

Student Handbook



**National University
of Computer & Emerging Sciences
Islamabad**

June 2025

VISION

To produce world-class professionals, who are responsible citizens and good human beings.

MISSION

To identify and attract the most promising students from diverse communities, to shape them into visionary leaders and world-class professionals.

To impart quality education to students, irrespective of their financial background ethnicity, gender or religion to create an inclusive society.

To promote research and scholarly activities to generate knowledge.

Disclaimer

The contents of Student Handbook supersede all policies, rules, regulations, procedures, requirements and conditions notified earlier. The University reserves the right to change any part or whole of this Handbook without notice or obligation.

In case of any ambiguity of non-existence of rules and regulations, the final authority for their interpretation and provision shall rest with the University whose decision shall be final and binding for all parties concerned.

FOREWORD

The National University of Computer & Emerging Sciences (FAST-NCES) offers its students an enabling environment to exploit their potential and talent in the best possible manner.

Admission to FAST-NUCES is not an end in itself, but the start of a new journey towards learning, development, growth and self-exploration. The University expects its students and graduates to be academically accomplished, professionally apt, and ethically prepared. The University aims to transform its students into the leaders of tomorrow. The objective will be achieved through their professional development and personal growth.

The *Student Handbook* encompasses the academic rules, values and traditions, professional standards, social norms, and principles, which we at FAST-NU religiously pursue. We expect our students to follow this set of ethos and values with a willing devotion. This would enable you to co-exist with fellows, follow the policies, and abide by the rules at the University.

We also envision our students making all the stakeholders—the university, the faculty, and their parents—proud by their achievements. They have at hand the very tough challenge of coming up to the high-performance expectations and the high academic standards of the University. With this, we reiterate our faith in your competence and believe in your growth.

In the end, I would like to address a few words to the new members of the FAST-NU community.

While cherishing your good luck to have made it to one of the premier seats of higher learning in the country, be mindful of the enormous responsibility that you have accepted by joining FAST-NU. Let your teachers and the alumni of the University serve as your role models. Approach them for advice, for help, and for

guidance, whenever and wherever you need to. You will find the entire University on your side to support you in your cause to achieve excellence.

The management and the faculty are always there to facilitate your stay at the University towards a rewarding future. Welcome to the FAST Lane!

Allah be with you!

Dr. Aftab Ahmad
Rector

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CODE OF CONDUCT

National University of Computer & Emerging Sciences endeavours to inculcate in its students' intellectual diversity, self-motivation, critical thinking, and inquiry, research-oriented approach, capacity for leadership, and community oriented, ethically guided high sense of professionalism. University aims to equip students to meet the challenges of the 21st century. The University expects its students to strive towards acquisition of attributes that befit the national objectives. These attributes, in turn, should be reflected in their everyday behaviour, attitude and dress. To achieve these goals all students are obliged to strictly follow the Code of Conduct laid down below. The University expects the students to familiarize themselves with the information provided within this handbook.

1. The University takes pride in maintaining a peaceful, and conducive educational environment for Students and Staff.
2. The University aims to transform students into professionals, responsible citizens, and good human-beings.
3. The student body is advised to regard the campus as a second home and avoid any kind of vandalism. This will in turn benefit the student body financially.
4. The University believes in treating everyone equally with respect. No favoritism is rendered on the financial, religious, social, and political background.
5. Any individual who attempts to disrupt the community structure of the university will be liable for appropriate disciplinary action.
6. Students should refrain from actions that might damage the reputation of the University. They must also avoid any

conduct that may lead to the disruption of any academic program /activity of the Campus.

7. Students will show tolerance, understanding, and respect for the rights of others. In case of any misunderstanding with peers or University management, etc., discussions and exchange of views within the framework of decency and decorum would be the desirable course to follow. Threatening behaviour to fellow students, faculty, staff, or the University as an institution could cause irrevocable dismissal from the University.
8. Students will be respectful to members of the opposite gender and will refrain from any behaviour that can be interpreted by others as ‘gender harassment’.
9. Students are strictly reminded that gender mixing is permissible only within the accepted social and cultural norms of the society. Faculty tolerance should not be construed as an approval to undue intimacy or unacceptable proximity, openly or in isolated areas. Girls and boys are not allowed to sit next to each other in the classrooms, labs, and library or outside.

The expected cultural norm is as per the *Ayat of Surah Nur*
(Ayat 30-31)

“Tell the believing men to lower their gaze and be modest. That is purer for them. Lo! Allah is aware of what they do.’ ‘And tell the believing women to lower their gaze and be modest, and to display of their adornment only that which is apparent, and to draw their veils over their bosoms.’ Pickthal

10. It is the responsibility of all to keep the Campus environment clean and tidy. Therefore, no littering or trash should be carelessly thrown or left on the Campus premises. The designated waste bins should be used for the purpose.

11. The students are advised to refrain from any damage to the University fixtures/furniture including Venetian blinds, scribbling/carving on desks, writing on walls, and misusing lab equipment, etc.
12. Smoking is strictly prohibited on campuses. Anyone found smoking must pay a fine, repeated cases may be liable for disciplinary action.
13. Students are advised to switch off mobiles in classrooms, examination halls, labs, and library so as not to disrupt the calm of the said places.
14. Political activities or campaigns are strictly prohibited within the campus premises.
15. Activities tantamount to spreading hatred or unethical values on political, ethnic, or religious basis are strictly prohibited.
16. Students are advised to strictly follow the code of conduct on-the-field and off-the-field while taking part in sports and other extra-curricular activities. Students are expected to exhibit exemplary behaviour, especially while representing the University in an activity or competition.
17. Matters of indiscipline would be referred to the Campus Discipline Committee, which is authorized to reprimand or check any indiscipline. Parents of students who disobey authority and violate the code of conduct will be called to the university. Disciplinary Committee may suggest action to be taken for breaching code of conduct by the student.
18. It is generally recommended that students only take the recommended course load per semester (5 courses for BS and 3 courses for MS). This keeps the workload manageable and allows student to perform reasonably well in a semester.

19. Late submissions in assessment are not accepted and strongly discouraged.

20. Dress Code:

The students of the University are expected to dress keeping in view the local cultural values.

