

**Participant's Handbook**  
**Undergraduate and Master Programs**

**University of Management *and* Technology**  
**(UMT)**

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# Glossary (in alphabetical order)

- **'CGPA'** means Cumulative Grade Point Average
- **'Chairperson'** means Chairperson of the concerned Academic Department
- **'COD'** means Chairperson of the Department
- **'Cr. Hr.'** means Credit Hour(s)
- **'DAI'** means Degree Awarding Institution
- **'Dean'** means Dean of the concerned Faculty/School
- **'FT'** means Final Transcript
- **'HEC'** means Higher Education Commission of Pakistan
- **'HOD'** means Head of the Department
- **'ID'** means UMT Identification Number of Participant
- **'IPC'** means Information Processing Center
- **'Participant'** means Student
- **'OCRIS'** means Online Course Registration Information System
- **'OCE'** means Office of the Controller of Examinations
- **'ORG'** means Office of the Registrar
- **'OTS'** means Office of Technology Support
- **'Resource Person'** means Teacher/Faculty Member
- **'SGPA'** means Semester Grade Point Average
- **'University'** means University *of* Management *and* Technology
- **'Website'** means UMT website: [www.umd.edu.pk](http://www.umd.edu.pk)

## 1. Introduction

This Handbook contains general rules related to undergraduate and Master programs at the University of Management and Technology (UMT). This handbook aims to familiarize the participants with the academic information of the programs offered at UMT and also with expectations concerning participants' ethical and professional conduct, and academic performance.

Each participant is required to familiarize himself/herself with the University's policies and to act in accordance with them. The participant must know that ignorance of rules, regulations and guidelines is not a defence. Participants are advised in their best interest to keep this important document '*Participant's Handbook*' as book of guidance during their academic career at the University of Management and Technology (UMT).

The document is intended as a guide and not a substitute to notifications periodically issued by UMT.

The rules mentioned in this handbook are valid at present.

UMT reserves the right to amend any policy at any time.

## 2. Academic Departments of UMT (Section Missing)

### 3. Academic Regulations and Policies

#### 3.1 Academic Calendar

- UMT publishes complete schedule of the academic year (Fall and Spring semester and Summer session) in advance for the convenience of participants and faculty members with the following details:
  - i. Semester starting date
  - ii. Dues payment dates
  - iii. Semester end date
  - iv. Final exam week
  - v. Grade notification date
  - vi. Holidays during the semester
- Participants are responsible for meeting the requirements and deadlines published for each semester in the academic calendar of the University. Participants are expected to know and adhere to the rules, regulations, course loads, pre-requisites and policies of the University, as well as those of the departments/institutes and programs in which they are enrolled.

#### 3.2 Schedule of Semesters

**3.2.1** There are two regular semesters (Fall/Spring) in an academic year. Each semester will consist of a total of 17 working weeks, 15 weeks for teaching and two weeks for examinations. There shall be one to two weeks' semester break at the end of each semester.

**3.2.2** A student who has either failed or has been stopped to take the examination/assessment due to shortage of attendance or wishes to improve his/her grade may be allowed to register for the summer session.

The University **may** offer summer session of eight weeks between Spring and Fall Semesters. **Offering the Summer Session will be at the discretion of the University.** A participant will only be allowed to register in 1-2 courses of 3-6 credit hours. The contact hours will be doubled during the Summer Session as compared to a regular semester to ensure that the course is taught completely in a semester with half the duration compared with a regular (Fall/Spring) semester.

**3.2.3** The working week runs from 9:00 am on Monday to 12:00 noon on Friday. Classes will run throughout the week, including on weekends. However, for any office work and office deadlines the week will end at 12:00 noon on Friday for participants.

#### 3.3 Credit Hour

**3.3.1** A 'credit hour' is the unit of measuring educational credit, usually based on the number of classroom hours per week throughout a term. For example, a theory course of 03 credit hours

will have 3 hours of class contact hour per week.

**3.3.2** One credit hour in laboratory or independent study/project would require lab contact of three hours per week throughout the semester.

### 3.4 Course Categories

Courses have been divided into the following categories:

- i. Compulsory
- ii. General
- iii. Foundation
- iv. Major/Core
- v. Elective

### 3.5 Course Registration (Enrollment in a Semester) or Semester Enrollment Procedure

All participants need to register for every semester, they want to study. The course registration of continuing participants for the upcoming semester is done in advance, i.e., in the 13<sup>th</sup> week of the current semester (fresh participants can enroll on the day of orientation). Participants will register online through online account. They can check status of their registration along with information such as roll numbers, semester and courses taken in that particular semester and sections along with timetable details through participant helpdesk i.e. <http://online.umt.edu.pk> All sections are allotted on 'first come first served basis.' Participants can check their registration slips through the online system to ensure their course registrations and sections. Participants are requested to contact IPC Lab for login and password.

### 3.6 Late Registration

Once the deadline for registration of courses is passed, registrations will only be allowed till the last working day of the first week of the new semester, and will be subject to a fine of Rs 500/- per day for late registrations. After the first week of classes, no registration shall be allowed for courses in that semester. However, fresh participants can enroll in the first week of their classes without late registration fine.

### 3.7 Course Load Management

All participants will normally be required to take a workload according to the CGPA. The details are mentioned below:

#### Undergraduate and Master Programs

SGPA/CGPA	Course Load Allowed (Cr. Hrs.)
2.25 and Above	15-18 (Full Course Load)
2.00 to 2.24	Up to 15
1.75 to 1.99	Up to 12 (Course Repeat + Regular Course)



Below 1.75	Up to 9 (preferably repeat) Expulsion from University in case CGPA is below 1.75 in 2 consecutive semesters
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In summer session participants are allowed to register for two courses. They can only register under following conditions:

- i. The participant is repeating a course.
- ii. The participant is in danger of being time barred from his degree program, if he does not utilize the summer session to complete courses.

### **3.8 Add/Drop Course(s)**

Since the participants register for courses before the end term exams, they are allowed to add/drop a course after declaration of results. A participant cannot drop or change a course without the approval from the participant's Advisor. The time period for changing (add or drop) a course is one week; beginning from the commencement of the semester. For this purpose, a participant must meet his/her Advisor and submit online request. The Advisor will approve/disapprove the online registration request. The participant can drop a course with the approval of the concerned CoD. However, such participants will have to complete his/her degree program in the maximum time allowed for the completion of that particular degree.

After the declaration of the results, if a participant adds the repeated course(s), he/she shall have to pay the dues for that course(s) without fine, with the very next tuition fee installment.

### **3.9 Repeating a Course(s)**

The course(s) with 'F' and 'W' grade(s) may be repeated in regular semester(s) as well as in Summer session if offered, subject to registration by the participant concerned within due dates. Participants are required to complete the normal semester activities (class attendance, assignments, quizzes, mid-term exam and final examinations). In case of repeating the course(s), participant has to pay full dues without any financial benefits with the next installment. Maximum 18 credit hours (6 courses) can be repeated in undergraduate and master's program. However, a course can be repeated ONLY once.

In case of improvement in the grade after repeating a course, highest grade will be reflected on the transcript and same shall be counted towards calculation of CGPA.

### **3.10 Class Attendance**

The participants are expected to attend all classes, laboratories, tutorials, or other class meetings officially designated for a particular course. They are also expected to complete all assignments/assessments. Each three credit hour course will have 45 contact hours (3 hours/week \*15 teaching weeks, which equals 45 hours) in a semester. Attendance sheets are computer-generated. No one is allowed to attend a class without his/her name in the attendance sheet. No one is authorized to add or remove his/her name from that list manually. Queries for that purpose must be routed to ORG.

A minimum of 80% attendance is required for a participant to be eligible to sit in the final examination/assessment.

Participants with less than 80% of attendance in a course will be given grade 'F' (Fail) and will

not be allowed to take end term exams or assessments. They will have to repeat the course to get the required attendance to be eligible to sit in the exam, when the course is offered next time, after paying the full course fee.

Participants may check their attendance status from their respective faculty members.

### **3.11 Semester Freeze**

A participant may freeze his/her semester due to any plausible reason for a maximum period of one year (two semesters in a four/five year degree program and once in a two-year degree program). However, freezing in first semester is not allowed.

In order to freeze a semester, the participants will apply before the beginning of that particular semester. He/she will have to complete the clearance form and get clearance from the library, IPC and accounts office, and submit the form to ORG for approval and updating of database and personal file.

