

# **Student Handbook**

## *Spring 2013*

*This handbook aims to guide students in every aspect of their academic and other related matters during their stay at this campus.*

*Students are advised to read all instructions, rules regulations carefully and follow the same in true spirit in order to avoid inconvenience.*

### ***Disclaimer!***

*It is important to note that this handbook does not replace the underlying written rules and policies of CIIT ; rather it provides summary of information and set of instructions for the awareness of the students, their parents and other stake holders.*



***COMSATS Institute of Information Technology***

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## **GENERAL**

### **About CIIT**

COMSATS Institute of Information Technology (CIIT) is a subsidiary organization of COMSATS (Commission on Science & Technology for Sustainable Development in South-an international organization representing 21 developing countries).

In year 1998, COMSATS Institute of Information Technology (CIIT) started its journey by offering certificate and diploma courses in IT. Within a short span of time, Government of Pakistan acknowledged the excellent services of CIIT and accorded degree-awarding status to COMSATS Institute of Information Technology **vide Presidential Ordinance No. XXXVIII issued on August 12, 2000**. Degree of CIIT is recognized by HEC and valid in Pakistan and abroad also.

At the moment, CIIT is functional with seven campuses in Islamabad, Abbotabad, Wah Cantt., Attock, Lahore, Sahiwal and Vehari while establishment of new campuses in other cities is in the pipeline.

### **Greetings**

All the students are welcomed at COMSATS Institute of Information Technology, Lahore. It is expected that they will find CIIT as an ideal place for learning, developing their personalities and achieving their career objectives.

### **Feeling Of Belongingness**

COMSATS Institute of Information Technology, Lahore is now your institution. When you join an educational institute, you enter into a bond with it, though unwritten and invisible. You now share and represent its reputation. Any achievement made by you in academics, national and international competitions or extra curricular activities is considered as achievement of the institution. CIIT considers its students as most valuable asset and takes all measures to handle it with care.

## **FACILITIES AT CAMPUS / EXTRA CURRICULAR ACTIVITIES**

### **Student Services Center**

**Student Services Center (SSC)** is a centralized office for resolving queries and providing specialist guidance to students of all departments. It is the most visited office by a student during his/her stay at campus. SSC is committed to provide quality services to the students through specially trained staff.



An online query management software; **Student Facilitation System (SFS)** is available for both staff and students for uploading a query, its processing and notifying students on the decision made. Students are advised to use SFS for uploading and tracking queries even at the ease of home. Student Services Center work closely with other departments/sections across the campus and provide specialist and general advice, information and services in the following areas;



### **Registration**

Responsible to ensure that all practices are as per academic policies, rules regulations. Wide range of services is provided right from student secure admission at CIIT throughout his/her relationship with the Institute. Major services, information, and guidance areas include courses registration, add/drop of courses, freeze & unfreeze of semester, bonafide letters etc.

	<a href="http://www.ciitlahore.edu.pk/ssc/reg">www.ciitlahore.edu.pk/ssc/reg</a>
	<b>Examination</b> <p>Students are facilitated in providing results card, transcripts, and general information about convocations, degree issuance and their pass out statuses.</p> <p><a href="http://www.ciitlahore.edu.pk/ssc/exm">www.ciitlahore.edu.pk/ssc/exm</a></p>
	<b>Admissions</b> <p>General information about admissions at CIIT is available throughout the year. During the regular admission process, other services about admissions include prospectus sales, admission form submission, display of merit list etc. are provided to prospective students.</p> <p><a href="http://www.ciitlahore.edu.pk/ssc/adm">www.ciitlahore.edu.pk/ssc/adm</a></p>
	<b>Accounts</b> <p>Students are helped by providing information on various scholarships and financial assistance schemes, their eligibility, procedure for application. Challan forms for semester fee are also provided at the respective accounts counter.</p> <p><a href="http://www.ciitlahore.edu.pk/ssc/acc">www.ciitlahore.edu.pk/ssc/acc</a></p>
	<b>Health Care</b> <p>Basic medical services and first aid services in emergency are provided to the students by a GP.</p> <p><a href="http://www.ciitlahore.edu.pk/ssc/hlth">www.ciitlahore.edu.pk/ssc/hlth</a></p>
	<b>Hostel Accommodation</b> <p>Excellent accommodation facilities are available at CIIT both for male and female students. Each hostel has a Hostel Warden and other relevant staff dealing with student general queries, problems and complaints. Office at the center deal in providing general information, eligibility criteria for the accommodation etc.</p> <p><a href="http://www.ciitlahore.edu.pk/ssc/hostel">www.ciitlahore.edu.pk/ssc/hostel</a></p>
	<b>Careers Counseling &amp; Job Placement</b> <p>Graduate employability is a major concern of CIIT. Students are provided specialist advice and guidance on career choice/mentoring, various job vacancies available, CV making tips, registration at CIIT Career Portal and all relevant services.</p> <p><a href="http://www.ciitlahore.edu.pk/ssc/careers">www.ciitlahore.edu.pk/ssc/careers</a></p>
	<b>Alumni Affairs</b> <p>CIIT is committed to maintain a never ending relationship with its students after graduation. Alumni are connected with their alma mater thorough Alumni Association and are engaged in various activities like annul dinners, online career talks, fundraising programs etc.</p> <p><a href="http://www.ciitlahore.edu.pk/ssc/alumni">www.ciitlahore.edu.pk/ssc/alumni</a></p>