- a. The students are not allowed to wear shorts or sleeveless shirts. The dress should not have any scripts or images, which appear to be provocative or indecent.
 - b. The students should not wear tight or see-through clothes.
 - c. The students are not expected to put on heavy make-up or expensive jewellery.
 - d. Clothes with photographs of any celebrity/political personality/or with unethical printed words are strictly not allowed.
 - e. Clothes should not pretend to have any influence towards any political or religious party.
21. Students must refrain from cheating, plagiarism, lying, stealing, and gender harassment, in any setting of the Campus.

Cheating encompasses the following:

- a. The wilful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students.
- b. The above may be accomplished by any means whatsoever, including but not limited to the following: fraud; duress; deception; theft; trick; talking; signs; gestures; copying from another

student; and the unauthorized use of study aids, memoranda, books, data, or other information.

- c. Attempted cheating.
- d. Calling proxy attendance.

Plagiarism encompasses the following:

- a. Presenting work of others as one's own work without proper acknowledgement or citation. The work could broadly include words, opinions, and contents. (This includes material published on the Internet).
- b. Borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgment.
- c. Using Generative AI tools to generate contents and claim or present the generated contents as the student's own work.

Lying encompasses the following:

Willful and knowledgeable telling of an untruth, as well as any form of deceit, attempted deceit, or fraud in an oral or written statement relating to academic work. This includes but is not limited to:

- a. Lying to administration and faculty members.
- b. Falsifying any university document by mutilation, addition, or deletion.
- c. Lying to Discipline Committee members and advisors during investigation and hearing. This may constitute a second charge, with the

committee members who acted as judges during that specific hearing acting as accusers.

Stealing encompasses the following:

Taking or appropriating without the permission to do so, and with the intent to keep or to wrongfully use the property belonging to any member of the campus or any property located on the university campus. This includes but is not limited to misuse of university computers and other lab resources.

Gender harassment apart from others includes:

- a. Interference into a student's right to learn, study, work, achieve, or participate in the Campus activities in a comfortable and supportive atmosphere.
- b. Impolite or indecent comments, signs, gestures or looks, and facial expressions.
- c. Spreading inappropriate rumours about any student.
- d. Attempts at starting personal conversation or taking undue liberty.
- e. Advances to harass, coerce, or intimidate others.

The university will not tolerate any violation of these norms. Any student faced with such situation should contact the Campus Harassment Committee about it without any inhibition, reluctance, or fear.

22. Social Media Etiquettes

- a. Your postings should always be courteous. Remember that in most cases, content posted will be public and it may not be possible to remove it

later and can also be reposted on other platforms. It could be traceable.

- b. Posts on social media:
 - i. Should not include confidential information about an individual, or an organization.
 - ii. Should not reveal intellectual property owned by others.
 - iii. Should not violate the Code of Conduct of the university.
 - iv. Should not use someone else's images or written content without written permission and/or without acknowledgement.
- c. It is also important that the content is accurate and does not deliver unintended message on behalf of the University. Written permission must be taken before posting anything on behalf of the university. In case of a mistake, the revised content should be uploaded after due correction.
- d. Follow the rules related to the posting guidelines of online classes. Ensure to read them every time, as they can vary from class to class.
- e. Students are not allowed to run social media spaces/pages as official handles of the university.
- f. The university follows a zero-tolerance policy towards violation of university's ethical code of conduct guidelines on social media, including posting of objectionable content/ images, memes, ridiculing or humiliating students, staff, faculty, or administration.
- g. Violators shall be liable to disciplinary action.

I - ACADEMIC RULES & REGULATIONS

Academic rules and regulations are available at the following web link:

<http://nu.edu.pk/public/downloads/Academic-Rules-%20Undergrad-Programs.pdf>

A subset of the rules and regulations of the University is provided here for ready reference. All activities of the University shall be governed by the rules and regulations of the University. In case of ambiguity or non-existence of rules, the final authority for interpretation and decision shall rest with the University.

II - FINANCIAL RULES

Fee Structure and Mode of Payment

The fee is charged on Semester basis, and it becomes due two weeks earlier than the start of a semester at the time of course registration.

Fees are paid in the bank through bank challan available in Accounts Office/Flex.

All fees are non-Refundable.

All fees are non-refundable (except security deposit) and the University reserves the right to review the fee structure from time to time. Any revision of fees would be uniformly applicable to all students of the University.

Financial Assistance (Loan)

FAST, being a non-profit organization, charges subsidized fees from all its students. Realizing that even the subsidized fee may not be affordable for some of its students. FAST tries to arrange financial assistance in the form of loan for such indigent students. This assistance is subject to renewal every semester in the light of the student's academic performance and financial need. The financial assistance is limited to tuition fees only and is discontinued if the student's CGPA falls below 2.00 for undergraduate degree and 2.5 for graduate degree.

The repayment of loan starts three months after graduation or getting a job, whichever is earlier. The total amount must be repaid within a period of four years after graduation. Students are required to sign to this effect.

All those who are admitted and are in real need of financial assistance should apply on the prescribed Financial Aid form. A notice to this effect will be posted on the notice board.

Students' Services

The University may utilize the services of its senior students in different activities of the University. Such students are paid for rendering their services. Preference is normally given to indigent students.

Scholarships

Merit Scholarships

Merit scholarship is awarded to the Top THREE position holders of each Board. This scholarship is available for four years of uninterrupted studies with full course load and is equal to the full tuition fee. Continuation of merit scholarship is subject to maintaining semester GPA of 3.0 or higher.

Top Three position holders in each semester

The University awards certificates and cash prizes to those undergraduate students, who are the top three in their department. If there are more than one student on same position, the next position will automatically be vanished or moved down depending on number of students on one position. Students are selected from each of the four years of every degree program. Only those students are eligible who have undertaken the prescribed course load and have SGPA of 3.00 or higher.

Sindh Government Endowment Board Scholarships

This is offered on need-cum-merit to rural and urban students in both Undergraduate and Graduate level for all disciplines. Scholarship covers full tuition fee for entire duration of the program, renewable every year. The scholarship quota for rural sector is 60% and for Urban is 40%.