He/she will have to render his/her *University of Management and Technology* Participant ID Card to ORG. During the 'freeze period,' the applicant will lose his/her participant status at UMT and will not be entitled to avail University facilities like hostel, medical, transport, library and computer labs.

A participant shall rejoin in the next semester after paying semester fee. The right to use all university facilities will be resumed upon rejoining and UMT ID Card would be available from ORG.

Freezing the semester(s) is a matter of choice and such participants will not qualify for any relaxation in semester maximum credit limit or towards maximum time specified for completion of the degree.

In case a participant needs to freeze the semester, after add/drop period, application will only be accepted under medical emergencies, or for an emergency of personal nature, which is deemed critical enough by the Registrar, to justify mid-semester freeze. All such applications will be submitted to the Registrar with supporting documents detailing and proving the emergency. Such a participant will be charged a processing fee of Rs: 5000. The Registrar's decision will be final in these cases.

For a prolonged/extraordinary freeze of more than one semester, participant must apply for leave with a valid reason which will be judged on case-by-case basis by the Registrar. The clearance process for semester freeze will be followed for this kind of semester freeze as well. The leave application will be submitted before a semester starts. A participant will not have to pay any charges during semester freeze. The leave is valid for two semesters maximum. After two semesters, participant will rejoin, register for courses and continue studies, failing which his/her admission shall be cancelled automatically, without any prior information/intimation.

Leave from semester shall be counted towards the maximum permissible semesters for the completion of the degree.

#### **Note**

*Participants cannot leave their studies without prior confirmation and approval on a written application. For a registered course leave, without approval shall result in a grade based on the assessments/examinations submitted and not submitted, as judged by the concerned faculty members. Such a grade will be final and will not be changed under any circumstances. For example, registering for a semester and leaving without approval or leaving the end term exams/assessment without approval, will result in the award of an 'F' grade.*

### 3.12 Programs Duration

The duration for the completion of an undergraduate and master degree is as defined in the table below. **It is four years from the date of first registration.**

The maximum duration of a degree program include any semester freeze availed by the participant, repeat course, dismissal on disciplinary grounds etc.

Program	Total Duration of Program (Minimum)	Extended Period	Maximum Duration of Program
2 years Undergraduate	2 years or 4 semesters	1 year or 2 semesters	3 years or 6 semesters
4 years Undergraduate (Non PEC)	4 years or 8 semesters	2 years or 4 semesters	6 years or 12 semesters
4 years Undergraduate (PEC Accredited)	4 years or 8 semesters	3 years or 6 semesters	7 years or 14 semesters
5 years Undergraduate	5 years or 10 semesters	2 years or 4 semesters	7 years or 14 semesters
2 years Masters	2 years or 4 semester	1 year or 2 semesters	3 years or 6 semesters

### 3.13 Policy for Two Degrees Awarded in Same Year or Session Clash with Same or Different Mode

Sr No.	Degree I	Degree II	Policy Decision
1	Bachelor/master degree obtained in regular mode in the morning session in one university.	Bachelor/master degree obtained in regular mode in the morning session in the same university.	Degree with the time clash is not allowed.
2	Bachelor/master degree obtained in regular mode in the morning session in one university.	Bachelor/master degree obtained in regular mode in the morning session in the different university.	Degrees with time clash are not allowed.
3	Bachelor/master degree obtained in regular mode in the morning session in one university.	Bachelor/master degree obtained in regular mode in the evening session in the same university.	This combination of degrees is allowed provided that: a) Admission requirements are met. b) Written permission is obtained from university before joining programs.
4	Bachelor/master degree obtained in regular mode in the morning session in one university.	Bachelor/master degree obtained in regular mode in the evening session in different university located in the same city.	This combination of degrees is allowed provided that: a) Admission requirements are met. b) Written permission is obtained from both universities before joining Programs.
5	Bachelors/master degree obtained in the regular mode in one university.	Bachelors/master degree obtained in the private mode in the same university.	This combination of degrees is allowed.
6	Bachelor/master degree obtained in the regular mode in one university.	Bachelors/master degree obtained in the private mode in the different university.	This combination of degrees is allowed.

7	Bachelor/master degree obtained in the regular mode in the same session/year.	Bachelor/master degree obtained through distance learning mode in the same session/year.	This combination of degrees is allowed.
8	Bachelor/master degree obtained in the private mode in one university in the same session/year.	Bachelor/master in the private mode in the same university in other discipline in the same session/year.	This combination of degrees is allowed.
9	Bachelor/master degree obtained in the private mode in one university.	Bachelor/master degree obtained in the private mode in different university.	This combination of degrees is allowed.
10	1 Year BEd degree obtained in the private mode from one university in one academic year/session.	2 year MA in any discipline obtained in the private mode from the same university in the same academic year/session.	This combination of degrees is allowed.
11	2 Year degree (Science) obtained in the regular mode in one university on one academic session/year.	2 year degree (Arts/Social Science) in the private/distance learning mode in the same or different university in one academic session/year.	This combination of degrees is allowed.

### Guidelines:

- 1- In case of Professional Degrees, the permission of respective councils, for example, Pakistan Medical and Dental Council (PMDC) and Pakistan Engineering Council (PEC), would be required.
- 2- Degrees with time clash are not allowed in any case.
- 3- For all the above mentioned degree programs, if the policy of university does not allow for any mode, the degree program must not be started.
- 4- Students shall meet the prerequisites viz admission requirements of programs.

## 3.14 Withdrawal of Course(s)

**3.12.1** Participant may be allowed to withdraw from a course till the end of the 12th week of the semester. Consequently, grade 'W' will be awarded to the participant. Grade 'W' has no effect on the GPA/CGPA.

**3.12.2** A participant withdrawing after the 12th week shall be automatically awarded an 'F' grade, which shall be counted towards the GPA.

### 3.12.3 In Process (IP) grade Allocation

In case of projects/thesis continuing for two semesters; IP grade will be shown in initial semester and grades will be awarded in last semester based on the evaluation of project. If participant(s) fails to submit project in a specified time i.e. one year, then 'F' grade will be awarded. The group failed to submit/pass the project will have to pay fee of specified credit hours of project, accordingly.

## 3.15 Cross Campus Registration

Cross campus registration is allowed. However, the registration for a particular semester is subject to the approval of the respective Dean/ Director of the School/Institute and

availability of seating capacity in the requested course(s).

- a. Student will submit request for registration of course(s) across the campus through the parent campus (where student is originally enrolled) on a specific form.
- b. The Resource Person will forward grades to parent campus. The student record will be held and managed by the parent campus.

### **3.16 Credit Transfer Policy**

Participants can apply for the transfer of credits from an HEC recognized university/degree awarding institute to UMT. He/she will have to submit a transfer credit application at least one month before the commencement of the regular semester.

The applicant will submit a credit transfer application form, his/her latest passport sized photograph, accompanied by attested copies of all previous transcripts and course outlines, duly verified by the Registrar/Principal/Chairperson/Head of the Department of the Institution in which he/she is currently enrolled in. The applicant will provide a clearance certificate from his/her previous institution along with the application.

The applicant must have a CGPA of at least 2.00 for undergraduate and masters programs.

For a credit transfer to a bachelor degree, only courses with at least 80% similar to the courses offered by UMT will be processed, provided the candidate has a grade not lower than a 'C+' (semester system) or a score of not less than 60% (annual system) in each course under consideration.

For a credit transfer to a master's degree, only courses with at least 80% similarity to the courses offered by UMT will be processed, provided the candidate has a grade not lower than a 'B' (semester system) in each course under consideration.

The applicant will have to study if any deficient course(s) within the stipulated time for the completion of his/her degree.

The credits transferred are counted towards the courses required for completion of a degree program. However, GPA of transferred credits will not be counted towards the calculation of CGPA. 'Transferred' will be written against the courses, which are transferred.

#### **3.16.1 Credit Transfer Policy for the Undergraduate and Master Programs**

50% of the total credit hours for the program can be transferred at the undergraduate and master level.

#### **3.17 Cross Campus Credit Transfer Policy/Cross Exemption Policy (Please check if they are same as Cross Exemption Policy is mentioned in content list but no detail).**

A participant may transfer his/her credits earned at UMT in either campus by submitting the following; two weeks before the start of upcoming semester.

- a. Credit transfer form with the approval of the concerned Dean of destination School

- and Parent Department.
- b. Clearance from lab, library and accounts of parent campus.
  - c. Progress report signed by the examination office of parent campus.