	<p><b>Counseling</b></p> <p>Counseling are provided to the students in their Academic, psychological, and social issues trough specialist staff at the center. Psychological advice is provided by Clinical Psychologist, normally by appointment.</p> <p><a href="http://www.ciitlahore.edu.pk/ssc/counseling">www.ciitlahore.edu.pk/ssc/counseling</a></p>
	<p><b>Transport</b></p> <p>All information about route plans, timings, register for transport, and issuance of card are available at the center.</p> <p><a href="http://www.ciitlahore.edu.pk/ssc/transport">www.ciitlahore.edu.pk/ssc/transport</a></p>

### **Refreshment Areas**

Students have been provided cafes with quality and economical food. Misuse of this place is also undesirable; the cafeteria is not an arena for political canvassing or matching the strength of one's vocal chords, be it in friendly argument or unfriendly altercation. A basic thing to remember is that there should be some difference between a roadside café and a teahouse of a degree class student.

A fruit shop is also available at the campus where fresh chats, juices, shakes are available for refreshment of the students. Students are advised to deal with staff of cafeteria and fruit shop in a polite manner that it should indicate that you are more educated than them.

### **Shopping area**

A small shopping place is also available inside campus having student bookshop (with photocopying, printing, lamination, binding facilities), general store, barber shop, fruit/juices shop and a student cafeteria. Tuck shops and other fast food stalls are also available for the students.

### **Gym, Play Grounds & Extra Curricular Activities**

A well-equipped gymnasium has been established for the students to improve their physical fitness under the supervision of qualified professional staff. Moreover, the 180 acre campus provides various play grounds for football, hockey, cricket, base ball and jogging/walking areas.

For extra curricular activities, various societies, clubs, debates and other functions like Annual Fun Fair, Jashn-e-Baharan, Basant Celebrations, and Job Fairs are organized/celebrated continuously in order to groom the personalities of the students.

## **ACADEMICS**

### **Understanding a Semester System**

Your success is hidden in understanding a semester system. A student may be good at studies but if he/she does not meet the fast pace of the semester system and other requirements, there is still a possibility of failure.

A 'semester' (derived from the Latin meaning "six-monthly", or Semi-, half) is an academic term indicating a division of an academic year in two sessions. It is the time where academic institutions hold classes, takes examinations and other extra curricular activities. A semester is like a bullet train (short time) carrying passengers

(students) to their destination with a predefined schedule (semester calendar) without waiting for those who miss the train (short of attendance, drop outs etc.). As opposed to an annual system, semester system keeps faculty and students busy round the year with the same level of burden instead of piling up of work at the end of the year.

Hence, it is highly important that the students be well aware of the important academic and other events taking place in a semester in order to meet the objectives of all stake holders, effectively and efficiently.

