



**PAK-AUSTRIA FACHHOCHSCHULE:**  
INSTITUTE OF APPLIED SCIENCES AND TECHNOLOGY

Khanpur Road Mang, Haripur, Pakistan



## **ACADEMIC RULES AND REGULATIONS**

**For Bachelor Programs**

**Volume: 1.1**



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INSTITUTE OF APPLIED SCIENCES AND TECHNOLOGY



## ACADEMIC RULES AND REGULATIONS For Bachelor Programs

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These academic rules and regulations are applicable from Semester Fall-2020 on Batch-2020 students and onward.

## FOREWORD

One of the chief goals of university education is to educate and equip a student as a whole person for decent employability with the capacity to contribute to socio-economic development of the country. By deciding to pursue your university education at PAF-IAST, you have chosen a unique institution with a promise to deliver a prosperous future ahead. At PAF-IAST, you are ushered in a stimulating environment best suited for effective teaching and learning.

PAF-IAST distinctly seeks to engage students in activities needed for their physical, intellectual and moral growth. We encourage you to work hard, get actively involved in your classes and be willing to expand your horizons. We provide you opportunities to complement your learning in the classroom through student societies, campus activities, community engagement, recreation, and leadership development. Our faculty and staff are committed to support the educational and professional development of students in all possible ways and manner.

The purpose of this handbook is to acquaint the students with the general rules and guidelines regarding their academic matters. The policies and procedures presented in this handbook provide essential information to facilitate smooth graduation of our students. The handbook lays down the standards expected of students as valuable members of PAF-IAST community. Should there be any query about the information contained in the handbook, students are welcome to approach their members of faculty for guidance.

## TABLE OF CONTENTS

1.	Introduction-----	01
2.	Grading and GPA Calculations-----	05
3.	Transfer Policy-----	07
4.	Registration-----	09
5.	Academic Assessment-----	14
6.	Rules for Summer Semester-----	19
7.	Awards and the Honors-----	20
8.	Academic Integrity-----	22
9.	Academic Advisors-----	25
10.	Internship-----	27
11.	Code of Conduct-----	32

# 1. INTRODUCTION

## Medium of Instruction

- 1.1 Except for language courses, courses other than English and Islamic Studies, the medium of instruction and examinations for all courses is English.
- 1.2 Medium of instruction for Islamic Studies is the student's own choice.

## Academic Year

- 1.3 Academic year comprises mainly two regular semesters, namely, Fall and Spring.
- 1.4 A regular semester is spread over 18 weeks of teaching including one week reserved for final examination.
- 1.5 The 9-week summer semester including one week for final examination, if offered, is Optional.

## Credit Hour

- 1.6 One credit hour means teaching each week a theory course for one contact/classroom-teaching hour throughout the semester.
- 1.7 A classroom-teaching hour or one period is of 60 minutes including a 10-minute break.
- 1.8 The credit hours of a theory/lab course will be followed according to the approved curriculum.
- 1.9 One credit hour of lab work is equivalent to 3 contact hours of laboratory or practical work per week throughout the semester.

## Scheduling of Classes

- 1.10 All classes are held at scheduled hours. The schedule is communicated to students through notification of timetable by the concerned Academic Office.
- 1.11 In case of any unavoidable situation a class may be postponed and rescheduled as follows:
  - a) Faculty members/students are not allowed to reschedule any class at their own discretion.
  - b) With the approval of the concerned Head of Department (HoD)/Chairman, Classes can be rescheduled only by the Academic Section,
  - c) Before the cancellation of a class, the Academic Section will be apprised so that students are informed well in time.
  - d) For pre-planned activities (conferences, workshops etc.) during regular class hours, the concerned Head of Department/Chairman is to be informed and approached for prior formal permission.
- 1.12 If it is not possible to meet the requirement of minimum lectures due to unavoidable circumstances), or it is not possible to schedule them in free slots during the working weeks, classes may be rescheduled on weekends, local or national holidays.
- 1.13 A class can be scheduled with the approval of the Head of the Department/Chairman for 1½ period, that is, for a duration of 90 minutes.
- 1.14 Regular semester course load for undergraduate students not on academic warning/probation, is determined on the basis of the Institute's scheme of studies (SoS).

1.15 On the advice of academic advisor, the Head of Department may change the course load keeping in view the availability of courses, student's academic performance or academic deficiency status.

1.16 A student can register only for a courses for which he/she has qualified in all the pre-requisite courses as specified in the approved curriculum.

## Attendance Requirements

1.17 Students are expected to maintain 100% attendance not only in lectures but also labs, tutorials, seminars, and discussions prescribed by the course instructor. Mandatory attendance is 75%.

1.18 Failure to meet attendance requirements (75%) in a course will render the student ineligible to appear in the final examination of the concerned course. He/she will be awarded an F grade.

## Requirements for bachelor's degree

1.19 The minimum and maximum durations of a bachelor's degree are four years (8 regular semesters) and 6 academic years respectively.

1.20 On a student's re-admission with credit exemptions from a previous admission, the maximum duration allowed to complete the degree will be counted from the date of first admission at the previous institute.