ICT Scholarships and Balochistan Endowment Scholarships

ICT Scholarships refer to the Prime Minister's National ICT

Scholarship Program, a program by Ignite (formerly National ICT R&D Fund) that provides financial assistance to students pursuing ICT degrees. Balochistan Endowment Scholarships, specifically the Balochistan Education Endowment Fund (BEEF), aims to support the education of talented students from Balochistan, including those from less privileged backgrounds,

Punjab Educational Endowment Fund (PEEF) Scholarships

The PEEF provides financial assistance to talented and needy students in Punjab and other provinces of Pakistan, including Azad Jammu & Kashmir, FATA, Gilgit Baltistan, and Islamabad Capital Territory. It aims to support students pursuing Intermediate, Graduation, and Master's level degrees. PEEF was established to address the gap in educational opportunities for deserving students by providing scholarships and other financial assistance

Punjab Honhaar Scholarship Program

The Honhaar Scholarship Program, a initiative of the Punjab Higher Education Commission, aims to provide financial assistance to deserving and meritorious students pursuing higher education at universities and colleges in Punjab, Pakistan. The program seeks to ensure equal access to quality education, particularly for those with limited financial resources.

HEC Scholarships for MS and PhD students

The Higher Education Commission (HEC) provides liberal scholarships to students desirous of studying for the MS and PhD degrees at this university. The scholarship covers tuition fee, monthly stipend, and book allowance.

Other Scholarships

In addition to the above scholarships there are various community-based scholarships offered by various committees

and foundations such as, Memon Community Scholarships, Bohra Community Scholarships, Hindu Community Scholarship, INFAQ Foundation scholarships, Agha Khan Foundation Scholarships, etc.

Assistantships

The University may utilize the services of its graduate students in its different activities. These students are compensated for rendering their services. Preference is normally given to indigent students.

III - DISCIPLINARY CONDUCT

a. Discipline

Students are expected to observe disciplinary standards of the University in all their dealings. Failure to meet these standards will require them to appear before a Department Disciplinary Committee (DDC)/Campus Disciplinary Committee (CDC), who may recommend a suitable action against the student.

The action may amount to warning, suspension of studies for one or more semesters, expulsion from the University or disqualification from any academic honour such as award of gold medal, financial aid, scholarship, etc.

Any of the following will call for a disciplinary action:

1. Violation of the rules & regulations of the University.
2. Wilful defiance of University's authority whether alone or in association with others.
3. Involvement in activities that are against the interests and reputation of the University.
4. Use of unfair means or breach of norms.
5. Use of unfair means during the exam or any evaluation process used for academic purposes.
6. Improper behaviour in or outside the classroom.
7. Any act of dishonesty including submission of false documents and deliberate misreporting.
8. Association with actions harmful to good teaching environment.
9. Failure to meet the code of conduct as laid down by the University.

b. Academic Dishonesty

The minimum punishment for using unfair means is award of zero marks in that test, assignment, midterm, or final examination.

If the course instructor refers the matter to the Disciplinary Committee of the Department (DDC), then the minimum punishment will be award of 'F' grade in that course.

If the Head of Department refers the matter to the Disciplinary Committee of the Campus (CDC), then the minimum punishment will be award of 'F' grade in all the courses taken in that semester. The CDC may recommend suspension for one or two semesters or expulsion from the university.

All disciplinary Committee recommendations of suspension or expulsion of a student must be approved by the Rector.

IV - MIGRATION

Migration from NU to other Universities

A student may be allowed to transfer from this University to any other educational institution after obtaining Clearance from the University. Such transfer will result in closing of admission at this University. Such a student may be considered for re-admission, provided the following conditions are satisfied.

- The student has been pursuing studies in the same discipline he was enrolled at NUCES during the period of absence from the University.
- The request for re-admission is made within one year of the date of closing of admission. University will use its discretion in deciding about the transfer of credits from the migrated institution.

Change of Discipline: A student may apply for change of discipline subject to completion of certain requirements as per university policy.

V - EXAMINATION RULES

1. Students are not allowed to take books, files, bags, mobile phones, data recording devices or any other material in the Examination Hall.
2. Mobile Phones, Smart Watches and all electronic communication devices are NOT allowed in Examination Hall.
3. If you find anything except answer book on your seat/desk it is your duty to inform the examiner/invigilator. In case of failure to do so you will be deemed responsible.
4. You may wish to pace yourself with your own watch, but the examiner/invigilator will be official timekeeper of the examination.
5. Do not turn or start the paper unless announced by the invigilator to do so.
6. Write your name and Roll number on the answer book as well as on question paper.
7. You will not be given any extra time if you fail to write your name and Roll number on the answer sheet.
8. In the last five minutes, make sure that extra sheets used by you during the examination are stapled to the answer book.
9. You are not allowed to continue writing after the examiner/invigilator announces, "*The time is over, put your pens down.*"
10. You are not to take the question paper (if required) and answer book out of the examination hall.

11. During examination, do not talk or whisper, turn your eyes or head away from your own answer book. Any evidence of cheating will earn you “F” grade as minimum penalty.
12. Following actions are strictly prohibited during examination:
 - a. Sharing any aids including calculators, paper of any kind, pencil, rubber etc.
 - b. Tearing any paper from the answer book.
 - c. Tearing any paper from the question book.
13. An examiner/invigilator is authorized to dismiss you from the examination for:
 - a. Use of unfair means including copying information using written or electronic media (mobile phone, memory based programmable calculators)
 - b. Use of any object, device, instrument that undermines examination process.
 - c. Creating disturbance.
 - d. Giving or receiving help
 - e. Using your own Question paper for rough work.
 - f. Any verbal or nonverbal communication.
14. Students are required to sit according to the seating plan. The Examiner/Invigilator can reallocate any student from his / her designated seat, during exam.
15. In case of absence from an exam (e.g. due to illness, accident etc.) student can apply for a retake, providing necessary evidence to justify this absence.

Any violation of the said rules or any other examination rule will be entered in the logbook and the case will be sent to the DDC/CDC for appropriate disciplinary action.

