

HAZARA UNIVERSITY, MANSEHRA**REQUEST FOR FREEZING OF SEMESTER** (i.e, 2nd Semester, and onward on genuine reason with documentary proof with a maximum no. of 2 semesters)**(To be submitted to Chairman's Office in Triplicate)****Name of Student****Registration Number**

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Department: _____ **Roll No:** _____ **Current Semester:** _____Freezing Semester _____ (freezing of 1st semester is not allowed under the rule mentioned below)

Reason for Freezing of Semester :

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Date: _____

Signature: _____

Students should not write below this line.

Chairman's Comments**FREEZING OF A SEMESTER**

27.1 If a student freezes a semester(s), he/she will resume his/her studies from the same stage where he/she left (froze).

- 27.2
- a. Freezing in the first semester is not allowed.
 - b. After commencement of classes, the semester cannot be frozen.
 - c. During the ongoing semester, receiving of application from the students for freezing is not allowed (*except as mentioned in 27.6*).
 - d. Freezing of first two semesters for BS and first semester for MA/MSc/MS/PhD are not allowed. Provided under special hardship circumstances freezing of first & second semesters (BS) and first semester (for MA/MSc/MS/PhD) can be considered by the approval of competent authority.
 - Iddat
 - Maternity/Delivery
 - Death in the immediate family

27.3 The maximum duration of the degree program shall remain the same.

27.4 Freezing upto two semesters from course work is allowed to students facing acute domestic problems/valid reasons subject to approval of Vice Chancellor on the positive recommendations of Chairman/HOD. During freezing semester the student will be required to pay 25% of tuition fee for each suspended semester to continue his/her registration with Hazara University. In case the student uses the institutional facilities (such as library, labs, help from faculty etc) of the college/institute/centre, he/she will be required to pay 50% of tuition fee during the suspended period.

- 27.5
- a. Freezing of maximum two semesters is allowed to the BS students during the whole programme, while one semester freezing is allowed to MA/MSc during the whole programme.

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b. After the duration of freezing, the candidate who got a semester freezed can get readmission with up-coming session/semester.

27.6 A student desires to freeze his NEXT semester MUST apply well before the commencement of the next semester (which needs to be freezed). Such student must submit his application for freezing of semester before the start of final term examination of current semester. In a special circumstances (e.g. accident of student, father/mother/real brother or sister's death) a student need to apply for freezing of semester in first (1st) week of that semester. *(Read in conjunction with 27.2(c)).*

27.7 The Chairman/HOD must ensure the obtaining of approval from Competent Authority before the finishing of the Final EXAMINATION of the current (ongoing) semester, and will inform the student regarding approval or otherwise (whatever the decision may be).

27.8 After commencement of RESULT of 'Final Examination' of the current (ongoing) semester, the application for next semester freezing are not to be considered nor processed except specific special circumstances as mentioned in the rules above.

27.9 The Competent Authority for approval of freezing of the semester is the Vice Chancellor.

Dated: _____

Signature: _____

Dean of Faculty's Comments

Recommended and forwarded to the Vice Chancellor for Approval.

Date: _____

Signature: _____

VC Ofc F No. VC/

Dated: _____

Approved and forwarded to the Controller of Examinations for further necessary action.

Controller of Examination

Vice Chancellor

Key Note:

1. *Student shall submit (03) copies (in original) of the form duly signed by him/her to the Chairman/HoD concerned.*
2. *Duly signed the forms by the Dean/Chairman/HoD concerned as per mentioned rule (s) then one copy shall be submit (in original) to Provost and Controller of Examination for necessary action and one copy (in original) to be maintain in the Department for record.*