1.21 A minimum of 130 credit hours are fixed for each bachelor's degree program. If approved by the Institute, a program may have more credit hours. Clearing all courses listed in the Scheme of Studies (SoS) of a program is mandatory.

1.22 Securing a Cumulative Grade Point Average (CGPA) of 2.00 is mandatory for graduation.

1.23 Student must complete at least 500 hours of internship with relevant organizations.

1.24 To graduate, a student must attain good academic and disciplinary standing and should not be subjected to any kind of investigation.

## Clearance upon withdrawal/completion

1.25 Student who withdraws during the year or leaves the Institute upon completion of their education must apply for clearance from all the departments/sections. Clearance is mandatory for the students to be eligible for the issuance of official documents.

1.26 A student forfeits his/her security deposit if he/she does not complete the clearance process.

## 2. GRADING AND GPA CALCULATIONS

### Grade Point Average

- 2.1 The Grade Point Average (GPA) provides a continuous scale for grades earned. Two types of averages are computed for the grades obtained by a student, the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA). SGPA indicates the GPA of courses completed in a semester, whereas CGPA reflects the GPA of all courses completed by a certain date by a student.
- 2.2 PAF-IAST follows Relative Grading system in its scheme of studies.

### Interpretation of Grades

- 2.3 Grades are interpreted as follows:

Table 1: (Grade Letters and Grade Points)

Grades Letter	Grades Point	Interpretation
A	4.0	Exceptional
A-	3.67	Outstanding
B+	3.33	Excellent
B	3	Very Good
B-	2.67	Good
C+	2.33	Average
C	2.0	Satisfactory
C-	1.67	Low Pass
D+	1.33	Marginal Pass
D	1	Unsatisfactory
F	0.0	Fail
Q	-	Qualified
W	-	Withdrawn
I	-	Incomplete
IP	-	In Progress
T	-	Transfer

### GPA Calculation

- 2.4 SGPA is calculated as follows:

$$\text{SGPA} = (P1*C1 + P2*C2 + P3*C3 + P4*C4)/C$$

P1, P2, P3 and P4 are the grade points earned in respective courses, while C1, C2, C3, C4 are the credit hours of those courses studied in the semester. C is the number of total credits attempted in the semester, that is, C=C1+C2+C3+C4.

- 2.5 CGPA is calculated as the weighted average for all semesters cumulatively using grade points of all the courses taken by a student.
- 2.6 In case of a course repetition, the grade of both the attempts are visible on the transcript but only the best grade is included in the cumulative grade point average (CGPA) calculations.
- 2.7 The following letter-grades have no grade points, but they will appear on the transcript. However, they have no effect on the CGPA.
  - a) W grade letter will be awarded for withdrawn courses. It will not be removed even if the student successfully completes that course subsequently.
  - b) Q grade letter will be awarded on the completion of non-credit courses.
  - c) I grade letter will be awarded, after approval of absence by the concerned BOF, if a student fails to appear in a final exam. (Refer 5.6 for I grade policy).
  - d) IP grade letter is assigned by the system in FYP-I at the time of FYP-II enrolment or at the end of the semester (whichever is earlier).
  - e) Letter T in the transcript grades column, indicates that the respective course credits have been approved and transferred to PAF-IAST.

### 3. TRANSFER POLICY

#### Credit Transfer from another University

- 3.1 Transfer of a student and his/her earned credits is possible if:
  - a) The student had studies at Fachhochschule model institute/university.
  - b) A seat is available at PAF-IAST in the intended academic program.
- 3.2 The relevance/compatibility/validity of the curriculum/contents studied at previous institution is determined against the curriculum and contents of the relevant courses taught at PAF-IAST.
- 3.3 Exemption of courses studied at another university cannot be allowed beyond 40% of the total credit hours of the degree program.
- 3.4 The HoD/Chairman recommends courses for exemption which are compatible with PAF-IAST courses.
- 3.5 Recommendations for credit exemption are sent to Dean of the relevant Faculty for validation. He is the final authority to grant course exemption.
- 3.6 No credit can be given for a course in which the grade is below B, that is, a GPA of less than 3.00 on a scale of 4.00.
- 3.7 Only credits of acceptable courses are transferable, and NOT the CGPA earned at the previous institution.
- 3.8 Transfer shall not be processed unless a student provides NOC from the previous institute stating that:
  - a) He/she is not under disciplinary punishment.
  - b) No Disciplinary action is pending against him/her.
  - c) No Dues are outstanding against the student.

3.9 A transfer shall not be considered during a semester.

3.10 When a student is transferred with credit exemptions from another institute, the maximum duration allowed to complete the degree will be counted from the date of first admission at the previous institute.

#### Credits for Courses Taken at Other Institutions as Visiting Students

- 3.11 After prior approval, students may take courses at other institutions as visiting scholars.
- 3.12 Credits for these courses are transferable to PAF-IAST subject to fulfilment of the criteria of B or above grade.
- 3.13 Exemption of courses studied at another university cannot be allowed beyond 40% of the total credit hours of the degree program.
- 3.14 To claim credit for courses taken at other institutions, students are required to submit the detailed course outlines to the respective department(s) for evaluation.
- 3.15 These credits will count towards the degree requirements after the approval from Dean.

