject to appearance of moon for which a separate notification will be issued.

ACADEMIC DISCIPLINE

Your days at Superior University will be full of activities, interactions and memories. You have to enjoy your presence keeping in mind the discipline you have to maintain. We do not compromise on discipline. We believe disciplined students effectively manage organizations to deliver services and thrive in a prosperous manner. Students are, therefore, expected to diligently observe disciplinary rules set by the institute. Breach of any rules & regulations shall amount to disciplinary action such as fines, suspension or expulsion.

The following is a brief overview of our disciplinary values:

1. Concurrent admission at any other institution is not allowed.
2. Admission obtained on false documentation will earn expulsion.
3. Students must be respectful towards faculty, administrative staff and fellow students.
4. Any political activity or indecent behavior in or around the Campus is a punishable offense.
5. Students must carry their ID cards on campus.
6. All students are required to follow the dress code.
7. Students should lock their vehicles in parking areas on their own risk.
8. Institute will not be responsible for any loss, theft of personal belongings.
9. No student is allowed to leave the classroom during lectures without permission of the teacher or until the class is over.
10. Use of mobile phones is strictly prohibited during lectures and must be switched off or put on silent mode.
11. Late comers will be marked absent.
12. Absentees for three consecutive working days without any notice or valid reason shall be considered for expulsion.
13. It is the responsibility of each student to observe orientation details, date sheets and any other course related announcements displayed on our notice board.
14. Students must clear their dues before appearing in mid-term and final examinations, failure to do so will prevent them from appearing in their respective examinations.

15. No makeup assignments, quizzes and presentations are allowed after the assigned dates, unless permission is sought from the concerned teacher.
16. Semester dues are non refundable and non transferable for any reason.
17. Any student misbehaving in class or on campus will be reported to the Incharge Discipline Committee by the teacher. The concerned authority will take the necessary action deemed appropriate.
18. Roll No. slips for institute exams shall not be issued to any student if his/her dues are not cleared.
19. The registration / admission fees of the institute shall be paid by all students.
20. Unfair means in quizzes, assignments, exams, reports will result in punishment with heavy fine or suspension.
21. Smoking is prohibited in and around all our College / institute premises.
22. A daily fine will be charged from students who remain absent or fail to pay their dues on time.
23. Any student found damaging the University property shall pay five times the cost of the damage.
24. No student is allowed to paste, exhibit, prepare or distribute any poster, leaflet, notice, pamphlet or handbill on the University premises, without seeking permission.
25. All students are expected to behave in a manner that does not disturb the academic environment of the class rooms or the institution. Any such actions may result in disciplinary action leading to a reprimand, suspension, heavy fine or cancellation of registration or dismissal from the Institution.
26. Any student aggrieved by any event in the University must lodge a complaint with the HOD and not with any outside authority unless the concerned authority permits him/her to do so.
27. Food can be taken inside the cafeterias only.
28. To accommodate modern trends, University may reserves the right to change course requirements, fees, course classifications, course contents, class schedules, venues, faculty and the like, whenever it deems appropriate.
29. In case of award of degree/diploma/certificate, students shall abide by the policies framed by competent authorities.



SUPERIOR UNIVERSITY

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RANKED NO. 1 IN
QUALITY OF EDUCATION
IN PAKISTAN

WORLD RANK IN
QUALITY OF EDUCATION
101-200

OVERALL RANKED IN
WORLD'S TOP
401-600

AMONG THE
TOP 10
UNIVERSITIES OF
PAKISTAN