

COMSATS Institute of Information Technology
Registrar Office, Principal Seat, Islamabad

No: CIIT-Reg/Notif- 157/11/816

April 29, 2011

Notification

Consequent upon the decision of the Deans Committee in its 20th meeting held on January 03, 2011, the following is hereby notified in anticipation to the approval of the Board of Governors:

- i. The clause 14(c) of CIIT's 'Regulation Related to Undergraduate Degree Programs, 2006', which reads as 'In order to remain a full-time students of the Institute, a student must be registered in at least 12 credit hours of course work during a semester' shall continue to be followed under normal circumstances.
- ii. For the left over/improving courses/project/internship and other similar cases, registration of less than 12 credit hours in any semester shall only be allowed by the Dean of the concerned Faculty on the recommendations of the concerned Head of Department. In such cases, the student shall be considered as a full-time student, however, the fee for registration of credit hours shall be charged on per credit hour basis.
- iii. A regular student under normal circumstances shall be allowed to register maximum 18 credit hours in a semester. However, under special circumstances, the student may be allowed to register more than 18 credit hours per semester by the concerned Dean of Faculty on the recommendations of the concerned Head of Department and subject to number of contact hours.

This issues with the approval of the Competent Authority.



Niaz Ahmed Khaskheli
Additional Registrar

Distribution:

1. All Deans of Faculties, CIIT.
2. Dean of Research, Innovation and Commercialization, CIIT.
3. All Campus Directors, CIIT.
4. Director External Campuses, CIIT (With a request to incorporate the above amendment in the existing Regulation relating to Undergraduate Degree Program, 2006).
5. All Chairpersons of the Departments, CIIT.
6. All Heads of Departments, CIIT Campuses.
7. Treasurer, CIIT.
8. Director P, D & HRD, CIIT.
9. Controller of Examinations, CIIT.
10. Additional Registrar (Academics) CIIT, Islamabad Campus.
11. All Incharges, Examination Departments, CIIT Campuses.

CC:

1. PS to Rector, CIIT.
2. PA to Registrar, CIIT.



✓ *HOA/R*
For information and AR (Acad)
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