## 4. REGISTRATION

- 4.1 Students in the first semester must register for all the courses listed in the Scheme of Studies (SoS). Once they have registered for the courses, they are not allowed to drop them.
- 4.2 Following is the procedure for the recommended course registration procedure in subsequent semesters:
  - a) Clear all previous fees and dues before registration.
  - b) Register courses online.
  - c) Pay semester fees by due date.
- 4.3 In a regular semester (Fall and Spring) a regular student without academic deficiency is allowed to take all courses prescribed in the scheme of studies.
- 4.4 In addition to semester load, a student can register for a repeat-course(s) in consultation with student's advisor provided total load in a semester does not exceed 21 credit hours.
- 4.5 Tentative registration timelines for students are given in the table below.

Table 2: (Tentative Registration Timelines)

Provisional registration	Final registration	Dropping/adding courses	Fee clearance
Starts two weeks before commencement of semester	Till 3 <sup>rd</sup> day of semester start	First two weeks of semester	By the due date mentioned on the voucher

### Registration of courses with Theory and associated Lab:

- 4.6 Parents/guardian will be contacted for a meeting with the HoD/Chairman for sharing the unsatisfactory academic performance of the student. In consultation with their respective advisors, students with academic deficiency (warning or probation), have the option to

register for improvement of a course if they have obtained C or below grade. The credits of improved course(s) count once towards credit hours completed successfully.

- 4.7 A student must register both for the Theory and Lab part of a course.
- 4.8 A student cannot withdraw from either Theory or Lab part of the course. He/she must withdraw both from Theory and Lab component.
- 4.9 A student can register for both parts of a course (i.e., theory, and lab), if he/she has passed only the theory part of a pre-requisite course (if it has any).
- 4.10 If a student, who has passed both Theory and Lab, wishes to improve grade in the course, he/she must register for both Theory and Lab.

### Registration for Final Year Project (FYP)

- 4.11 Final Year Project (FYP) is offered in the second last regular semester. The project spans over two semesters (FYP-I and FYP-II).
- 4.12 Students must have a CGPA of 2.00 and completed 90 credit hours to register for FYP-I.
- 4.13 Registration for FYP-II requires successful completion of FYP-I.

### Adding or Dropping a Course

- 4.14 The request to add or drop a course can be made within the first two weeks of a regular semester. For this, recommendation of student advisor and approval of the Chairman/Head of Department are essential.
- 4.15 Students are not allowed to drop any course during the first semester.
- 4.16 Students cannot drop a course in the summer semester either.

## Withdrawal from a Course

- 4.17 Dropping a course after the 2<sup>nd</sup> week and before commencement of the 11<sup>th</sup> week, is defined as withdrawal from a course. In the case of withdrawal, the student is automatically awarded W grade by the system.
- 4.18 Withdrawal from a course(s) may result in delay in graduation. However, the maximum duration of his/her degree program shall remain the same i.e., 6 years.
- 4.19 First-year students are not allowed to withdraw course(s) in their first semester.
- 4.20 The fee paid for a withdrawn course is not refundable.
- 4.21 HoD/Chairman has the authority to approve request for withdrawal on recommendation of the student's advisor.
- 4.22 The last date to withdraw from a course shall be the last working day of the 10<sup>th</sup> week of the semester.
- 4.23 After the course withdrawal deadline, a student cannot discontinue the course(s). Discontinuation of the course(s) will result in F grade or a grade earned according to the percentage of course assessments attempted. This grade is visible on the transcript and it has effect on the CGPA.
- 4.24 Students availing any form of financial support are not allowed to withdraw from a course, unless necessitated by unavoidable circumstances. Request for withdrawal in such a case must be approved by the respective Dean.

## Course Repeat and Replacement Policy

- 4.25 Students may repeat courses for improvement with grade replacement if they have obtained C or below grade. The course grade is replaceable only if the same course is repeated.

- 4.26 A student is required to apply to the Controller of Exam before the notification of results if he/she wants to repeat a course for improvement after the completion of a degree requirement. He/she can do so within the maximum duration of the degree (i.e., 6 Years).
- 4.27 The credit of repeat course shall be counted once towards the successfully completed credit hours.
- 4.28 A student awarded an F or W grade in a core course, must repeat the same course to meet the graduation requirement.
- 4.29 A core course cannot be replaced by any other course.
- 4.30 A course can be replaced by another course if that course is substantially similar to the original course. For this, the approval of Head of Department is essential. This option is available only if the original course has been discontinued by the department.
- 4.31 In the event of a repeated course, the best grade is included in the cumulative grade point average (CGPA) calculations.