#### **Brief Facts about semester system at CIIT**

- ▶ Two semesters namely spring (February-June) and fall (September-January), comprising of around 18 weeks duration each, are offered every year.
- ▶ A summer semester (July-August) is kept free for undertaking internships by the students and dedicated research time preparation/updation of courses by the faculty.
- ▶ A student is required to be registered for a set of courses before the start of classes of a semester after the semester dues have been paid.
- ▶ If, due to any emergency, a student is unable to continue studies for a semester; he/she has to apply for freeze of semester.
- ▶ Changes in the registration of courses (add/drop) is allowed within five teaching days from the date of commencement of a semester
- ▶ A Total of 30 lectures, each of 1.5 contact hour duration is normally delivered by a teacher making a total contact of 45 hours in a semester (for a course of 3 credit hours).
- ▶ Students are evaluated through Sessional I (SI), Sessional II (SII) tests, assignment & quizzes and a terminal examination in every semester.
- ▶ SI & SII tests are normally held in the 6th and 11th teaching week respectively while the Terminal examination is held in the 18th week of a semester.
- ▶ If a student fails to appear in sessional tests, he/she may be allowed, under special circumstances, to take the make-up of sessional test. However, make-up of terminal examination shall not be allowed under any circumstances. The distribution of marks is as followed;

a. First Sessional Test	10%
b. Second Sessional Test	15%
c. Quizzes/Assignments	25%
d. Terminal Examination	50%
- ▶ Minimum 80% attendance is mandatory for a student in the lectures/seminars delivered in each course failing which he/she is not allowed to sit the terminal examination of the said course(s) and “F” grade is assigned to the course.
- ▶ During the semester, if a student is not able to continue, he/she can get the semester withdrawn till the 2nd sessional test.

#### **Registration Of Courses**

At the beginning of each semester, students are required to register for a group of courses prescribed for a particular degree program and for a particular semester.

A student may change (add/drop) course(s) within five teaching days from the date of commencement of a semester on the recommendations of the teacher(s) concerned.

In order to remain a full-time student of the Institute, a student must be registered in at least 12 credit hours of course work during a semester. The maximum credit hours of course work for which a student can register during a semester, shall not exceed 21.

### **Freezing Of Studies**

A student may be allowed to freeze studies before the commencement of a semester, with the permission of the Director of a campus or Incharge of Academic Affairs. Freezing of studies for a bachelor degree program shall not be allowed for more than four semesters in total. For a Master's degree (16 years) program the maximum limit shall be two semesters in total. However, not more than two semesters in succession shall be allowed to be frozen at a time. **Frozen semester(s) shall count towards the time duration for completing a degree.**

The student may re-enroll in the same semester, which he/she had frozen. The semester fees of the frozen semester, if already paid, shall be allowed to roll over.

**Freezing shall only become effective when appropriately notified, failing which the name of the absentee student shall be struck off the campus rolls. In that case, resumption of studies shall only be allowed after payment of Admission Fee.**

### **Withdrawal of Courses/Semester**

A student may be allowed to withdraw from a course or a whole semester, as the case may be, at any time before the commencement of the second sessional test, with the permission of the Director of a campus/Incharge of Academic Affairs.

Withdrawal from a course or the whole semester, as the case may be, shall not result in academic penalty. However, the course/semester fees shall not be allowed to roll over.

❖ **IMPORTANT:** A withdrawn or frozen semester shall count towards the maximum permissible number of semesters to complete a degree program

### **Migration to other campuses of CIIT**

Migration of students from other educational institutions to the Institute is not allowed as we do not have any exemption policy. However, within the Institute students may be allowed to migrate from one campus to another, only under special/genuine circumstances, with the mutual consent of the two campuses, and after the approval of the relevant authority. **Migration shall only be allowed before the commencement of a semester.**

### **Departmental Notice Boards/ E Notice Boards**

Departmental Notice Boards and E Notices boards at the online portals available for students play a very important role as a communication mode between students and the institution. Various important information, warnings, deadlines about academic matters, fees and examination etc. are displayed on notice boards for the information and compliance of the students. Students are advised to see the notice board of their department strictly on daily basis during teaching days to avoid any kind of inconvenience.

SMS facility is also available where students are sent short messages via bulk messaging facility. Students are advised to keep their mobile numbers updated with the university to remain updated through this service.

**Remember!** Ignorance from a rule or from any other information displayed through notice board cannot be made as an excuse for waiver of a penalty, fine or any other action taken or likely to be taken against the student.