### **3.18 Inter-School/Institute Program Change**

Participants can change their program of study on the acceptance of the Dean/Director of the School/Institute, to which a participant wishes to transfer, by submitting program change form and clearance form. Program change will only be allowed for participants, who meet the admission criteria of the program, to which they want to change to.

The Dean/Director of the School/Institute accepting the transfer of the program will determine the road map to be completed. The previous course grades and credits applicable to the new program will be counted towards calculating CGPA of the new program. After approval, form will be submitted to the Office of the Registrar, which will issue a new ID, after checking all documents. The previous ID will be blocked.

Admission fee paid by the participant for the previous program will be fully adjusted in the admission fee of the new program. However, Rs 5000/- shall be charged as program change fee, irrespective of the semester of admission. All new policies and fee structure will be applicable as per new program and schedule and any previous paid fee will be adjusted in the fee of the new program as per policy.

### **3.19 Dismissal on Academic Grounds**

The participant shall be dismissed from the University and his/her admission will be cancelled on academic grounds if he/she has:

- a) A GPA/CGPA less than 1.75 in three consecutive semesters in any undergraduate and master's (16-years) program.
- b) Completed maximum duration of program (see 5.12) at the University after his/her first registration without being able to fulfill the degree requirements.
- c) Defaulted on the fee for two consecutive quarters.
- d) Over all repeated more than 6 courses. (A maximum of 6 courses can be repeated)
- e) Not met the admission criteria, in case of provisional admission.

### **3.20 Readmission**

*Dismissal from Program (Academic Grounds)*

Readmission, without going through the entire admission process, is granted to only those participants who have been dismissed on academic grounds. Dismissal based on the expiration of maximum degree duration from the date of first registration shall render such participants' inadmissible for readmission.

The Admissions Committee may or may not transfer a course taken by the readmitted participant prior to readmission, depending on the approved criteria being followed at the time of readmission. The new transcript will only show those courses which have been transferred towards the continuation of the degree by the participant. The participant will have to pay the readmission fee of Rs 20000/- and will pay under the new package.

The Registrar's decision regarding readmission will be considered final.

### 3.21 Fee Refund Policy

For fresh entrants in a semester, the tuition fee may be refunded in case of admission cancellation, provided the application for refund is submitted as per the following schedule:

During first week of commencement of classes:	100%
During second week of commencement of classes:	50%
After second week of classes:	No Refund

#### Note

*The admission fee and library fee are non-refundable and non-transferable.*

### 3.22 Independent Study

In independent study, a student is guided by a teacher but usually does not take classes with other students every day. This may be due to graduation deadlines, required courses not being offered in a particular term, scheduling difficulties, job purpose or to cover special areas.

#### Mandatory Conditions for IS

Following are the conditions for independent study;

- Only one independent study is allowed in a degree program
- No semester is remaining and one course left which was graded as F or it is participants 12<sup>th</sup> semester in case of non PEC undergraduate programs and 14<sup>th</sup> in case of PEC undergraduate programs.

*Points to be considered for opting IS;*

- Maximum B+ grade can be awarded
- All those students who are having a semester and few courses left are not eligible.

#### Process:

- i. A participant willing to opt for independent study submits its application on Independent Study Application form (available from Office of the Registrar) to Dean of the school.
- ii. The Dean approves all cases of independent study and refers them to the concerned Chairperson.
- iii. Once permission is granted (based on policy requirements), Chairperson assigns concerned faculty member to the participant.
- iv. Faculty member organizes course requirements including exams, homework, lab assignments and research/position papers to compensate for the participant's absence in classroom participation.

- v. The participant is required to pay Rs 10,000/- independent study fee in addition to course fee. He/she is also required to complete and submit all the assignments.

### 3.23 Payment of Dues

Participants may opt to deposit lump sum dues. A prepayment discount of 15% is given on total amount admissible for four years, 10% discount on amount admissible for three years, and 5% discount on amount admissible for two years. In case a participant who had deposited lump sum dues discontinues studies at UMT before completion of the pre-paid period, refund will be made by the accounts department, according to the prescribed policy.

Regular semester dues are paid on the dates specified in the fee card issued by the accounts department, each year for each participant. The annual fee amount is calculated; based on average course load of a participant incorporating all financial assistance committed to him/her.

The annual fee estimate is payable in four equal installments **on or before the 10<sup>th</sup> day of March, June, September and December every year.** Those who are unable to pay their dues by the deadline will be charged with a fine of Rs 100/- per day.

Participants will be allowed to register for courses, attend classes, sit for examinations and receive degrees, only if they have cleared all their dues. **Failure to pay the dues and fine by the end of the grace period, will result in the dismissal of the participant from the program.** Re-instatement is permitted only at the discretion of the Registrar on payment of outstanding dues.

Accounts department will issue supplementary fee bills to the participant for repeating courses and for studying pre-courses.

#### Options Available for the Payment of Dues

##### Online Payment

Fee *challan* can be deposited through online banking facilities in Pakistan.

##### Online Bank Accounts

Bank Name /Branch	Current Account No.
1. <b>Habib Bank Limited</b> Fortress Stadium Branch, Lahore	<b>A/C. # 1025-79003167-03</b>
2. <b>Askari Islamic Bank, Limited</b> Peco Road Branch, Lahore	<b>A/C. # 91802000033801</b>

Participants can collect their *challan* forms from accounts staff from 09:00 am to 07:00 pm. Please ask the fee receiving officer at the bank to mention your UMT Participant ID in an online narration for branch to branch dealing.

Outstanding dues can be sent through demand draft/pay order in favor of UMT only. The demand draft/ pay order must reach at the following address through courier, before due date. The mailing address is as follows:

Office of Treasurer  
University of Management and Technology  
C-II, Johar Town, Lahore



Participants must get fee payment confirmation through the online account, after three days of depositing the fee. They should also present copies of original fee deposit receipts at accounts office for the reconfirmation of deposited fee.

### **Bank Details for Overseas Transfer**

#### **For Overseas Participants**

Amount US\$ / \_\_\_\_\_

Favoring:

Beneficiary:  
University of Management and Technology

Beneficiary address:  
C-II, Johar Town, Lahore

#### **Inter-bankers Routing**

##### **Habib Bank Limited**

ACCOUNT TITLE: **University of Management and Technology**  
ACCOUNT NUMBER: **10257900316703**  
BRANCH CODE: **1025**  
SWIFT CODE: **HABBPCCA**  
BANK ADDRESS: **Fortress Stadium Branch Lahore-Pakistan**

##### **Standard Chartered Bank**

ACCOUNT TITLE: **University of Management and Technology**  
ACCOUNT NUMBER: **01-4580230-01**  
BRANCH CODE: **130**  
SWIFT CODE: **SCBLPKXX**  
BANK ADDRESS: **27-Ali Block New Garden Town Lahore-Pakistan**

HEC scholars will pay the dues, as per UMT fee package.

#### **Payment of fee for MS/Bachelor Courses by Bachelor/MS Participants**

Bachelor participants who are taking courses in the MS/Master programs will be charged the per credit tuition fee of the bachelor program for these courses. MS participants registering for bachelor courses to fulfill their deficiencies or for fulfilling the degree requirements will be charged bachelor fee rates.

## 4. Academic Calendar

UMT publishes complete schedule of the academic year (Fall and Spring semesters and the Summer session), in advance for the convenience of participants and faculty members with the following details:

- i. Semester start/end dates
- ii. Dues payment dates
- iii. Final exam week
- iv. Grade notification date
- v. Holidays during the semester
- vi. Public Holidays

Participants are responsible for meeting the requirements and deadlines, published for each semester in the academic calendar of the University. Participants are expected to know and adhere to the rules, regulations, course loads, prerequisites and policies of the University, as well as those of the departments/institutes and programs in which they are enrolled.

The calendar is available on the Office of Registrar's website.

## 5. Examinations/Participant Evaluation Rules

### 5.1 Evaluation

The final standing of each participant, in each course, is assessed through the midterm examination, sessional work (presentations, assignments, quizzes, class attendance, participation, practical assessment) and final examination, at the end of each semester.

An example of model breakdown of the weightage for different assessment tools is provided in the following table:

Sr. #	Category	For theoretical subjects (%)	For practical subjects
1			
	Class Participation	5 -10	
2	Assignments/Project	5-25	30
3	Quizzes	5-10	
4	Midterm Examination	20-25	
5	End term Examination	35-50	70
<b>Total</b>		<b>100</b>	<b>100</b>

Individual Resource Person may vary these weight ages.