## Expulsion from the Institute

- 4.32 The Institute may expel a student in the following extreme cases if he/she:
- Poses a threat to the lives or safety of him/herself or other members of the Institute or is involved in any undesirable activity.
  - Has a critical medical/psychological condition or demonstrates behavior that seriously interferes with his/her education as well as that of other members of the Institute.
- 4.33 The expulsion process is initiated, after thorough verification, by the faculty advisor and/or disciplinary committee.

## Closure of Admission

- 4.34 Closure of admission results in termination of a student from an academic program.
- 4.35 In case of academic withdrawal, the admission of that student would stand closed.
- 4.36 A student's admission will be cancelled automatically on completion of maximum duration allowed to earn a degree.
- 4.37 Admission can also be closed if so, recommended by a Disciplinary Committee and approved by the competent authority.
- 4.38 A new admission is closed if the awaited result does not meet the eligibility criteria of a particular degree program.
- 4.39 A student can request for closure of his admission for personal reasons or in order to pursue studies elsewhere.

## Semester Freeze

- 4.40 Semester freeze means to unregister all registered courses in a semester after Add & Drop period. However, tuition fee of the semester is not refunded.
- 4.41 A semester of a student can be freeze if his/her overall attendance is below 75% in a semester on medical grounds or some other reason beyond his/her control.
- 4.42 The semester freeze would be approved by the Rector of the Institute.

## 5. ACADEMIC ASSESSMENT

- 5.1 The performance of students is assessed during the semester through midterm exams, assignments, quizzes, case studies or any other methods considered appropriate by the course instructor and the Institute. The assessment requirements shall be duly communicated to the students at the start of a course.
- 5.2 Following is the weightage assigned to various assessment elements:
  - a) Theory Course

Table 3: (Weightage for Theory Assessment)

Final Exam	Pre-Final
40-50%	50-60%
	Max. Two Mid Term Exams
	Sessional
	20-30%
	20-30%

  - b) The Sessional includes quizzes, assignments, projects, internships, class participation etc.
  - c) Lab Course

Table 4: (Weightage for Lab Assessment)

Final Exam	Pre-Final
40-50%	50-60%
	Max. Two Mid Term Exams
	Sessional
	20-30%
	20-30%

  - d) A minimum of 12 Lab tasks must be evaluated in a semester.- 5.3 Using relative grading system, a letter grade will be awarded to each student based on his/her overall academic performance in a course.
- 5.4 Except for the final examination, all the assessment results will be shared with the students. The students, however, may check the final exam paper through a formal paper rechecking process.

- 5.5 Any deviation from Rule 5.2 above, if necessitated by the nature of a course, will be made with the approval of the Chairman/HOD. On intimation from Dean, Controller of Examination will implement the change in the rule for that specific course.
- 5.6 The Controller of Examination will publish the result notification.
- 5.7 The Controller Examination is authorized to issue all Warning, Probation, and withdrawal letters.

### Award of Incomplete (I) Grade

- 5.8 "I" grade is awarded if a student fails to appear in the final exam because of medical reasons or due to death of the first degree relative. In case of any other eventuality beyond the student's control, he/she will be awarded an I grade with the approval of the Board of Faculty (BoF).
- 5.9 "I" grade will be awarded to a student on his/her request, after due process on the recommendation of the department.
- 5.10 The makeup examination for the "I" grade students will be arranged within first six weeks after the beginning of the subsequent semester. In case the student fails to take the makeup examination, he/she will be awarded an F grade.
- 5.11 The standing of a student in the pre-final semester work evaluation cannot be altered.
- 5.12 On announcement of the makeup exam result, "I" grade will be replaced by the attained grade. At the same time, the semester GPA and CGPA are recomputed, and the student's academic record is updated accordingly.

### Academic Warning

- 5.13 To remain in good academic standing, students are required to maintain a minimum CGPA of 2.00 at the end of each regular semester as well as during their study duration.
- 5.14 Academic warning letter will be issued to students with weak performance in studies. Such students will be at the risk of being placed on probation if they do not improve their academic performance.
- 5.15 Warning letters will be issued to students if:
  - a) Their Semester GPA in any regular semester falls below 2.00.
  - b) CGPA is below 2.00.
  - c) They earn F grade(s) in a course(s)
- 5.16 If the CGPA equals or exceeds 2.00 after the 1<sup>st</sup> or 2<sup>nd</sup> academic warning, the warning count is reset to zero.

### Academic Probation

- 5.17 A student will be placed on academic probation if:
  - a) The semester GPA remains below 2.00 for two consecutive regular semesters.
  - b) The CGPA falls below 2.00 at the end of any regular semester.
- 5.18 Students may be placed on probation beforehand without receiving an academic warning letter.

### Academic Withdrawal

- 5.19 Academic performance of a student is closely monitored especially during his/her warning and/or probation period. Students who fail to demonstrate a marked improvement in their academic performance while on probation will be withdrawn from their respective academic programs in the following situations:

- a) If the CGPA in the first semester is below 1.00
- b) If the SGPA of a student is below 2.00 for the first two consecutive regular semesters, then s/he will stand withdrawn from the program.
- c) If the CGPA is below 2.00 for any three consecutive regular semesters after the first semester.