## **EXAMINATIONS**

### **Examination System**

In every semester, two sessionals and one terminal examination is conducted in CIIT. Students are evaluated in each course on the basis of tests, classroom assignments, quizzes, practical work in the laboratories, and terminal examinations. The distribution of marks shall be as follows:

(i) Courses without practical/lab work requirement:

- |                         |     |
|-------------------------|-----|
| • First Sessional Test  | 10% |
| • Second Sessional Test | 15% |
| • Quizzes/Assignments   | 25% |
| • Terminal Examination  | 50% |

(ii) Courses with practical/lab work requirement:

#### **Theory Part:**

- |                         |     |
|-------------------------|-----|
| • First Sessional Test  | 10% |
| • Second Sessional Test | 15% |
| • Quizzes/Assignments   | 25% |
| • Terminal Examination  | 50% |

#### **Practical/Lab work Part:**

- |                                 |     |
|---------------------------------|-----|
| • First Lab Sessional Test      | 10% |
| • Second Lab Sessional Test     | 15% |
| • Lab Assignments               | 25% |
| • Lab Terminal Examination/Viva | 50% |

Note: Marks in courses with practical/lab work shall be calculated as per the following formula:

$$\text{Total \% Marks} = \{(\% \text{ Theory Marks} \times \text{theory credit hours}) + (\% \text{ Practical Marks} \times \text{Practical Credit hours})\} / \text{Total Credit Hours}$$

The students shall have to pass separately in theory and in practical/lab work. Failure in any one, theory or practical, shall result in failure in the course.

**Students shall be eligible to appear in the terminal examination provided:**

- (i) They have paid all prescribed fees/charges and have been on the rolls of the campus during that semester;
- (ii) They have registered for the courses of study and have attended not less than 80% of the lectures/seminars delivered in each

course and 80% of the practical/laboratory work prescribed for the respective courses.

### Grading System

The minimum pass marks for each course shall be 50%. Students obtaining less than 50% marks in any course shall be deemed to have failed in that course.

The correspondence between letter grades, credit points, and percentage marks is as followed:

Letter Grade	Credit Points	Percentage Marks
<b>A (excellent)</b>	4.0	90 and above
<b>A<sup>-</sup></b>	3.7	85—89
<b>B<sup>+</sup></b>	3.3	80 – 84
<b>B (good)</b>	3.0	75 – 79
<b>B<sup>-</sup></b>	2.7	70 – 74
<b>C<sup>+</sup></b>	2.3	65 – 69
<b>C (average)</b>	2.0	60 – 64
<b>C<sup>-</sup></b>	1.7	55 – 59
<b>D (minimum passing)</b>	1.3	50 – 54
<b>F (failing)</b>	0.0	Less than 50

*Note: The marks to be assigned to students shall be in whole numbers.*

### Make-Up Examinations

At the discretion of chairman/head of the concerned department, the make-up of sessional tests may be permissible under special circumstances. However, make-up of terminal examination shall not be allowed under any circumstances.

### Assignment of Scholastic Status

Each student is assigned a two-letter abbreviated status on the transcript according to the scholastic achievements during the semester. Each status reflects the changes in the academic achievements and has been individually explained below:

(a) **Good Standing (GS)**

Students are assigned this status at the beginning of their studies. It is retained as long as the CGPA does not fall below 2.00/4.00.

(b) **Probation (PB)**

A student is placed under probation if his/her CGPA falls below 2.00/4.00 at the end of a semester.

(c) **Dismissal (DI)**

A student already on probation is automatically dismissed if he/she attains a second successive probation at the end of a semester.

### Semester Result Cards



Semester result cards are dispatched to the concerned departments by the examination section within 30 days of declaration of final result. Students are advised to acquire a copy of the same from their concerned department, check it carefully and retain it for your record.

### **Fair Means**

Merit is the second name of justice and justice can only be made using fair means. If you cheat by using unfair means to get higher grades, better position than your co fellows, you are making injustice not only to others but to your self also. The Degree got through unfair means is nothing more than a mere piece of paper because it has not been obtained with the desired store of knowledge to back it. Let it be understood clearly that use of unfair means will be firmly dealt with by the campus authority.