During a session, 25-40% of work shall comprise of combination of assignments and quizzes.

The number and nature of tests and assignments are at the discretion of the Resource Person.

In case, a participant joins a course, after it has started, he/she will be responsible for submitting any missed quizzes, assignments and lectures. The marks in missed quizzes and other tests shall be considered zero while make-up tests, assignments, projects and labs can be arranged in consultation with the Teacher/ Head of Department.

There is no supplementary/special examination in a semester system; if a participant fails in a course, he/she is required to repeat it.

The midterm examination is held in the ninth week of a semester, while final examination is scheduled at the end of the semester.

The script of midterm/final examination will be shared and returned back to the participants by the Resource Person. The final examination will cover the entire course taught during the semester.

To pass a course, a participant must obtain 50% marks in bachelor and master level degree programs equivalent to 16 years of education

Rules and regulations of accredited bodies will be observed for the accredited degree programs.

## 5.2 Duration of Examinations

The duration of examinations, other than home assignments, term papers, quizzes, etc., shall be as follows:

**Midterm Examination**            One hour during class period

**Final Examination**            1.5-2.5 hours during examination week

## 5.3 Grading System

Performance of participants will be assessed on the basis of the following grading criteria:

<b>Letter Grade</b>	<i>Bachelor/Master (equivalent to 16 years of education)</i>
	Grade points
A+/A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
F	0.0
P (Pass)	-
I (Incomplete)	-
W (Withdrawal)	-
S (Satisfactory)	-
NC (Non-Credit)	-
AU (Audit)	-
IP (In process)	-
SA (Short Attendance)	-

Maximum grade point average is 4.00.

Grading will be based on the norms of relative grading system.

## 5.4 Grading System for Engineering Participants

- i. Grading shall be based on the norms of relative grading system.
- ii. Minimum marks threshold shall be established for award of a passing letter grade by the Subject Resource Person in consultation with the concerned COD. Participants earning marks, below this threshold shall be awarded 'F' grade.
- iii. Participants earning marks above the minimum threshold **will** be listed in descending **Order of Merit**. Passing letter grades shall be awarded based on a normal curve or any other method, as deemed suitable with 'A+' being the highest passing grade and 'C-' as being the lowest passing grade.
- iv. Subjects having lab component shall be treated as separate independent subjects. They shall be assessed in continuous mode against 40% marks and the end term viva voce **will** be held for 60% marks. The COD **will** ensure that viva voce shall be conducted by a minimum of two teachers, including one who has conducted that lab.
- v. In theory subjects, midterm exam **will** carry 25-30% marks and the curriculum coverage **will** not be less than 40%. The end term exam **will** carry 50% marks and 30% exam questions **will** be set from midterm curriculum. The remaining marks **will** be allocated to quizzes, assignments, presentations, etc.
- vi. The midterm exam **will** be one hour long and end term exam shall be 2-2.5 hours long.
- vii. When a subject is being taught to multiple sections by more than one teacher, single exam paper (for mid and final) will be set by the senior teacher in consultation with the other teachers. The marking and grading **will** be done collectively by course teachers.

## 5.5 Award of Incomplete (I) Grade

A participant, owing to an emergency or a plausible reason, may apply for the award of 'I' (Incomplete) grade. Such application is acceptable upon recommendation of the Advisor/COD and approval of the Dean/Director. The approval on application form is mandatory. The approved application form shall be submitted to the Controller of Examinations at UMT.

The participant has to take only the end term exam for the course(s) graded 'I', with end term examinations for the relevant course(s) being taken along with the end term examination of that course(s), the very next time that course(s) is offered. Attendance, midterm and sessional evaluation for such course(s) will be considered, as it was at the time of awarding 'I' grade. If a participant fails to take end term exams in the very next semester, the 'I' grade will be changed into 'F' and participant will be required to study the course(s) for the entire semester in order, to appear in the end term exams.

The 'I' graded exam must be taken with the end term examination of the course(s) in the very next semester, when the course(s) is offered. This will be coordinated by the Controller of Examinations in consultation with the Instructor(s).

- **Condition of I Grade**

A participant is required to attend minimum 80% of classes and attempt all assignments, projects and midterm exams. His class evaluation must be complete by the end term exams.

*Private arrangements for an 'I' graded examination between a participant and an instructor are not allowed.*

*The participants who miss a rescheduled exam will not be given a second chance.*

## 5.6 Award of Grades 'P', 'NC' and 'S'

In some courses, 'P' or 'S' is awarded as the final grade. The credits of these courses are counted towards the completion of the degree but these are not used for the computation of CGPA.

**Non Credit (NC):** NC course(s) allows a participant to take regular classes with complete attendance. He/she will submit all quizzes, assignments, midterm and final term exams etc. to fulfill the course requirements. The course(s) will be evaluated with marks and regular grades. It will not be counted in Credit Hours and CGPA. Following condition will be followed;

- Graded Elective course(s), substitute of any other elective course(s)
- Core and compulsory course(s) will not be converted into 'NC'

## 5.7 Calculation of Grade Point Average (GPA) for a Semester

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated by using the following relationships:

$$\text{SGPA} = \frac{\text{Sum of GPA Courses in Semester (Course Credit Hours} \times \text{Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

$$\text{CGPA} = \frac{\text{Sum of GPA of All Courses Taken in All Semesters (Course Credit Hours} \times \text{Grade Point Earned)}}{\text{Total Credit Hours Taken in All Semesters}}$$

## 5.8 Degree Completion Requirement

The degree completion requirements in terms of CGPA (Cumulative Grade Point Average) at undergraduate level and graduate level are given as below:

	<b>Programs</b>	<b>Minimum CGPA Requirement</b>
1	Two years Bachelor Degree Programs (equivalent to 14 years of education)	2.00
2	Two years Bachelor Degree Programs (equivalent to 16 years of education)	2.00
3	Four years Bachelor Degree Programs (equivalent to 16 years of education)	2.00
4	All Master Degree Programs (equivalent to 16 years of education)	2.00
5	MBA (Professional) and MBA (Executive) Degree Programs	2.50

## 5.9 Rules for Probation

If at any point in time the CGPA of a participant enrolled in a bachelor or a master degree program is less than 1.75, the participant would be put on probation during the next semester. If the participant fails to improve his/her CGPA, i.e. fails to attain a CGPA equal to or higher than 1.75, he/she would be put on 'last probation'. If the participant fails to attain at least a CGPA of 1.75 in the next semester after being put on last probation, he will be dismissed from the university on academic grounds. Afterwards if the participant fails to attain/maintain the minimum required C.GPA i.e. 2.0, he/she shall be dismissed from the University on academic grounds.

## 5.10 Report Based Results

All the participants will have to stringently follow the rules and procedures regarding written assignments, class preparations, projects, quizzes and examinations for a course.

- The participants will have to submit the plagiarism report to Resource Person with final report/project, thesis and assignments etc
- Respective faculty and Chief Library Officer shall sign plagiarism report
- Signed plagiarism report will be submitted to OCE with the result of final project, thesis and independent study

## 5.11 Makeup of Midterm Examination Policy

Absence from examinations is permissible only in extreme situations beyond the control of the participant. Serious illness/injury of the participant or death in the immediate family is regarded as a legitimate reason for the rescheduling of makeup of midterm exams.

The request for scheduling a makeup exam must be made by the participant or someone on his/her behalf, through the makeup exam petition form, which must be submitted to the Batch Advisor, along with other required documents within three working days of missing the exam. The Batch Advisor will then direct the case to the Controller of Examinations.

The makeup exam will be taken within two weeks of the original exam. This shall be coordinated

by the Controller of Examinations in consultation with the Instructor(s).

Private arrangements for a makeup examination between a participant and an Instructor are not allowed.

The participants who miss a scheduled makeup exam shall not be given another chance to sit for the missed exam.

The participants involved in extracurricular activities, arranged by the societies or other institutions, would get prior approval from the Resource Person and COD/Dean regarding their absence from a quiz or an exam.

### **Note**

This policy is not applicable for end term exam

## **5.12 Communication of Results**

The results of quizzes, midterms and assignments are communicated to the participants during the semester and answer books are returned to them. It is the responsibility of the Resource Person to keep the participant informed about his/her progress during the semester. The Course Instructor will inform a participant, at least one week before the final examination related to his or her performance in the course (excluding only the participant's performance in the final examination). All objections of the participants regarding their performance must be addressed, prior to the commencement of final examinations. The participants can view their final grades on my.umt account by the result declaration date, as per the academic calendar. The semester progress report shall be dispatched by the Office of Controller Examination, to the participants' at the available mailing address.