## Retotaling of Final Exams

- 5.20 Application for retotaling a final exam must be tendered on prescribed forms along with retotaling fee.
- 5.21 Students' application should reach the Examination Office within seven days of announcement of the result.
- 5.22 The retotaling Committee shall comprise:
  - a) The Controller of Exam - Convener
  - b) Head of the Department - Member
  - c) A Subject Specialist from the Department - Member
- 5.23 The committee shall comply with the following guidelines to deal with retotaling cases:
  - a) The committee shall recount marks awarded by the concerned instructor.
  - b) Unmarked question or part shall be sent to the instructor for marking.
  - c) The committee is not authorized to discuss with the student the outcome of the retotaling.
- 5.24 The committee shall submit its recommendation, on Change of Grade Form, to the respective Dean for final approval.
- 5.25 Examination Office will inform the student about the outcome of the application for retotaling.
- 5.26 Retotaling fee will be refunded if there is a change in marks.

## Result Declaration Process

- 5.27 Instructor of the respective course will award the grade. The awarded grades of every course will be presented for discussion at a department meeting. Chair of the meeting (i.e., HOD/Chairman) can suggest change in the result change but he cannot alter the result. The final decision will rest with the concerned faculty member.
- 5.28 The recommendations of the departmental meeting will be presented for review and approval at the Faculty Meeting. Chair of the meeting (i.e., Dean) has the authority to approve awarded grades, deficiency cases of I grade, Probation, and withdrawal. After Dean's approval, results and deficiency cases will be sent to the Controller of Exam for verification and declaration.

## 6. RULES FOR SUMMER SEMESTER

- 6.1 The 9-week summer semester will be offered as an optional semester.
- 6.2 The contact hours per week will be doubled during the Summer Semester to ensure full coverage of the course in summer (within half the duration as compared to a regular semester).
- 6.3 A student cannot register for a new course unless:
  - (i) an elective course is being offered by a distinguished scholar or professional who is available only during summer.
  - (ii) a student needs one or two new elective courses to graduate at the end of summer.
- 6.4 Students can register in summer semester for courses which they had previously taken and were awarded a letter grade, including W.
- 6.5 A student will be allowed to repeat a maximum of 2 courses, with associated labs (if any).
- 6.6 A student can withdraw from a summer course on or before the last day of the 5<sup>th</sup> week of classes.
- 6.7 Summer courses cannot be dropped. The fee charged can neither be refunded nor carried forward to next semester(s).
- 6.8 Financial assistance, scholarship or fee concession are not available in summer semester.
- 6.9 For a summer course to take place, as a bare minimum FIVE (05) students must enroll for the course.
- 6.10 For relative grading, grading scheme of the previously taught course will be applied to the repeat course.

## 7. AWARDS AND THE HONORS

- 7.1 Upon graduation, Gold Medal will be awarded to overall first position holder of each degree program.
  - 7.2 Following is the eligibility criteria for the awards of medals and certificates:
    - a) Student must have passed the prescribed courses (for his/her batch) in all semesters.
    - b) Student must not have failed, repeated or withdrawn from any course (s) a course in any semester.
    - c) The position is determined by the GPA earned in all semesters. In the case of a tie, the position will be adjudged on the basis of highest marks secured.
    - d) The student must have earned SGPA of 3.00 or higher in all semesters.
    - e) A student disqualified by the Disciplinary Committee from any academic honor, e.g., a medal or scholarship shall not be considered for any award.
  - 7.3 Best Project Award for the Final-Year Project (FYP) - Student(s) must have an A grade in the project to qualify for the award of certificate(s).
  - 7.4 All academic awards and honors will be officially notified by the Controller of Examination.
- ### Rector's List of Honors
- 7.5 Students earning an SGPA of 4.00 shall be included in the prestigious Rector's List of Honors.
  - 7.6 The Rector's list will be issued and displayed after each semester and a recognition certificate will be issued accordingly. Student's name will also appear on the Institute's website.
  - 7.7 Only those students are included in this list who have completed the semester with regular course load prescribed in the study plan.

## Dean's List of Honors

- 7.8 Students with an SGPA of 3.50 to 4.00 would be included in the Dean's List of Honors at the Institute's website in order to recognize the students' distinguished performance.
- 7.9 The Dean's list will be issued and displayed after each semester and a recognition certificate will be issued.
- 7.10 The list will include only those students who have completed the semester with regular course load prescribed in the study plan.

## 8. ACADEMIC INTEGRITY

Students are expected to adhere to honest practices throughout their stay at the Institute. Some specific acts of academic dishonesty are described here:

### Cheating:

Cheating is described as any act that is intended to gain unfair academic advantage. Examples of cheating include, but are not limited to the following:

- 8.1 Any attempt to give or seek assistance in a formal academic exercise, like an examination.
- 8.2 Disseminating or receiving answers, data, or other information by any means other than those expressly permitted by the concerned teacher in a certain academic exercise.
- 8.3 Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory experiment, or any other academic exercise, in which the student is not expressly permitted to work jointly with others.
- 8.4 Assuming another individual's identity or allowing another person to do so on one's own behalf for the purpose of fulfilling any academic requirement or in any way enhancing the student's grade or academic standing.
- 8.5 Using without the teacher's permission, any device, implement, or other form of study aid during an examination, quiz, laboratory experiment, or any other academic exercise.
- 8.6 Deception or providing false information to a teacher concerning a formal academic exercise, e.g., giving false excuse for missing a deadline or falsely claiming to have submitted work.