### **Unfair Means In Examinations**

The following shall constitute acts of unfair-means during an examination:

- (a). Using hand signals during an examination.
- (b). Procuring or divulging information to a student pertaining to the examination question paper.
- (c). Concealing notes on clothing, hands, caps, shoes or in pockets.
- (d). Supplying to a student during his/her examination, answer to a question that may or may not be contained in the question paper.
- (e). Copying from any paper, book or note, or any electronic device, or allowing any other student to copy the answer, or using or attempting to use these or any other unfair means.
- (f). Processing papers, books, notes, any electronic device, or any material which may possibly be of assistance in the examination, and which have been explicitly prohibited in the examination.
- (g). Giving or receiving unlawful assistance during an examination.
- (h). Impersonating or falsely representing a student in the examination.
- (i). Replacing an answer book or any portion thereof.
- (j). Mutilating an answer book by way of tearing off pages.
- (k). Impeding the progress of an examination by any means whatsoever.
- (l). Assaulting or threatening to assault any person in charge of an examination.
- (m). Possessing fire-arms or anything capable of being used as a weapon of offence during an examination.
- (n). Falsifying an examination result by any means including the substitution of answer books, mutilation, or alteration of the examination records, etc.
- (o). Approaching or influencing an employee of the Institute to act corruptly or dishonestly in the conduct of an examination, declaration of examination result, or marking of paper or obtaining secret information relating to an examination.
- (p). Intentionally or knowingly representing the words or ideas or another as one's own in any academic exercise, and failure to attribute direct quotation, paraphrase, or borrowed facts, information, or prose.
- (q). Mutilating, altering, interpolating or erasing a certificate or other document or any record maintained by the Institute, or in any manner using or causing

- to be used, a certificate, document or record, knowing that it is mutilated, interpolated or erased.
- (r) Any such offence, which is deemed to constitute the use of unfair-means.

### **Punctuality and Attendance**

Attendance in class room/Lab shows relative interest of a student in his/her studies. The only reason to join an educational institution is undoubtedly to get knowledge and classroom is the place of learning and enhancing knowledge. Hence no reason can justify absence except for unavoidable circumstances.

You must be aware that at least **80 % ATTENDANCE** is a **MUST** in a course (both in theory and practical part) to appear in final examination of that particular course failing which you will not be allowed in any case to appear in exam.

So be careful enough to maintain the minimum required attendance otherwise you may face frustration that despite having full preparation, you are unable to sit in the examination.

❖ **IMPORTANT: All students are advised to keep track of their attendance record with concerned teacher. In case of any discrepancy, students must get it corrected before the last day of classes because, once list of students on short attendance is notified, no correction can be made in the record and student will get "F" grade in that course.**

### **Degree**

The Institute shall issue the degrees. Students are required to complete their entire degree requirements including projects, internships, viva voce and/or comprehensive examination within the following time limits.

Program	Normal Duration	Maximum Duration
Bachelors (4 Years)	8 Semesters	12 Semesters

**Warning: Students are strictly advised to follow the minimum and maximum time duration of completing a certain degree program otherwise they will not be eligible for grant of MEDALS in case minimum duration is crossed and for DEGREE in case maximum duration is crossed.**

### **Change of Address Intimation**

Intimation about change of permanent or postal address must be made through an application submitted to the registration branch for changes in the electronic student record.

## **FINANCIAL ISSUES**

### **Semester Fees/Dues**

Students are advised to pay the semester fees regularly within deadlines to avoid unnecessary fines and inconvenience.

### **Scholarships, Financial Assistance & Fee Concession Policies at CIIT Lahore**

Scholarship Title	Amount	Eligibility	Continuity
Talent Hunt	100% Tuition	Top 3 position holder	Subject to a

<i>Scholarship</i>	Fee Waiver	of a board/university	minimum GPA of 3.5 in subsequent semesters
<i>Financial Assistance Program</i>	Up to Maximum Rs. 20,000/-	Obtaining minimum 2.75 GPA in a semester along with meeting other conditions as per CIIT criteria on need and proven poverty basis	Subject to eligibility as detailed in previous column
<i>Kinship Concession</i>	Rs. 8,000/-	In case of two or more siblings are students, all the students will get scholarship except the one.	Subject to 2 GPA in subsequent semesters by all the siblings.
<i>Undergraduate Scholarships</i>	<i>Amount &amp; number of scholarship is class Size / position based as detailed in following table</i>	(In first semester)  NTS Score: 70%, Board Exam Marks: 60%	(2 <sup>nd</sup> semester onward)  GPA: 3.5 & above