## **5.13 Conduct of Tests and Examinations**

### **Use of Reference Material during Tests/ Examinations**

Prior to class test/final examination, the concerned faculty member needs to inform books, notes or other material that can be referred to by the participants during the test or examinations. All other books, notes, papers, etc., cannot be used by examinees.

## **5.14 Examination Schedule**

The Dean's Office publishes tentative examination schedule at least three weeks before the start of the final examination to remove clashes.

The Controller of Examinations publishes the final examination schedule at least two weeks, before the beginning of the final examination on OCE website.

## **5.15 Examination Rules**

1. Participants should reach examination room at least 10 minutes before the schedule time. No additional time shall be given to participants arriving late.
2. Participants who have short attendance in any of their courses shall not be allowed to sit in the examination room for that particular course.
3. Participants may only bring basic writing material or authorized material in the examination room as permitted by invigilator.



4. Participants are not allowed to bring weapons of any kind in the campus and examination hall.
5. Personal belongings such as bags/books/files may be taken into examination room and will be kept at the location specified by the invigilators.
6. **Don't bring your mobile phone!** Please leave your mobile phone (including headphone, hands free, MP3 player, iPad, iPod or similar gadgets) at home or somewhere safe. If you bring it to an exam, you should be aware of the following:
  - i. The University of Management and Technology accepts no responsibility for any loss or damage to your mobile phone, if it is brought into the examination hall. You will be unable to claim it from the University if it is lost or damaged.
  - ii. If you bring mobile phone in the examination room it must be **switched off** (not just on silent mode). You must keep your mobile in your pocket or handbag and must not take it out for any purpose during the exam.
  - iii. If you do not switch off your mobile phone and place it in the pocket or handbag and it rings or vibrates, or is found on your desk or amongst your belongings, it will be confiscated, until such time that it can be checked that it does not hold unauthorized material. This may cause a delay in returning it to you of at least 24 hours and may be considered fit for UMC.
7. Participants must maintain complete silence in the examination room. If a participant has any kind of query he/she should raise his/her hand and wait for the invigilator.
8. Lending/borrowing of pen, pencil, ruler, calculator, etc. is strictly prohibited in the examination room.
9. Participants must produce UMT ID Card on the request of Resource Person/Invigilator/Controller Examinations.
10. Participants must immediately complete particulars mentioned on answer books/extra sheets and write down their ID No. on the question paper, as well.
11. No rough work is to be done on the question paper. Any participant found writing on anything other than the answer book will be considered using unfair means.
12. Participants must mark their attendance on the attendance sheet during the examinations. In case, their name is not listed, they need to report to an invigilator immediately.
13. Participants must remain silent and seated while the examination material is being distributed or collected.
14. Participants found cheating and chatting, gesturing or misbehaving in the examination room shall be dealt with under the UMC rules.
15. Any participant using abusive or obscene language in the answer sheet shall be dealt with under disciplinary rules.
16. Participants cannot leave the examination room without the prior permission of the invigilator.
17. Participants must adhere to the examination rules prescribed by the University failing, which strict action shall be taken.
18. In case of open book/open notes exams, Participants must follow instructions given on

the front page by the Resource Person and should not indulge themselves in conversation with one another. They are strictly not allowed to exchange their books/notes during the examination.

19. Participants are not allowed to leave their seat during the exam without getting permission from the Invigilator.
20. Participants are not allowed to keep any other participant's notes or photocopies and loose pages, except for the allowed material.
21. Participants are only allowed to keep their own notes/book for the examination.
22. Participants are not allowed to look around under any circumstances. In case the participant needs anything, she/he should raise their hand.

## **5.16 Unfair Means**

Any participant found using unfair means or assisting another participant during a class test/quiz, assignments or examination would be liable to disciplinary action. The use of unfair means generally covers the following:

- An attempt to gain access to a question paper before the test or examination
- Use or possession of unauthorized reference material during a class test/quiz, examination
- Any form of communication among the examinees in or outside the examination room while the test or examination is in progress
- Unauthorized entry into Faculty Member's Office with the intention of accessing or tampering with official documents
- Plagiarism reported in assignments, projects, thesis and independent study

A participant found guilty of such an act by the relevant Committee will be liable to one or more of the following disciplinary actions:

- Grade 'F' in the subject; and/or
- Fine and/or
- Suspension and/ or
- Expulsion from UMT
- Any other punishment recommended by the Committee

## **6. Final Transcripts and Degrees**

### **6.1 Process of Final Clearance**

Participant who has completed all the degree requirements will apply for FT through the prescribed clearance form and follow the given process.

1. Participant may collect the form from UMT photocopier, or from the ORG website.
2. Participant will fill the required fields and get clearance from departments mentioned on the clearance form.
3. In case participant has availed financial assistance in his/her academic life, he/she is also required to visit the scholarship department (Treasurer Office), to fill the undertaking for the return of *Qarz-e-Hassana*.
4. Participants must submit the form in the Office of the Registrar along with all the attested credentials and a photograph required for FT and degree.
5. In case of any liability, ORG will contact the participant through email. In this case, participant is required to visit ORG to clear his/her liability.
6. Final FT can be collected by the participant after three weeks from the date of submission of clearance form; to collect the FT, participant would need to bring his original CNIC along with its copy.

## 6.2 Guidelines for Issuance of Final Transcript and Degree

- It is preferred that the participant who has graduated must receive his/her FT/degree personally from the Office of Controller Examinations (OCE) during office hours
- It is encouraged that the graduates receive their degrees in person on the eve of convocation, which is a regular biannual of UMT
- However, if the participant cannot collect the FT/degree personally, an authorized person can collect the FT/degree on the participant's behalf, by producing a letter of authority (Appendix-12), copy of his/her CNIC and attested copies of participants CNIC.

Participants living abroad will send their authority letter duly attested by Pakistan Embassy/Consulate General Office for the issuance of their FT/degree through courier from Pakistan. The University will not be responsible for any damage/loss caused to the FT/degree in transit. (Is it a separate point)

- The University reserves the right not to issue the FT/degree while investigating the applicant's identity and may ask him/her to produce further evidence for his/her identification.
- The receipt of FT/degree will be acknowledged by the Office of the Controller of Examinations, UMT.

## 6.3 Award of Degrees

Degrees will be issued on the eve of the biannual convocation, to those who have completed all degree requirements of a particular program and have been issued final transcripts. For the issuance of urgent degree, participant will apply through the prescribed urgent degree form, submitted to the Office of the Registrar along with a copy of CNIC, receipt of payment of urgent degree fee and copy of FT. The urgent degree will normally be issued within one week of the application, by the Controller of Examinations.

## 6.4 Duplicate/ Revised (FT/ Degree)

In case FT/degree is lost or misplaced or has any error, the participant can apply for duplicate FT/degree by paying the duplication/revision fee in the accounts office. The word 'duplicate' or 'revised' will be written on the FT/degree. In order to get the duplicate FT, it is mandatory for the

participant to provide the following documents:

- Photocopy of lost FT/degree
- Original copy of FIR lodged with police station regarding the loss of FT/degree (in case it is lost)
- An affidavit on a stamp paper of Rs50/-
- Original clipping of newspaper advertisement announcing the loss of FT/degree (in case of loss)
- In case of correction in FT/degree or replacement of a damaged FT/degree, original FT/degree shall be surrendered

For details please visit <http://umt.edu.pk/oce/Services.aspx>

*\*For set of 5 copies only*

*\*\* Other than current semester*

*Note:*

- *FT can be collected in person by producing original CNIC or it may be collected through authorized person by prescribed authority letter, with attached copies of his/her CNIC and that of an authorized person*
- *The above mentioned charges may be revised without prior notice*

## **7. Honors and Awards**

### **7.1 Rector's Merit Award**

Rector's Merit Award is given to the participants who earn a semester GPA of 4.0/4.0 and fulfill the following conditions:

- a. Participant should not have an 'F,' 'SA,' or 'W' grade and should not have repeated a course.
- b. Last year participants, i.e. participants enrolled in the last two semesters, are not eligible for this award.
- c. Participant is required to take minimum 12 credit hours, excluding pre-and non-GPA courses, internship and final project courses.
- d. Participant should not have been penalized as a result of disciplinary and/or unfair means.
- e. Participant will be awarded a Merit Award and a certificate, along with a tuition fee discount of six credit hours.