VI - LIBRARY SERVICES AND RULES

1. Silence must be observed in the study areas. The library staff has the right to ask the people to leave the library if they are talking anywhere in the library in a way, causing, disturbance to other people working.
2. Members who behave in an abusive, disorderly, disruptive, indecent, offensive, or unreasonable manner will be asked to leave the library. Offender will be reported to the Disciplinary Committee.
3. Students must carry their NU ID cards to enter the library.
4. All library material must be borrowed out before leaving the library. Un-borrowed items taken beyond the library Gate are considered stolen. Offenders are liable to suspension and stern disciplinary action.
5. Users are requested to stop and come back when a sound alarm triggers while passing through the exit gate and make sure they are not carrying any of the library material which is not checked out by the system.
6. Seats are not allowed to be reserved. When there is a demand for seats, Library staff can remove the unattended articles from the tables.
7. Chairs and study tables should not be moved around without the permission of library staff.
8. Group Study Rooms can only be booked for a group (at-least three members) for one hour, which may be extended if no other booking is in place. Group Study Rooms are not available for demos, interviews, and online meetings.
9. Smoking, eating, and drinking are prohibited.

10. Personal belongings (such as file covers, briefcases, handbags etc.) must be placed at the designated place. The University accepts no responsibility for personal belongings left in the library unattended.
11. Members are not permitted to take phone calls and/or the voice messages, play games in the library. Turn the mobile phones ringer off. Library staff are not permitted to accept private telephone messages for readers except for emergency calls.
12. Students are advised not to write on, tear off, or deface library material (books, furniture etc.) by ballpoint, marker, pen, pencil etc.
13. Where the Librarian or other Library Staff has reasonable grounds to suspect that a breach of library rules is being committed, he or she has the power to require that any person who is present in, or is leaving or attempting to leave the library, shall demonstrate to the satisfaction of the Librarian or Library Staff that he or she is not in possession of any library property.
14. No users of the library shall enter areas of the library designated by the Librarian “not for public access”, unless accompanied by a member of the library staff.
15. Reference material will NOT be issued.
16. Renewal of borrowed books cannot be claimed as a right. Priority would be given to those in the waiting list, if any. The library has a right to recall the material on a when and where required basis.

Library material is issued for the following duration:

Patron Group	Loan Limit	Max Renew	Loan Period	Fine Rate	Fine Ceiling
PhD	07	02	01 Month (s)	PKR 10/item/day	PKR 5000
Graduate	05	02	01 Month (s)	PKR 10/item/day	PKR 5000
Undergrad-uate	04	02	02 Weeks	PKR 10/item/day	PKR 5000

17. Borrower must return or renew all library material promptly. Borrowers should ensure that the material is returned by the due date, otherwise fines will be imposed.
18. Lost item charges are current item price in the market + 10% processing fee or else the replacement of the material?
19. If an item is found damaged at the time of its issue, the student must immediately inform the library staff about its condition.
20. Borrowers shall be responsible for any damage to the borrowed items. The librarian can ask the borrower to replace the damaged item with the same item in excellent condition.
21. Members must notify the library of any change in their postal or email addresses.

Theft of library material is a major offence that may result in immediate expulsion from the University.

Violation of any of the above rules may result in either termination of the library membership for the semester or imposition of fine.

Online Public Access Catalogue (OPAC)

The library is providing access to its print and online resources through online portal. All five campus libraries are accessible to the users. An app of the OPAC is also available with the name of Insignia ILS.

E-Resources

University is subscribing to databases not only from Higher Education Commission but from the publisher/aggregator directly as well. This includes the premier resources like of IEEE, ACM, and Science Direct as well.

Off-Campus Access

The library provides off-campus access to its online subscribed resources to all the faculty members' at all five campuses through Virtual Private Network.

Inter-library loan service

Inter Library Loan service is provided to faculty and students equally. Users can place their request by sending an email to the library and library processes the request within 24 hours. For ILL, the NUCES Library has a network of other 5 campuses libraries, 25 libraries linked with PASTIC Islamabad and 20 more libraries with HEC.

Circulation service

Library is providing borrowing services to its users at just two clicks. First click to scan the barcode of the student's card and second click to scan the barcode assigned to a book. The users would have a receipt of the borrowed material to know the due

date in addition to access of their profiles for checking and renewing borrowed material, and reserving the desired material.

Information Literacy Services

The library provides instructional programs to maximize the use of library resources and services for study and scholarly work these IL sessions are covering the following areas:

Library orientation	Using EndNote for reference management
Using the OPAC	Bibliography and Citation Management through Open source applications
Literature Review – Searching and Finding the material	How to write thesis statement
APA in Academic Writings	Using e-journals Effectively
Using Turnitin for the Scholarly work	Using RSS in your research life
eBooks for Research	

Publications Venues

Library helps students identify the venue for the publication of their scholarly work. Library assess the quality of the identified journals for the faculty, let them know about the impact factor journals, indexed journals, international journals, and about the W, X, Y, Z categories of the Higher Education Commission.

Turnitin Reports

Library prepare the Turnitin report for the similarity check for the students of the University, in addition to the administration of the Turnitin. Library is handling accounting opening, password reset and paper deletion request of the faculty. Paper deletion request from the students are accepted only when it comes with the recommendation of concerned faculty.

VII - COMPUTER LAB RULES

Students must cooperate with lab staff to run the lab operation smoothly and amicably.

1. No drinks & food stuff is allowed in the labs.
2. Use of Mobile phones, tablets inside the lab is strictly prohibited.
3. Relocation of the lab equipment is strictly prohibited.
4. Do not change the settings on the computer and keep your passwords secret.
5. The use of tobacco products is not allowed in computing labs.
6. Do not display or print sexually explicit graphics.
7. Behaviour and activities that disturb other users or disrupt the operations of the lab are not allowed. This includes, but is not limited to physical activities such as "loud music, "rough-housing", etc.
8. Remember to log out whenever you are done using any lab computer. Lab Admin/Instructor cannot be held responsible for the protection of your data or account when you leave a computer logged in with your account.
9. Students may not install software on lab computers. If you have a question regarding specific software that you need to use, contact the Lab Admin.
10. No personal equipment without prior permission of Lab Admin can be brought or installed in the computer labs like dismantling network cables, keyboard/mouse, display or power cables).