***\*Class Size Based /Position Wise Scholarship Details***

<i>Class Size (Excluding Labor, ICT &amp; DIK quota students)</i>	<i>No. of Scholar- Ship(s)</i>	<i>1st Position</i>	<i>2nd Position</i>	<i>3rd Position</i>	<i>4th Position</i>	<i>5th Position</i>	<i>6th Position</i>
<i>150 plus</i>	<i>6</i>	<i>24,000/-</i>	<i>20,000/-</i>	<i>17,000/-</i>	<i>14,000/-</i>	<i>11,000/-</i>	<i>9,000/-</i>
<i>120-149</i>	<i>5</i>	<i>20,000/-</i>	<i>17,000/-</i>	<i>14,000/-</i>	<i>11,000/-</i>	<i>9,000/-</i>	
<i>90-119</i>	<i>4</i>	<i>17,000/-</i>	<i>14,000/-</i>	<i>11,000/-</i>	<i>9,000/-</i>		
<i>60-89</i>	<i>3</i>	<i>14,000/-</i>	<i>11,000/-</i>	<i>9,000/-</i>			
<i>30 to 59</i>	<i>2</i>	<i>11,000/-</i>	<i>9,000/-</i>				
<i>10 to 29</i>	<i>1</i>	<i>9,000/-</i>					

**Refund of Dues /Admission Cancellation**

After payment of the semester fees, if a student wishes to quit studies for whatever reason, no refund shall be allowed except the caution money

**DISCIPLINE**

**Code Of Conduct**

A student in first look should look like a student. His/her appearance, way of talking, dealing with co-fellows, teachers and other staff should be in such a manner that it gives an impression that student belongs to a well educated family with well groomed brought up. The teachers and other staff of the institute deserve the same respect that is given to the elders of the family. Students are expected to respect the institution, uphold what it stands for, and add to its honor and reputation by becoming a good student and a good person.

### **Dress Code**

The institute has a clear dress code and students are strictly advised to follow the same. Students should not wear ostentatious dresses, jewelry, jeans, joggers, t-shirts and other casual or informal dresses/shoes. The dress and appearance of the students should be simple, decent and modest.

### **Non-Political Outlook**

Students are strongly advised to refrain from all types of political and other unconstructive group activities. For healthy group activities, students may even form societies, associations or clubs with permission of authorities. However, all sectarian, political activities are strongly discouraged at the Campus; since such activities detract from studies by providing harboring ground for undesirable influences from outside, generate indiscipline among the students.

### **Student's Identity Card**

Student identity in an educational institution is of great importance. For the purpose, all the students are provided with ID Card, which will be required for identification purpose while entering into the classroom, library, labs, the Canteen, the examination halls or on various functions in the campus. All the students are bound to display it prominently at all times and show on demand to the faculty and staff of the Institution failing which student may be fined. In case, ID card is stolen or lost, immediately report at Student Services Center for the duplicate ID card.

### **Discipline Versus Rules & Regulations**

The ultimate objective of an educational institution is to impart knowledge while disciplined behavior of students work as catalyst in achieving this objective. The motto of CIIT is “*studies above all*” and every regulation made; every rule adopted is to uphold this primacy. Every act that detracts from this motto is considered unacceptable by the institute. Without discipline, no institute can achieve its primary objective of delivering education and producing graduates meeting the requirement of ever-changing environment of corporate and technological world. On the other hand, without rules & regulations, discipline is not achievable. Hence, basic purpose of rules/regulations is to maintain discipline by following them in order to achieve the ultimate objective of delivering education without any hindrance.

### **Acts Of Indiscipline**

The following, among others, are the acts of indiscipline and students are strictly advised to refrain from these activities.

- (a) Violation of public morals, such as use of indecent and abusive language; undesirable verbal remarks and vulgar gestures; acts of moral turpitude; disorderly behavior; quarreling; fighting; insolence towards others; use of force; breaking laws; etc.
- (b) Indulgence in acts that may cause insult or bodily injury to fellow students, teachers, officers, staff & other employees.
- (c) Defiance of lawful authority.