## Plagiarism:

Deliberately presenting work, words, ideas, theories, etc., derived in whole or in part from a source external as though they are the student's own efforts.

Examples of plagiarism include, but are not limited to the following:

- 8.7 Failing to use proper citations as acknowledgment of the true source of information presented in a paper, assignment, or any other academic exercise.
- 8.8 Presenting any work completed in whole or in part by any individual, group or organization, as though the work is the student's own, in an academic exercise.
- 8.9 Buying, selling, bartering, or in any other fashion obtaining or distributing material to be used fraudulently as part of an academic exercise.

## Other Academic Violations:

Falsifying or fabricating data, records, or any information relevant to the student's participation in any course or academic exercise or tampering with such information as collected or distributed by a teacher. Examples of academic misconduct include, but are not limited to the following:

- 8.10 Falsifying, or attempting to falsify attendance records, graded exercises of any kind, or any information or document that is relevant to smooth operation of the academic system.
- 8.11 Inventing, fabricating, or falsifying data as part of completion of an academic exercise.
- 8.12 Bribery or paid services i.e., giving assignment answers or test answers for money.

- 8.13 Sabotaging or acting to prevent others from completing their work. This includes removing pages from library books or willfully disrupting the experiments of others.

## Penalties for Academic Dishonesty

- 8.14 The teacher (under intimation to the concerned HoD/Chairman) can award a "zero" in a specific assessment of academic evaluation, such as, assignments, quizzes, project deliverables, etc. if evidence of academic dishonesty or cheating is found.
- 8.15 Disciplinary Committee can award the following punishment depending on the gravity of a case:
  - i) 'F' grade in a course.
  - ii) 'F' grade in all the courses.
  - iii) Fine
  - iv) Expulsion from the university.
  - v) Disqualification from any academic honor, e.g., a medal or scholarship.
  - v) Combination of any of the above.
- 8.16 Disciplinary committee comprises:
  - i) Dean nominated by the Rector (Convenor)
  - ii) Controller of Examination (Secretary)
  - iii) Three Senior faculty members nominated by the Rector (Members)

## 9. ACADEMIC ADVISORS

In order to acquaint Bachelor students with the PAF-IAST Academics Rules & Regulation and support them to overcome their administrative and academic issues, the concept of "ADVISOR" has been introduced at PAF-IAST. The Student Advisor (i.e., faculty member from the Institute) will take care of a group of 5-10 students. Stated below are the duties of the academic advisor:

- - 9.1 Help students to define and develop realistic educational career plans through schedule planning for each semester. Each student should have an up-to-date academic schedule plan till graduation.
  - 9.2 Meet Freshman /Students once a week during 1st semester in order to assist them in the initial adjustment to university academic life and clarify their queries related to academic and administrative issues. Special sessions should be scheduled throughout the first academic year.
  - 9.3 Meet continuing students at least once fortnightly with a view to guiding them to plan for the coming semester (or summer) and to review/revise their long-range academic program schedules and clarify their queries related to academic and administrative issues.
  - 9.4 Assist students in studying a course consistent with their abilities and interests.
  - 9.5 Monitor progress toward educational/career goals and meet at least once each semester to review the progress toward completing the proposed academic program and to discuss grades and other performance indicators.
  - 9.6 Discuss and reinforce linkages and relationships between instructional program and occupation/career.
  - 9.7 Acquaint students with PAF-IAST Academics Rules and Regulations. Interpret and provide rationale for the Academic Rules and Regulations, procedures, and requirements.
  - 9.8 Keep and follow the assigned students' reports of unsatisfactory work (such as, notice of class probation for poor attendance (75%), failing grades, incomplete grades from past semester(s)). Special attention should be paid to students who are placed on academic warning or probation.
  - 9.9 Approve all designated educational transactions (e.g., preregistration/registration schedule, drops/adds, withdrawals, change of major and advisor, graduation requirements, etc.).
  - 9.10 Try to make informal/out-of-class/office contacts to evince personal interest in the student as an individual.
  - 9.11 Maintain an up-to-date Advising Portfolio, with a summary record of performance to date (grade reports, transcript, requirements completed, etc.), dates of meetings, notation of special circumstances etc.
  - 9.12 Inform and, if necessary, refer students to other institutional resources when academic, attitudinal, attendance, or other personal problems require intervention by other professionals. (e.g., Office of Controller of Exam, Provost, etc.)
  - 9.13 Consult regularly with faculty colleagues in order to have an up-to-date information. For career and graduate school options, advisors should refer their charges to the Career Development Center when more information is needed.
  - 9.14 Initiate case of I-grade whenever a situation arises.
  - 9.15 Resolve in coordination and consultation with the Institute's authorities, any administrative difficulty of the students,
  - 9.16 Each Advisor will monitor the progress of their charges' problems (whether administrative, psychological or academics), keep this log, and get it signed by HOD/Chairman on fortnightly basis. Each Department will forward on semester basis a compiled report of issues highlighted by Advisor to Dean.