11. Students should be seated properly while using the computers and must tidy up the chairs and keyboard drawer while leaving.
12. No Chatting (e.g. Tiktok, Snapchat, Facebook, Instagram, games etc) is allowed.
13. No user should attempt to repair any faulty system but the attention of a Lab Admin should be called in the event of any faulty equipment.
14. During scheduled lab hours, labs are available only for the scheduled class and unavailable for others.
15. No students are allowed to enter and use the facility without the NU ID cards.
16. If student damage any equipment of computing lab, he/she will be responsible and will pay for the damage of equipment or can lead to disciplinary action.
17. Lab Admin has the right to ask you to leave, if you are not following lab rules.
18. Any facility offered in the lab can be revoked/denied without prior notification.
19. All users must observe Lab rules. Breach of any of these rules would result in a fine of Rs. 500/- and/or may result in disciplinary action and the loss of lab privileges disabling of user account.

VIII. STUDENT SOCIETIES ON CAMPUSES

Chiniot-Faisalabad Campus

- Microsoft Learn Student Ambassador
- Goonj (Charity Society)
- Google Developers Student Club
- Silent Steps (Social Welfare Society)
- ACM Student Chapter BOL (FAST Debating Society)
- Sports Guild Society
- Software Engineering Society
- FAST Adventure Society
- IEEE – Students Branch
- FAST E-Gaming Society
- FAST Videography Society
- FAST Corporate Society (Corporate Liaison Society)
- Digital Assets Trading Society
- Dramocrats (Performing Arts Society)
- Amnesty International – FAST Chapter
- FAST Club of App Development
- Career Connect
- FAST Design and Marketing Studio
- FAST Cybersecurity Society
- FAST English Club

- FAST Care Society
- FAST Photography Society
- FAST E-Commerce Society
- Sukhan (FAST Literary Society)
- FAST FinTech Society
- Symphonic (FAST Music Society)
- FAST Startup Society
- RANG (Fine Arts Society)

Islamabad Campus

- FAST Engineering Society
- FAST Computing Society
- FAST Management Society
- FAST Literary Society
- FAST Automotive Society
- FAST Adventure Society
- Google Developer Student Club
- IEEE FAST NUCES- ISB
- FAST Gaming Club
- FAST Production Society
- Takhleeq Society of Arts and Dramatics
- FAST Community Service Society
- FAST Music Society
- FAST Data Science Society

- Full Send Society
- FAST FinTech Society
- Cyberspace Legion
- FAST Quran and Sunnah Society
- FAST Sports Guild Society
- FAST Talent Society
- FAST ADSoc
- FAST Television Culture Society
- FAST Venture Society
- Amnesty International FAST Chapter
- FAST Start up Society
- Humans of FAST
- FAST Society of ARTS
- FAST Microsoft Learn Student Ambassadors
- IEEE Computer Society FAST Islamabad
- FAST Debating Society
- FAST Film Society
- FAST Content Creators Club
- FAST Alumni and Outreach Circle
- FAST Sustainable Development Society
- FAST Blockchain Society
- FAST Hult Prize
- FAST Software Engineering Society

- FAST Women in Computing
- FAST Entrepreneurial Club
- FAST Youth Development Society
- IEEE WIE FAST ISB Chapter

Karachi Campus

- PROCOM
- Association of Computing Machinery
- Character Building Society
- SPORTICS
- Dramatics and Extra Curricular Society
- The Literary Club
- Think n Create
- IEEE FAST NUCES Chapter
- Google Developer Student Club
- FAST Data Science Society
- ACM - Software Engineering
- ACM – Women
- ACM - Cyber Security
- ACM - Artificial Intelligence
- Robotics and Automation Society
- Entrepreneurship Society
- MLSA FAST NUCES Chapter
- FAST Creators Crew

Lahore Campus

- NUCES ACM (Assoc. of Computing Machinery)
- American Society of Civil Engineers NUCES Chapter
- Career Counselling Society
- Creative Society (Arts Club)
- DramaF
- Fast Society of Data Science
- Character Building Society
- Institution of Civil Engineers (ICE) –NUCES
- IEEE
- Fast Music Society
- NUCES Fun Trekkers (NFT)
- NUCES Media Group
- SOFTEC (Software Exhibition and Competition)
- Fast Sports Society
- VOICE Debating Society
- FAST CARE Society
- FAST Business Club
- Idyllic Youth Society
- Google Developers Student Club
- Stacks Fast Chapter
- Mind storm Student Chapter

Peshawar Campus

- NUCES ACM Student Chapter
- NUCES IEEE Student Chapter
- Microsoft Students Professional (MSP) Society
- FAST Sports Guild, FAST Trekking Club,
- FAST eGaming Society
- Takhleeq; the NUCES Creativity Guild (Debating Club, FAST Box Office, Metal Society for Music, Book Club)
- Kirdar; the NUCES Character Building Society
- FAST Quran Society, FAST CARE Society
- FAST Event Management Group
- NUTEC Society
- FAST Media Club
- NU Student Developer Club,
- FASTICs Society for Innovation

IX. STUDENT FACILITIES AT CAMPUSES

All campuses of NUCES are fully equipped with pertinent facilities required for a conducive learning environment like, cafeteria/restaurant, transport facility (at some campuses), sports facilities, library, learning management system, computer labs, online-teaching infrastructure, email, etc. In-Campus Hostel Facility is exclusively provided at Chiniot-Faisalabad and Peshawar Campuses.