#### **Note**

- i. The waiver will be applicable only, if there are outstanding dues after the deduction of the amount of waiver.
- ii. In case of fee default at the time of announcement, the waiver will be cancelled.
- iii. The waiver for the Fall semester will be adjusted in the quarterly fee of June. The waiver for Spring semester will be adjusted in the quarterly fee of December.
- iv. Only results declared on time will be considered for the awards. Late submitted results will not be considered.

### **7.2. Dean's Merit Award**

Dean's Merit Award is given to the participants who earn a Semester GPA of 3.70/4.0 or above and who fulfills the following conditions:

- a. Participant should not have an 'F,' 'SA,' or 'W' grade and should not have repeated a course.
- b. Last year participants, i.e. participants enrolled in the last two semesters, are not eligible for this award.
- c. Participant is required to take minimum 12 credit hours, excluding pre-/non-GPA courses, internship and final project courses.
- d. Participant should not have been penalized as a result of disciplinary and/or unfair means.

- e. Participants in the top 10% in their program, who meet the above criteria, will be issued Letter of Appreciation (excluding the top 10 participants) by the respective Dean/Director.
- f. The top ten participants in their respective program will be awarded a Merit Award and a certificate along with a tuition fee discount of three credit hours.

**Examples:**

Program	Registered Participants		Eligible Participants (as per criteria)	Issue Letter of Appreciation	Top Ten Participants (To be granted Fee Discount plus Merit Award and certificate in the ceremony)
	Total	Top 10%			
BS(H)	500	50	30	20	10
BS(EE)	200	20	12	02	10
BS(SS)	80	8	8	--	8
MS(PP)	30	3	3	--	3

**Note**

- i. The waiver will be applicable only, if there are outstanding dues after the deduction of the amount of waiver
- ii. In case of fee default at the time of announcement, the waiver will be cancelled.
- iii. The waiver for Fall Semester will be adjusted, in the quarterly fee of June. The waiver for Spring Semester will be adjusted in the quarterly fee of December.
- iv. Only results declared on time will be considered for the awards. Late submitted results will not be considered.

**7.3. Medals**

Two regular medals are given to participants having excellent academic performance. Some special medals sponsored by prominent organizations are also awarded. The procedure for awarding the medals is provided below.

**7.3.1. Patron's Medal**

Patron's Medals are awarded program wise to participants who graduate top of their class, i.e. they score the highest CGPA. The following conditions apply:

- a. For bachelor/master programs, participants must have a minimum CGPA of 3.80 or above.
- b. For MBA (Professional) all pathways, participants must have a minimum CGPA of 3.85 or above.
- c. Participants enrolled in MS/MPhil, PhD and evening/professional degree programs are not eligible for Patron's Medal

Participants enrolled in evening/professional degree programs, are eligible for Rector's Academic Excellence Award, provide they meet the conditions. (Is it a separate point)

### **Selection Criteria**

- i. Participant must have completed his/her degree program in the stipulated time.
- ii. There should be no 'F' or 'SA' grade in the academic program.
- iii. Participant should not have repeated a course for grade improvement.
- iv. Exemptions in case of transfer cases should not be more than three.
- v. Participant has no disciplinary action/unfair means case against him/her.

### **7.4 Rector's Medal**

Rector's Medals are awarded program-wise to participants who score the second highest CGPA in their graduating class. The following conditions apply:

- a. For bachelor/master Programs, participants must have a minimum CGPA of 3.70 or above.
- b. For MBA (Professional) all pathways, participants must have a minimum CGPA of 3.75 or above.

### **Selection Criteria**

- i. Participant must have completed his/her degree program in the stipulated time.
- ii. Only participants enrolled in academic programs with at least ten registered participants would be eligible for this medal.
- iii. There is no 'F', or 'SA' grade in the academic program.
- iv. Exemptions in case of transfer cases should not be more than 10% of the total credit hours, required for the degree program.
- v. Participant has no disciplinary action/unfair means case against him/her.

## 7.5 Special Medals

Special Medals are sponsored medals and the eligibility criteria and conditions for award may change, according to the requirement and suggestion of the sponsor before convocation.

### 7.5.1 Khurram Murad Medal

Khurram Murad Medal is awarded to the outstanding participant of the year from MBA level degree program. Along with a medal and a merit certificate, participant is awarded a cash prize of Rs 100,000/-. The outstanding participant is selected by a special committee of the University. The selection is based on the prescribed criteria.

#### Selection Criteria (Cumulative Conditions)

- Participant must have the highest CGPA in his/her program
- Participant must have no 'F', 'SA' or 'W' grade or repeat course(s)
- Participant must have completed degree requirements within the stipulated time period
- Participant has no disciplinary action/unfair means case against him/her. Participant will be interviewed prior to the announcement of final decision (Is it a separate point)
- **Weight of previous education**
  - Matriculation/O-Level 10%
  - Intermediate/A-Level: 15%
  - Undergraduate/Bachelors 35%
  - MBA 40%

### 7.5.2 Dr Muhammad Ahmed Medal

Dr Muhammad Ahmed Medal is awarded annually to a bright and able participant studying social sciences. The medal is awarded to the participant in recognition to his/her persistent outstanding academic performance during the academic years at the University, as well as his/her contribution or work towards the development of society. The candidate who conforms to the prescribed criteria will be awarded a gold medal and a cash award of Rs 50,000/- along with a **merit certificate**.

#### Selection Criteria

- Attainment of creditable CGPA (not defined)
- Participant must have completed the degree requirements within the stipulated time period
- Participant must have no 'F,' 'SA' or 'W' grade.
- There should be no UMC ( Unfair Means Case) or disciplinary case against the candidate
- Participant will be interviewed prior to the announcement of final decision
- **Weight age assigned to previous Qualification (Please check)**
- **Please Check**



- Matriculation/O-Level: 10%
- Intermediate/A-Level: 10%
- Undergraduate/Bachelors: 15%
- Master 65%

### **7.5.3 MubarikunNisa Medal Award (Check plz: no details)**

### **7.5.4 Sardar Muhammad Ghalib Medal Award (Check plz: no details)**

### **7.5.5 Haji Taj Din Medal Award (Check plz: no details)**

### **7.5.6 Award of Exceptional Academic Excellence**

Award of Exceptional Academic Excellence is awarded to an outstanding participant of the year, who achieves a 4.00 / 4.00 CGPA in a degree program. Participants are awarded a medal along with merit certificate. The outstanding participant is selected by a special committee of the University.

## **8. Convocation**

### **8.1 Code of Conduct**

The University of Management and Technology, Lahore, holds its convocation twice a year to honor the graduating participants' commitment and dedication to academic success. **The rehearsal is mandatory for all graduates. Rs. 5000/- registration fee for the convocation will be charged.**

Keeping in view the decorum of the ceremony, the participants are requested to please observe the following rules during the proceedings of the convocation.

- Only formal dressing is allowed on the day of rehearsal and convocation
- All graduates should be wearing their gowns properly ironed, as approved by their respective schools
- Unnecessary movements, gossips, exchange of seats will not be tolerated inside the convocation hall
- Participants are expected to observe the decorum of the ceremony
- Do not leave the hall, till the closing of the entire ceremony
- For group photograph, you may come out of the hall only after the announcement
- Full cooperation from participants for maintaining discipline and sobriety during the ceremony is expected

Failure to comply with these rules may result in the expulsion of the graduate from the ceremony.

## 9. Scholarship and Financial Assistance (*Qarz-e-Hassana*)

Merit based scholarships are awarded at the time of admission; while the need based financial assistance can be requested during the course of study only in exceptional circumstances. Some awards, are based on the academic performance during a semester, however double awards will not be given. The detail about all types of awards is given below:

### 9.1 Need Based (*Qarz-e-Hassana*) ILM Scholarship Fund

Participants desirous of need based financial assistance (*Qarz-e-Hassana*) will apply through financial assistance (*Qarz-e-Hassana*) form and will submit it to the Office of the Registrar along with the following documents:

- Evidence of father's/guardian's income such as authenticated salary certificate, income tax returns etc
- Evidence of property, if any, owned by father/guardian
- Evidence of agriculture property and income arising from this property
- Copy of all documents related to previous academic record
- Result card of previous semesters
- Copies of latest utility bills (i.e. electricity, sui-gas, telephone, water and sewerage)
- Copy of bank statement of father/guardian
- Copy of rent agreement, in case of income coming from rent and in case the applicants home is rented
- Copies of fee receipts of brothers and sisters in case they are participants
- Any other document which the Financial Assistance and Loan Committee (FALC) deems necessary

Financial Assistance and Loan Committee considers all applications for need-based assistance in the light of evidence, submitted in its regular quarterly meetings. The Financial Assistance Officer informs applicants about the outcome of their applications through emails. The officer will also prepare a list of applicants who have been granted assistance and dispatched the prepared list to the Office of the Treasurer for their records.