## 10. INTERNSHIP

### Internship and its importance

An internship is short-term on-job training or professional learning experience that offers meaningful, practical work related to a student's field of study or career interest. Internships are offered by companies and organizations to provide entry-level exposure to students in a particular field or industry.

The major objective of the internship is to expose the students to a real-time work environment and assist them in developing professional skills such as teamwork, problem-solving, critical thinking, management, and communication. In this short-term training, students enhance their knowledge in a particular field under the mentorship of skilled experts.

The internship helps to develop the following skills:

- Professional behavior and knowledge of a specific industry/company, job functions such as marketing, customer service, accounting, design and production, application of theoretical knowledge into practical work
- Communication skills: interpersonal, teamwork, leadership, speaking, presenting, writing.
- Computer or technology skills with specific hardware and/or software
- Project-related skills: research, analysis, time management, multitask coordination, teamwork, project progress, and completion.
- Employment-enhancing activities: expanding the network of industry contacts, earning a job experience to reflect the performance.

### Internship policy for BS Programs

10.1 PAF-IAST approved 18 weeks (500 hours) of the internship/industrial training in the 2nd meeting of the academic council held on 11-06-2020. This includes 08 weeks summer semester internship (after the 6th semester) and 10 weeks total summer break internship (collectively after the 2nd and 4th semesters) which will be of 05 weeks in each summer break.

### Allowed forms of Internship.

- 10.2 Industrial training: An industrial training will be considered an internship experience through which students gain real-time work experience in an industry or R&D organization and gain knowledge through hands-on observation and job execution either in national or international/multinational companies.
- 10.3 Project-based internship: A project-based internship is a learning process in which students bring acquired knowledge and methodological competencies into practice on some specific issue or problem in a national international/multinational company. This will be considered an internship experience if the student has completed the selected project or assignment which is to be assessed by the academic advisor (faculty member) and/or expert in the industry. The project could be based on developing a part of a new or existing product, preparing some specific strategy, or conducting analyses.
- 10.4 Project: The project with an industry or research institute can be regarded as an internship experience with the condition that students should demonstrate the application of knowledge and skills during the course/study program with quantitative conclusions or qualitative understanding as a result.
- 10.5 Virtual internship: Virtual work placement involves the use of an information and communication technology (ICT) supported environment, where students interact with one another and companies independent of time and space as well as across traditional geographical boundaries. Computer-aided product design and computer simulations are prominent learning tools for virtual internships. A virtual internship can be considered an internship experience if the student has completed a specific project or task duly assessed by the academic advisor.

## Internship outcome

- 10.6 An appropriate internship position should provide value to the company or institute offering the internship through assistance in various tasks such as projects, client interaction, and other organizational functions. In a broader sense, the learning outcome during the internship placement should give the student an opportunity to:
- a) Apply theories and skills, learned in coursework, to practical experience.
  - b) Develop new knowledge and skills by interacting with professionals.

## Internship Eligibility

- 10.7 Freshmen, junior, sophomore, and senior students in all majors are eligible for the mandatory internship.
- 10.8 Employer or students' academic program may require specific course work, skillset, and specific CGPA.

## Specific issues related to the Internship

- 10.9 Industrial training and project-based internship are preferred forms of internship experience.
- 10.10 Project or virtual internship will be considered an internship experience only for one summer break.
- 10.11 PAF-IAST will provide NO remuneration, transportation, and living expenses for the internship.
- 10.12 An individual and a small team ( $\leq 4$ ) are preferred forms of internships.
- 10.13 Location for the internship can be home institute, national company, international company, or institute.

## Supervision of the internship

- 10.14 The procedure is as follows:
- a. The student will submit internship placement pro forma in the first week while joining the internship program at a certain company/institution.
  - b. He/she will meet the supervisor every two weeks and share with him/her the progress of the internship.
  - c. He/she will mid-term report stating the level of attainment of internship goals and objectives.
  - d. He/she will submit the final report containing the detailed works of internship and achievement of the goals and objectives.
- 10.15 The supervisor will be responsible for:
- a. Providing prompt feedback to the students on their queries and progress report.
  - b. Conducting an online meeting every two weeks
  - c. Visiting companies to inspect the process of internship at least once during the internship.
- 10.16 The company/organization will be responsible for:
- a. Supervising the student by the professional having expertise and professional background in the field of experience.
  - b. Providing necessary resources, equipment, facilities that are required for the learning objectives.
  - c. Ensuring that the student is following all safety rules of the workplace and following organization policies.
  - d. Contacting formally or informally the concerned academic advisor in case of any problem
  - e. Sending a written evaluation of the student at the end of the internship.