X. Policy on Retake Examination

Retake examination application may be considered in the following cases:

Issue	Description	Documents Required
Marriage	Self or Sibling	Wedding Card and Marriage Certificate
Severe Illness	Hospitalization (Self/Immediate Family Member)	Hospitalization Certificate and Hospital Bill
Death	Immediate Family Member	Certificate
High Fever / Diarrhea Asthma	Self	Medical Certificate
Severe Injury	Injury leading to disruption in capability to appear for the exam	Supporting Documents and Medical Reports
ISSB Examination / Iqama Renewal	Actual dates must collide with the examination date.	Documentary Proof
Any religious festival/ event with fixed dates	Hajj	Travel documents or other related information

Retake examination applications will not be considered in the following cases:

1. Habitual Applicants. An applicant with more than 5 requests of retake in his or her academic career;	5. Students suffering from minor Injuries;
2. Applications with incomplete documents;	6. Marriage of cousins; and

3. Students suffering from Coughs and Colds;	7. Other cases not covered in the table above
4. Religious events with flexible dates (such as Umrah, Aitekaf leave);	

Notes:

1. All applications along with supporting documents must be submitted within the specified timeframe on Flex;	3. Immediate Family Member includes Sibling, Parent, and Grand Parents;
2. A student travelling during exams due to a valid reason may be facilitated by conducting the same exam at the remote campus on the same day and time of the exam at the base campus. (Exam paper shall be sent through email to the concerned HoD at the remote campus);	4. If in doubt the student must contact the office before the academic exam. Extra time may be allowed to facilitate a student who has a medical condition; and
	5. Above are just the guidelines. Final decision rests with the Campus Committee and the Campus Director.

XI. Policy on Generative AI Based Tools

1. Introduction

In today's rapidly evolving landscape of higher education, the integration of advanced technology, particularly Generative Artificial Intelligence (AI), holds significant transformative potential. This document examines the application, implications, and management of Generative AI at National University of Computing and Emerging Sciences (FAST-NUCES), emphasizing its role in enhancing both academic and administrative functions while upholding academic integrity and fostering innovation. Educational institutions have recently witnessed a paradigm shift through the integration of digital technology to enhance teaching and learning experiences. AI systems, particularly Generative AI, have played a central role in this transformation, offering personalized support through intelligent tutoring and recommendation systems. Despite its benefits, the rapid adoption of Generative AI raises concerns regarding academic integrity, necessitating educators to explore effective integration strategies. This policy focuses on incorporating Generative AI into teaching and learning at FAST-NUCES, aiming to provide guidelines for its responsible and effective use to enrich the educational experience while maintaining integrity. Generative AI, a subset of artificial intelligence (AI), empowers machines to autonomously create new content ranging from text to images. It offers tools such as ChatGPT, Bard, DALL-E, and Stable Diffusion, which have sparked significant interest and experimentation among students and instructors alike within academic settings. While these tools offer tremendous potential for enhancing creativity, productivity, and personalized experiences, they also present inherent risks, including concerns related to data privacy, ethical implications, and the potential bypassing of key learning objectives.

To optimize the advantages of Generative AI while minimizing associated risks, it is imperative to establish precise objectives. These objectives should clearly state what the University aims to achieve by using Generative AI in teaching and learning along with what the University expects to achieve by implementing it. By setting these objectives, FAST-NUCES can make sure that its use of Generative AI aligns with its educational mission and promotes responsible and effective use across the campuses.

2. Objectives

- 1) The University will support students and faculty in becoming AI-literate, leading to improved understanding and proficiency in using Generative AI tools, thereby enhancing academic and professional skills.
- 2) Faculty should be equipped to support students in effectively and appropriately using Generative AI tools in their learning experience, resulting in increased student competence and confidence, which leads to better learning outcomes.
- 3) The University will adapt teaching and assessment to incorporate the ethical use of Generative AI and support equal access, ensuring more inclusive and equitable educational experiences while maintaining academic integrity.
- 4) The University will ensure academic rigor and integrity are upheld, preserving high academic standards and credibility, even with the integration of AI tools, by implementing comprehensive guidelines.
- 5) The University will work collaboratively to share best practices as technology and its application in education evolve, ensuring continuous improvement and innovation in teaching and learning practices through shared

knowledge and experiences.

- 6) Promoting innovation and creativity in curriculum development and assessment design by incorporating Generative AI technologies will lead to the creation of dynamic and adaptive educational resources tailored to individual student needs.

3. Guidelines for Use

The guidelines for the use of Generative AI at University are designed to ensure responsible and effective utilization by both students and faculty. Authorized users, including students and faculty members, are granted access to Generative AI tools upon meeting specified criteria and undergoing appropriate training. Access procedures entail obtaining permissions and credentials through designated channels, with access levels tailored to the specific roles and responsibilities of users. Acceptable use policies outline the intended educational purposes for which Generative AI tools may be utilized, emphasizing the importance of ethical and lawful conduct in all interactions. Prohibited activities encompass behaviors such as plagiarism, unauthorized data manipulation, or any other misuse of Generative AI capabilities. Violations of these policies may result in disciplinary actions, including account suspension or academic penalties. Time limits may be implemented to regulate usage and ensure equitable access for all users, with guidelines provided to facilitate responsible utilization within designated timeframes.

4. Acceptable Uses of Generative AI Tools

In general, using Generative AI tools for preparatory research work, assignment and project is considered acceptable practice, however such tools should never be the only source of information used. Generative AI tools are not academic sources; they do not produce fact- checked content, and they can, and

often do, reproduce inherent biases in provision of information, and they often do not accurately state the sources from which the content provided has been gathered. It is therefore vital that students use academic and trusted disciplinary-specific sources when developing their work. None of the content generated by AI should be used in submitted work unless it is quoted and referenced as such.

AI is at its best when it is used to help synthesize ideas, so that users are in a better position to write an assignment. It may be helpful for students to consider Generative AI tools in a similar light to Wikipedia: as a source of information, but not always a reliable one.

See some potentially acceptable uses of Generative AI here. Please note, this list is not exhaustive and is indicative only.

- 1) Initial research into a topic, idea, or concept to gain an overview for example: “what are the main ethical concerns for students when using generative artificial intelligence tools?”
- 2) Identifying/summarizing core concepts or viewpoints in a particular disciplinary area for example “what were the prevalent influences on 19th century writers?” or “What ethical considerations arise from the use of data mining techniques in cybersecurity, particularly within the realm of computer science?”
- 3) Summarizing texts- Sections of text can be pasted into a Generative AI tool and it asked it to summarize the content. This is especially useful if you are unsure that you understand what the key message or concept in a piece of text is.
- 4) It is important to note that summaries cannot be pasted into work for assessment purposes unless they are being

used as short quotations for a specific purpose. These quotations must be appropriately cited and the correct referencing conventions in the subject area used.