- (d) Spreading by word of mouth or written material religious, sectarian, ethnic, regional or linguistic conflict, or hatred.
- (e) Impersonation, giving false information, willful suppression of information, cheating, deceiving, plagiarizing.
- (f) Possession, carrying or use of any type of weapons/fire arms or explosive material in the premises of the campus.
- (g) Damaging campus property, including its buildings, equipment, vehicles, etc.
- (h) Using campus property, including its buildings, equipment, vehicles, etc. without lawful authority.
- (i) Encouraging, assisting or aiding another person to commit misconduct.
- (j) Possession, sale, distribution or consumption of intoxicants/drugs on campus.
- (k) Using of student organizations for furthering the cause of a political party
- (l) Circulation by word of mouth or in written form material derogatory to Pakistan, Islam or any other religion.
- (m) Allowing or abetting entry of expelled/rusticated students or anti-social elements
- (n) Shouting slogan derogatory to the institution, or to its officers or teachers.
- (o) Inciting, staging or participating in a walkout, strike, or any other form of agitation, including unauthorized procession against the campus, or its teachers or other functionaries.
- (p) Obstructing the smooth functioning of the campus or causing disruption of curricular/co-curricular/ extracurricular activities.

#### **Campus Discipline Committee**

A Discipline Committee has been established to deal with serious eventualities. Action in cases of severe breach of discipline may include even **rustication or expelling**, but no penalty in any case will be awarded unless the suspect of an act of discipline has been given a reasonable opportunity of being heard and replying to the charge or charges against him / her.

#### **Frequently Asked Questions (FAQ's)**

- **What is the Difference between a semester and a batch?**

A student admitted in a particular semester of a year is known to be intake of that particular semester. Now that semester becomes a batch ID for this student to be differentiated from others one. For example, fall 2011 semester intake of students is known as fall 2011 batch studying in first semester i.e. fall 2011. Now the spring 2012 semester will be 2nd semester for fall 2011 batch students while it will be a batch ID for the spring 2012 intake on the one hand and 1st semester on the other.

- **What is the Registration number format of the students at CIIT?**

Every student is allotted a registration number with format (CIIT/Batch ID-program ID-number/campus name). For example, registration number of a student admitted at CIIT Lahore during fall 2011 semester in BS Chemical Engineering program shall be (CIIT/FA11-BEC-001/LHR). However, for students in Dual Degree Program with Lancaster University UK, it shall be (CIIT/DDP-FA11-BEC-001/LHR).

- **Is there any specific duration for completing a degree program**

Yes, there are minimum and maximum durations for completing a degree program, extension in which is not given in any case. For example, all undergraduate programs (BS) are having minimum duration of eight semesters and maximum of twelve. See prospectus for more details.

- **I am unable to join or continue studies at CIIT due to some unavoidable circumstances. Can I suspend studies for one semester?**

Yes, before commencement of classes of a semester, you can apply for Freeze of semester. However, during a semester is continued you can withdraw the semester till sessional II exam to meet some serious eventualities. You are strongly advised not to leave university without freezing or withdrawal of semester otherwise you will be awarded F grades in the registered courses.

- **Is there any difference between Freezing and Withdrawal of a semester?**

Yes, in freeze of semester, the fee already paid is rolled over to next semester while in withdrawal; the fee is to be paid again in next semester before resumption of studies. Moreover, in withdrawal of semester, a “W” grade is assigned to all the registered courses with no academic penalty.

- **Will the frozen or withdrawn semester be counted towards the maximum duration?**

Yes, these are counted.

- **Can a course be dropped, if a student fears to fail in it?**

In fact, a course can be withdrawn before SII examination. A “W” grade is assigned to that course with no affect on GPA/CGPA. However, the fee for the course will have to be paid again while repeating the course in next semester.

- **What is the credit hours requirements for a student to register?**

To be a bonafide student in undergraduate program, minimum credit hours 12 and maximum 21 are required to be registered by a student.

- **What is SoS?**

SoS is abbreviation for Scheme of Studies containing necessary details about a program like course title, course code, credit hours, nature of course (core/optional), prerequisites and the batch(es) ID for which it is effective. You are strictly required to follow the SoS of your respective batch failing which degree will not be awarded to such student.

- **I have found that my attendance record at CU Online is not as per my actual attendance. How can this discrepancy be removed?**

Immediately contact your teacher and reconcile your attendance status with him and request for a correction, if found. Keep in mind that once the short attendance list is notified on the last teaching day, it is final and no correction can be made thereof.

- **I am attending a class while my name is not in the list of attendance sheet of teacher?**

Either you are attending classes with a wrong section or you are not registered in this course. Report immediately to your Head of Department or at the Student Services Center to get the course registered within the add/drop period.