Need based financial assistance have been converted into *Qarz-e-Hasana* with effect from Fall Semester 2006. *Qarz-e-Hasana* is returnable in easy monthly installments, after the completion of participant's degree. Final transcript will be issued but degree will not be granted, till the complete payment of dues.

Note: Participants entitled for any other scholarship and applying for financial assistance (*Qarz-e-Hasana*) can only avail *Qarz-e-Hasana*, if approved. Such participants shall be treated under the policy of *Qarz-e-Hasana* and their dues paid under scholarship, shall stand cancelled. The participant will pay all the dues of the entire program without any scholarship.

## 9.2 Scholarships

Participants entitled for any other scholarship and applying for financial assistance (*Qarz-e-Hasana*) can only avail *Qarz-e-Hasana*, if approved. Such participants shall be treated under the policy of *Qarz-e-Hasana* and any fee reduction under the scholarship shall stand cancelled. The participant will pay all the dues of the entire program without any scholarship, minus the *Qarz-e-Hasana*.

### 9.2.2 Kinship Policy

The kin of alumni/ae and existing participants (brother, sister, husband, wife, father, mother, son and daughter) are allowed tuition fee waiver as given below:

Sr. No.	Relationship with Alumni/ae	Financial Award
1	First Kin	20% waiver of tuition fee
2	Second Kin	30% waiver of tuition fee
3	Third Kin	40% waiver of tuition fee

### 9.2.3 Merit Scholarships

Merit **based** scholarship are made according to the admissions merit list. These scholarships are divided into two categories and their values are detailed in the tables provided below:

The continuation of Merit scholarships in subsequent semesters is subject to the maintenance of CGPA, not less than 3.00 for bachelors programs, 3.25 for Master Programs.

#### Merit Scholarship for participants applying for Bachelors:

- **Scholarship on the basis of Intermediate**
  - Position holders in BISE Examination: Total tuition-fee waiver
  - 85% or above marks in BISE Examination: 75% tuition fee waiver
  - 80%-84.99% marks in BISE Examination: 50% tuition fee waiver
  - 75%-79.99% marks in BISE Examination: 25% tuition fee waiver
  - 70%-74.99% marks in BISE Examination: 20% tuition fee waiver
- **Scholarship on the basis of A-Levels**
  - Three A\*'s in A-Level: 50% tuition fee waiver
  - Two A\*'s in A-Level: 30% tuition fee waiver
- **Merit Scholarship policy for Diploma Holder Students**
  - 85% or above marks in Board Examination: 50% tuition fee waiver
  - 80%-84.99% marks in Board Examination: 25% tuition fee waiver

### **9.2.4 Discount Policy for ILM Colleges Students**

- 50% waiver in admission fee
- 50% waiver in tuition fee on 65% or above marks
- 25% waiver in tuition fee on less than 65% marks

### **9.2.5 Discount Policy for Leadership Colleges Students**

- 30% waiver in admission fee
- 15% waiver in tuition fee

### **9.2.6 Corporate Group Discount**

- 30% waiver in tuition fee of each student for organizations nominating minimum three candidates

### **9.2.7 Discount for SOS Village**

- 100% waiver full fee for two students, every academic year to be nominated by SOS

### **9.2.8 Shaheed Hakeem Said Scholarship**

This scholarship has been established to honor the great educationist, one of the finest exponents of eastern medicine and member of the ILM Board of Trustees ---- Shaheed Hakeem Said. The scholarships are granted to exceptional Pakistani nationals, who are domiciled outside Punjab as per the following criteria:

- 50% waiver in tuition fee for ten students to be determined on merit, in a semester, having domicile outside Punjab and belonging to remote areas with at least 65% marks in intermediate or graduation
- For graduates of Semester based system minimum eligibility criteria is 3.25 out of 4.0 CGPA

### **11.2.9 Khurram Murad Scholarship**

- This scholarship has been established to honor the memory of the great thinker, Khurram Murad, whose writings and speeches inspired thousands of young men and women, throughout the world. He was also a member of the ILM Board of Trustees. This scholarship is awarded to outstanding foreign participants as per the following criteria: 50% waiver in tuition fee for two students in a semester, with foreign nationality that, fulfill the admission requirements of UMT.

### **9.2.10 Justice A R Cornelius Scholarship**

This scholarship has been established to honor the memory of the Former Chief Justice of Pakistan, Justice A R Cornelius and to show UMT's dedication to minority rights. The scholarship is a merit based award, granted to Pakistani nationals belonging to a minority community, as

per the following criteria:

- 50% waiver in tuition fee for three students, in every academic year, belonging to a minority community, who scores 65% or higher marks or equivalent in intermediate or graduation

### **9.2.11 Outstanding Sportsmen and Extracurricular Scholarship**

100% waiver in tuition fee for outstanding sportsman who have played at the national level with 65% marks or equivalent in intermediate or graduation. Ten such scholarships will be awarded every admission cycle.

During the course of study, the student admitted on sport basis will be exempted from the condition of maintenance of minimum CGPA; however, the participant will have to achieve the degree completion requirements. He/she will also be required to continue playing the sport at the same or higher level, during the duration of the degree.

### **9.2.12 ILM Scholarship Fund (ILM Study Support/Aid Fund)**

This Need based scholarship or *Qarz-e-Hassana* is awarded based on the financial need of the applicants. The applicant will fill out the scholarship form and his case will be judged by the financial assistance and Loan Committee based on evidence provided and interview. The scholarship/fund is treated as *Qarz-e-Hassana*, which participant will return in installments over a maximum period of five years after the completion of the degree.

Refer above for detail.

### **9.2.13 Special Person (Disabled) Scholarship:**

All certified special students and those with learning impairment will pay a maximum of 50% fee of any program they are admitted to.

### **9.2.14 Employees of National Highways and Motorways Police Scholarship**

25% discount in tuition fee will be given to children/spouses/brothers and sisters of National Highways and Motorways Police, after scrutiny of evidence to be provided by the participant.

## **9.3 Rules Governing Financial Awards and Scholarships**

- 1) Continuation of all financial aids and scholarships, other than merit scholarships and extracurricular activities based scholarships, in subsequent semesters is subject to maintenance of CGPA, not less than 2.50 for Bachelor programs and 3.00 for Master Programs.
- 2) Continuation of merit scholarships in subsequent semesters is subject to maintenance of CGPA, not less than 3.00 for Bachelor programs and 3.25 for Master Programs.
- 3) All kinds of financial aid and scholarships shall be permanently withdrawn on tuition fee

default of two consecutive quarters.

4) It is mandatory for every scholarship or need based financial assistance holder to finish their enrolled program in the prescribed duration of the program. No extension of award will be provided beyond the standard duration of the course/degree.

5) If participant getting scholarship or financial assistance discontinues his/her studies for consecutive two semesters and would like to resume his/her studies later, he/she shall be treated as a new applicant for admission and all fee, awards, rights and privileges shall be allowed accordingly.

6) If participant getting scholarship or financial assistance leaves the program/University, total fee will be charged, without any discount/waiver, at the time of clearance, before the issuance of progress report and NOC.

7) In case of any disciplinary breach, involvement in activities political, unethical, and/or against the interest(s) of the University or its authorities, participant shall be liable to disciplinary action and this shall result in withdrawal of all financial awards, discounts, privileges', whatsoever.

8) For merit scholarship: If the participant gets 3 'F' grades in Bachelors, 2 'F' in Masters, his/her financial assistance will be reverted irrevocably.

9) If participant getting scholarship or financial assistance repeats a course, the participant shall be charged with the full fee of the course.