- Taking notes during group work discussions
- Getting ideas on how to present work
- Organizing work
- Formatting a reference list

It is also possible to use Generative AI tools for proof reading and self-assessment (i.e. to get feedback on your work prior to submission), as deemed acceptable, however, it is not clear what happens to the data submitted to Generative AI tools, and so caution must be exercised. If work uploaded to Generative AI platforms is used to train the dataset from which it creates new responses for others, your work might be used in another's work, thereby risking plagiarism. Therefore, students should not upload their work to sites that do not have clear privacy policies and opt outs. Equally, it is not permissible to upload any personal or sensitive data, or University materials (e.g. lecture slides, teaching content, etc.) onto these systems without permission.

5. Unacceptable Uses of Generative AI Tools

The unacceptable use of Generative AI software broadly falls in line with other examples of academic misconduct that exist outside of Generative AI space. Students using the technology to simply circumvent the requirements of an assessment or using it to create entire assessments that they then disguise as their own original work is not acceptable. The requirement to declare, cite, reference and reflect on the use of Generative AI is designed to prevent students from simply using the technology to create assessments that they then claim as their own, and a student that refuses to declare how they have used the technology, does not

cite it, reference it or reflect on its outputs may be attempting to hide the fact that the work is not their own. If staff suspect that students have used Generative AI in unacceptable ways, they may use the Turnitin detector score to help them identify how much of a document may have been written using AI.

Some examples of misuse of Generative AI may include, but are not necessarily limited to:

- 1) Students generating an entire assignment submission and passing it off as their own work.
- 2) Submitting content generated by Generative AI tools without appropriate and correctly presented acknowledgement and citation of the source(s).
- 3) Using tools which paraphrase text to pass off the work of another person (including another student), organization, or content generated by artificial intelligence as the student's own.
- 4) Using manual or machine translation to translate the work of another person (including another student) or organization originally developed in a language other than English without appropriate and correctly presented acknowledgement and citation of the original source.
- 5) Submitting assessed work where the use of Generative AI has been cited, but the prompt given is in contravention of good academic practice e.g. "write a literature review on climate change for my research paper." All work submitted must be the student's own.
- 6) Using tools in any other way that conflicts with the standards articulated (1) in degree level guidance or (2) in semester level guidance or (3) in the instructions you were given for the specific piece of assessed work.

- 7) Uploading any data generated from empirical research projects in contravention of ethical approval conditions - for example, information on participants of research studies.
- 8) Using generative AI to write literature reviews is unacceptable because it lacks critical analysis. For example, an AI-generated review might summarize studies without comparing methodologies or highlighting gaps, leading to a superficial understanding of the research.
- 9) Good Academic Practice as stated in the Academic Integrity Policy: Guidelines for Students is demonstrated through:
 - Honesty and integrity
 - Trustworthiness
 - Respect for the wider academic community and your fellow students
 - Fairness, knowing that you have truly earned the marks awarded for your work and that you have not used unfair means to gain an advantage

If students base their work purely on the output generated by Generated AI/AI tools, and do not consult any other sources of information, it is unlikely that their work will be (1) completely accurate and/or (2) have the sufficient depth of understanding and critique expected for the level of study. Students are encouraged to go directly to academic and discipline-specific sources for several reasons. It is possible that AI tools and/or secondary sources might have misinterpreted or misrepresented information which will result in students importing errors into their work. Additionally, engaging with academic and discipline-

specific sources allows students to develop their own thoughts and ideas in the context of established scholarship. Students who do not do this are unlikely to pass their assessments. Assessment is an important part of learning and students who do not complete assessments appropriately risk not only wasting their own time at University, but also not having the necessary skills required by employers when they leave.

6. Generative AI and Assessments

By focusing on the responsible and appropriate use of Generative AI, we should consider why we are assessing students, what we want students to learn, and how students can demonstrate their learning.

- 1) Consider your semester learning outcomes. What do you want your students to achieve with this assessment? What core skills do you intend for them to develop? Will the use of Generative AI help or hinder students from achieving their learning goals? Make sure you consider the diverse learning needs of your student cohort when you are thinking about how your students might achieve their learning goals.
- 2) Consider how exactly students may or may not use Generative AI for your assessment in order to meet learning outcomes. Most students do not want to shortcut their learning. They want you to be clear and explicit on how they can and cannot use Generative AI.
- 3) FAST-NUCES has developed three categories to provide guidance for when and how students can use Generative AI in their assessments. These categories are to help you clarify expectations with your students. Each category describes a general approach with examples. You may adapt these categories, offer additional clarification, and

include different examples. The three categories are:

- Students are not allowed to use Generative AI for their assessment.
- Students are permitted to use Generative AI tools for specific purposes to assist with their assessment
- Generative AI is an integral part of the assessment and students are encouraged to use it extensively.

Departments, Instructors, and/or Lab Instructors, must decide which category to employ for their assessments in advance.

Ensure that your decision is communicated and explained to students. Assessment could include a statement for students clearly.

6.1 Use in Non-Lab Courses:

- 1) Students are allowed, and sometimes encouraged, to use generative AI tools like ChatGPT for completing course assignments.
- 2) All the course assignments must include associated quizzes or demonstrations.
- 3) A small percentage (typically 10-15%) of the total marks will be allotted to the assignment submissions. The majority of the marks will be based on the assignment quizzes or demonstrations. This grading distribution should be clearly stated in the course outline. These quizzes or demonstrations should take place in the week following the submission deadline.

- 4) Faculty members are encouraged to integrate questions related to these assignments into both sessional and final exams.
- 5) Students should be encouraged to submit the prompts they used in generative AI tools to understand the assignments. Instructors can use these prompts to identify students' weaknesses by analyzing the approach they took to comprehend the material.