## Evaluation of the internship

- 10.17 At end of the internship, the student must submit an internship report to the employer as well as the academic advisor for evaluation of the attainment of the internship objectives.
- 10.18 Students will be asked to deliver a presentation to the advisor on the internship activities and learning outcomes of the internship course.
- 10.19 The student must submit an internship evaluation form assessed and duly signed by the employer.
- 10.20 If the evaluation by the academic advisor and/or employer is unsatisfactory then the student will need to repeat the internship course.
- 10.21 The student may directly request an internship completion certificate from the employer if he requires it for his future career.

## 11. CODE OF CONDUCT

In order to inculcate in its community intellectual diversity, self-motivation, critical thinking, capacity for leadership, and ethically guided high sense of professionalism, PAF-IAST expects its community (i.e., students, faculty, employees) to maintain at the campus a disciplined environment. The code of conduct provides a framework for improving discipline by identifying expectations, specifying the violations/acts of misdemeanour and the nature of ensuing penalties. The PAF-IAST Code of Conduct is laid down below. The guidelines in the code will help the students, faculty and employees to regulate their everyday conduct, i.e., behaviour, attitude, and dress of PAF-IAST community both on and off campus.

- 11.1 PAF-IAST is an equal opportunity workplace for all students and employees. The institute does not discriminate its workforce on the basis of race, color, religion, national origin, gender. All opportunities are offered purely on the basis of qualifications, merit, and institutional (business) needs.
- 11.2 PAF-IAST Community should refrain from taking part in any political, anti-state, unlawful and sectarian activities, cheating, plagiarism, harassment, cyber bullying, drugs, lying, stealing etc., during the entire tenure of their association with the Institute.
- 11.3 PAF-IAST Community should refrain from conduct that might damage the reputation of the Institute. They must shun such conduct as may disrupt of any academic program /activity of the Institute.
- 11.4 PAF-IAST Community will show tolerance, understanding, and respect for the rights of others. In case of any misunderstanding with peers or Institute management, etc., discussions and exchange of views within the bounds of decency and decorum would be the desirable course to follow. Threatening attitude and behaviour to fellow students, faculty, staff, or PAF-IAST as an institution could cause dismissal from the Institute.
- 11.5 Irrespective of gender, PAF-IAST Community will be respectful to all

members of the institute and will refrain from such behaviour as can be interpreted by others as 'gender harassment'.

- 11.6 PAF-IAST Community must bear in mind that gender interaction and collaboration is permissible only within the accepted social and cultural norms of the society. Beyond this, any undue intimacy or unacceptable proximity, openly or in isolated areas shall not be tolerated.
- 11.7 It is the responsibility of every individual to keep the Campus environment neat and tidy. Littering and leaving or throwing trash carelessly on the Institute premises are prohibited. The designated waste bins should be used to deposit trash.
- 11.8 Members of PAF-IAST Community are advised to refrain from causing any damage to the Institute fixtures/furniture including venetian blinds, by scribbling or carving on desks, writing on walls, and misusing lab equipment, etc.
- 11.9 All members of PAF-IAST Community are advised not to smoke on the Institute premises. Any violation may entail strict disciplinary action.
- 11.10 Mobile phones must be switched off in classrooms, examination halls, labs and library to keep intact the calm of these places.
- 11.11 Members of PAF-IAST Community are advised to adhere to the code of conduct on-the-field and off-the-field while taking part in sports and extracurricular activities. They are expected to display exemplary behaviour, especially while representing the Institute in an activities like seminars, conferences, exhibitions and competitions.
- 11.12 Cases of indiscipline shall be referred to the Institute Discipline Committee. The committee is authorized to deal with all matters of indiscipline and recommend appropriate corrective action to be taken for various breaches of code of conduct.
- 11.13 The Institute dress code includes general unspecified rules of cleanliness, grooming, good taste and appropriateness.

All members are expected to be dressed decently in a manner that is appropriate for any seat of higher learning. Clothes should be reflective of high cultural and social values.

- 11.14 No one is allowed to possess or use firearms, firework, dangerous devices, chemicals, or explosives on the Institute premises. The Institute has zero-tolerance policy for those found in possession of artifacts like dangerous knives or daggers which could be viewed as weapons.
- 11.15 Whilst on the Institute's premises, members of PAF-IAST Community should always carry with them their National Identity Card, and PAF-IAST Identity Card for their safety and security. Lending an identity card to someone else is a violation of PAF-IAST Code of Conduct and is liable to disciplinary action.
- 11.16 Ragging and bullying are prohibited on the institute's premises. Such acts may result in strict disciplinary action. Any member subjected to such behaviour or a witness to it, should report the matter to Chairman/Head of the department/Section.
- 11.17 No member of the PAF-IAST community is allowed to post an opinion or participate in a debate in print, electronic and social media on behalf of the Institute without the prior approval of the competent authority. Any member who communicates or posts over media in an individual capacity, should be respectable and courteous, and must state clearly that the content of the post is his/her personal opinion.