6.2 Use in Lab Courses:

- 1) In general, the use of generative AI tools like ChatGPT in labs is prohibited unless explicitly allowed by the lab instructor, particularly in courses such as Programming Fundamentals (PF), Object-Oriented Programming (OOP), and Data Structures (DS) etc.
- 2) 10% of the labs will allow the use of generative AI tools.
- 3) When the use of generative AI is permitted, lab sessions will be extended to 2.5 hours. In the final half-hour, students will be given a small quiz task to complete independently, without using generative AI tools. At the end of these sessions, students must submit the prompts they used during the first 2.5 hours. The LI will review these logs to assess the students' understanding.
- 4) Marks for these labs will be based on performance in the quiz task and the quality of the submitted prompts. The Lab Instructor must ensure that the quiz task's complexity is reasonable and appropriate, considering the original lab task and the allotted time.

6.3 Use in Research:

- 1) Generative AI tools like ChatGPT are to be used as assistive tools for research purposes only. They should

enhance productivity, explore ideas, and provide insights while preserving the integrity of the research process.

- 2) Researchers and students intending to use generative AI in their research must undergo appropriate training to understand its capabilities and limitations. They should also be familiar with the University's policies on academic integrity and the responsible use of AI tools.
 - 3) The use of generative AI in research projects must be reviewed and approved by relevant faculty members, advisors, or supervisors to ensure compliance with University policy and alignment with research objectives.
 - 4) Generative AI should not be used for the automated submission of research work, assignments, or any other academic assessments. All submissions must be the original work of the researchers.
7. Detecting Generative AI Use in Assessments
- 1) Use software like Originality.ai, Turnitin, Copyscape, and Grammarly etc. for detecting the use of generative AI in the assessment.
 - 2) Integrate plagiarism detection tools like Turnitin and Copyscape capable of spotting AI-generated content.
 - 3) Students should add screenshots of the prompts given to the Generative AI to check how students have used it will help the TA as well.
 - 4) Encourage instructors to remain vigilant for sudden performance improvements.
 - 5) Inform the students about the ethical implications of AI use in a course. Communicate clear policies on AI use in assessments, including consequences.

- 6) Create an active learning environment to encourage student engagement and understanding.

8. Referencing Generative AI Tools

Using Generative AI/AI tools for research and in the preparation of work does not require citation, similar to how an initial Google search for information does not require citation. Before the introduction of Generative AI, students were not required to reference web searches, sources that had not directly informed their submitted work, or the use of spell checkers. Therefore, the use of Generative AI for similar purposes need not be referenced unless an assignment brief specifically states otherwise. It is unlikely that students will need to directly quote content from AI-generated sources very often due to the limitations of Generative AI tools. However, students must critically evaluate any content generated using AI. In certain circumstances, or for specific content types, referencing may be required. For example, part of the assessment may involve using AI to generate text that the student then critiques. In these instances, if students' work includes a verbatim quotation, embedded image, or figure, this should be referenced within the text or content of the assignment and in the reference list. Additionally, students must include images of the prompts they used with the Generative AI tool to ensure transparency and proper attribution.

9. Privacy & Data Security

The University must uphold its legal responsibilities regarding the protection of information, which extends to all University affiliates. Breaches of these protections can lead to severe consequences, including harm to affected individuals, damage to the University's reputation, and legal liability. Faculty, staff, and students are prohibited from submitting any data directly identifying individuals or classified as Sensitive or Confidential

into AI tools not supported by the University. Additionally, datasets containing information indirectly identifying individuals must not be submitted to unsupported AI tools. Furthermore, ensuring accuracy and integrity of information is paramount, requiring meticulous maintenance and retention of official records in accordance with established protocols. Attention must also be given to metadata considerations, as there's a distinction between directly inputting data into a Generative AI system and uploading a file, which may contain unseen metadata. Documents created using AI may be subject to open records laws and record retention requirements, emphasizing the need for compliance with data retention policies and procedures of the University.

10. Training & Support

To ensure faculty and students at FAST-NUCES are equipped with the necessary knowledge and support for effective utilization of Generative AI tools, comprehensive training and technical assistance are provided. Workshops, training modules, and online resources are available to cater to varying proficiency levels and specific needs, offering guidance on Generative AI application. Additionally, dedicated technical support services ensure prompt resolution of any issues encountered during usage. Peer learning communities further facilitate collaboration and knowledge sharing among users.

- 1) **Workshops:** FAST-NUCES will organize workshops specifically designed to educate faculty and students on the usage and application of Generative AI tools.
- 2) **Training Modules:** Tailored training modules will be developed to cater to varying levels of proficiency and specific needs, providing comprehensive guidance on Generative AI utilization.

- 3) Online Resources: Accessible online resources, including tutorials, guides, and instructional videos, will be provided to supplement in-person training and offer continuous support.
- 4) Technical Assistance: Dedicated technical support services will be available to address any technical queries or issues encountered during Generative AI usage, ensuring uninterrupted access and optimal functionality.
- 5) Peer Learning Communities: Opportunities for faculty and students to engage in peer learning communities will be facilitated, fostering collaboration, knowledge sharing, and best practices in Generative AI utilization.

11. Monitoring & Compliance

To uphold ethical standards and ensure adherence to policies regarding the use of Generative AI tools at FAST-NUCES, robust monitoring and compliance measures are implemented. Monitoring procedures are systematically carried out to oversee the usage of Generative AI tools among faculty and students, ensuring alignment with established guidelines and regulations. Any instances of non-compliance are identified, and appropriate consequences are enforced to address violations effectively. These consequences may include disciplinary actions, such as warnings, suspension of privileges, or academic penalties, aimed at reinforcing the importance of responsible Generative AI utilization and upholding institutional integrity.

12. Review & Revision

To maintain the relevance and effectiveness of policies governing the use of Generative AI tools at FAST-NUCES, a structured approach to review and revision is adopted. Regular reviews of existing policies are conducted to assess their adequacy and alignment with evolving technological

advancements and institutional needs. Stakeholder feedback, including input from faculty, students, and administrative personnel, is solicited and considered during these reviews to ensure inclusivity and responsiveness to diverse perspectives. Through this iterative process of review and revision, FAST-NUCES aims to continuously enhance its Generative AI policies, fostering a supportive and adaptive framework for responsible Generative AI utilization across the University community.