## 10. General Policies

### 10.1 Participant ID Card Policy

- The University ID Card identifies a participant as a current member of the UMT Student Body. Provision of all UMT facilities shall be subject to availability of UMT ID Card. Therefore, participants are encouraged to receive their ID cards from the Office of Registrar, immediately after admissions.
- It is mandatory for all participants to properly display UMT ID Card while entering the premises of the University. If a participant does not possess UMT ID Card, he/she will be fined Rs. 500/- every time this happens. If someone misuses the ID card he/she will be fined Rs. 5000/-. In the above mentioned cases, participants shall be allowed to enter UMT premises upon presenting CNIC, to ensure that they do not miss any classes, quizzes or exams, but they would not be allowed to make use of UMT facilities.
- The UMT ID Card is non-transferable, must be carried at all times, and presented upon demand by a University official or security guard; failure to do so may subject the participant to disciplinary action. Additionally, presentation of expired ID card to University Officials shall be considered violation of University Policy, and shall be subject to fine, disciplinary action, or both.
- If the ID card expires or becomes unusable due to wear and tear, it shall be reported to Office of Registrar, immediately. Similarly, lost and stolen cards must also be reported promptly to the Office of Registrar. ORG shall issue a new ID card upon submission of ID issuance application and deposit slip of non-refundable ID card replacement fee payable by cash.
- ID cards found by a non-owner should be returned to the Office of Registrar as soon as possible. ORG shall send an email to the owner of the found ID card with notification that the ID card was found and should be claimed as soon as possible.
- Any transfer, alteration, falsification, or forgery of a Student ID card constitutes a violation of University policy and may result in an appropriate disciplinary action to be determined by the Office of Registrar. In addition, fraudulent or illegal use of the campus identification card may result in criminal charges and/or civil proceedings.
- The card is void upon termination or interruption of enrollment.
- The participant is supposed to surrender the ID card upon the request of a University official or in case of breach of the university code of conduct.
- The participant must submit participant ID card to ORG at the time of clearance.

## 10.2 Transport Card Policy

The policy is designed to ensure smooth and seamless provision of transport services to students of the University of Management and Technology.

- It is mandatory for all the students using University transport facility, to renew their transport cards between 1<sup>st</sup> and 3<sup>rd</sup> of every month.
- If the card is renewed after 3<sup>rd</sup> but before the 10<sup>th</sup> of any month, Rs. 100/day shall be charged as fine for each day.
- The Office of Treasurer shall make cards (as per list) in advance for issuance on request (no cash payment).
- It is mandatory for all the students to keep in possession valid University transport card, University ID card and CNIC, while travelling through University transport facility, and show to the relevant personnel, whenever demanded.
- If a student is reported to enter the transport bus without valid transport card or written prior approval, he/she shall be charged full month's transport fee and an additional fine of Rs. 1,000/-, which shall be paid in cash. In case of non-payment of fine within 7 days, the fine shall be increased to Rs. 1,200/- and shall be credited to student's fee.

## 10.3 Academic Discipline

Participants are encouraged to meet faculty members during faculty members scheduled office hours for the purpose of seeking guidance and counseling.

### 10.3.1 Disciplinary System

The UMT Disciplinary System provides for procedures under which alleged violation of the University's Code of Participant Conduct and Code of Academic Integrity and other policies, rules and regulations are investigated.

The Code of Participant Conduct sets forth the responsibility of all participants at the University, to exhibit responsible behavior and good conduct on University premises and wherever and whenever, they are representing the University.

The Code of Academic Integrity sets forth standards of integrity, honesty and discipline that should be adhered to in all academic activities.

The worthy Rector has constituted a **Student Disciplinary Committee (DC)** to examine and decide, judiciously, participants' cases of breach of discipline.

### 10.3.2 Disciplinary Actions

Strict adherence to standards is expected from UMT participants at all levels. In case of breach of discipline by any participant, the DC is authorized to take any one or more of the following actions, in the best interest of the University's image, integrity, academic discipline, and quality of education.

- Recommend expulsion cases to the Rector



- Recommend temporary suspension from program and/or course(s) to the Rector
- Recommend course repetition
- Recommend withdrawal of full or partial fee concessions
- Demand affidavit of apology
- Issue letters of warning and displeasure
- Ask for parental guarantee for improved/correct behavior
- Levy fine up to Rs 25,000
- Any other action deemed appropriate and proportional to the proved offence

### 10.3.3 Punishment or Penalty for Acts of Indiscipline

Punishment or penalty for acts of indiscipline shall be proportionate to the gravity of the offence and may comprise any one or more of the following penalties/punishment:

#### a. Minor Punishments

- (1) Warning: Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may lead to further disciplinary action.
- (2) Probation: Probation for a specific period.
- (3) Fine: Fine this may amount up to Rs 10, 000.
- (4) Hostel Suspension/Permanent Removal: Expulsion from the hostel for a specified period or permanent removal from the hostels.
- (5) Withholding of Certificate: **Withholding of a character certificate of.**
- (6) Removal of Privileges: Deprivation from the privileges enjoyed by the Participants.
- (7) F Grade: Award of 'F' grade in a course.

#### b. Major Punishments

- (1) Expulsion: Expulsion from the class for a specific period with a maximum period of one semester.
- (2) Fine: Fine this may amount up to Rs 50, 000.
- (3) Exam Result: Cancellation of examination(s) result.
- (4) Rustication: Expulsion or rustication from the institution for a specific period.
- (5) Degree: Non-conferment of degree/transcript.
- (6) Relegation/withdrawal from course, program or university.
- (7) Other sanctions or a combination of above-mentioned punishments as are deemed appropriate.

**Note:** In every case investigated by the Student Disciplinary Committee the accused participant will be given full opportunity to present his stance and defend himself.

### **10.3.4 Code of Conduct for Disciplinary Hearings**

Abusing the **Code of Conduct for Disciplinary Hearings** include:

- (1) Failure to obey the notice from a University official to appear for a meeting or hearing as part of the participant conduct system.
- (2) Falsification, distortion or misrepresentation of information before a hearing body or designated hearing officer of the University.
- (3) Disruption or interference with the orderly conduct of a hearing proceeding.
- (4) Causing a violation of University Code of Conduct hearing to convene in bad faith.
- (5) Any action/statement deemed inappropriate.

### **10.4 Academic Culture**

UMT management strives to provide the participants an academically congenial and culturally conducive learning environment. Hooliganism, agitation or pressure tactics will not be tolerated. In case of any problem, participants will directly communicate with the concerned official or faculty member.

### **10.5 Respect of Teachers**

All participants are advised to give full respect to teachers. Any misbehavior or misconduct may lead to the cancellation of registration in that course by the teacher.

### **10.6 Eating/Drinking**

Eating and drinking by the participants in the classrooms are strictly prohibited. In case of special occasions, permission should be sought from the concerned officials.

### **10.7 Abuse, Assault and Threatening Behavior**

**Abuse, assault and threatening behavior includes intentional or reckless acts endangering, threatening or causing physical or mental harm to any person, including the perpetrator, on the University premises or at University-sponsored activities, or intentionally causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment, coercion, and all such acts are strictly prohibited.**

### **10.8 Firearms, Explosives and Other Weapons**

On UMT Campuses, there is a total ban on illegal or unauthorized use, possession, or storage of firearms, explosives (including, but not limited to fireworks), other weapons, dangerous and toxic chemicals (except for those used in laboratories under the supervision of designated UMT official), whether or not the possessor is duly licensed to hold that firearm or chemicals.

## **10.9 Alcohol/Drugs/Intoxicants**

- The University of Management and Technology prohibits the unlawful manufacture, distribution, dispensation, sale, possession or use of alcohol or any drug by any of its students on its premises or as part of any of its activities
- In case of recovery of drugs from any of the students, strict disciplinary action shall be taken to ensure compliance with this policy in the future, which can range from heavy fines, suspension or even rustication/termination
- If necessary criminal action will be taken, according to national law
- UMT Campus except for designated smoking areas is smoke-free: academic building, library, cafeteria, lawns, grounds and parking corners are smoking-free, smoking is only allowed in designated smoking areas
- Smoking is prohibited at all times in escort and shuttle buses
- Display of cigarette packs, cigarettes and lighters is strictly prohibited in smoke-free areas of the University, as it gives motivation and encouragement to others, as well.
- The sale of tobacco is banned on University's premises
- Violation of this policy (either smoking or displaying cigarettes in smoking-free area) is subject to fine of upto 10,000/-
- Payment of this fine shall be in cash. In case of non-payment, an additional charge of Rs. 200/- shall be added to the principal amount every day
- All students will be made aware of the policy during orientation
- Visitors not adhering to the policy, will be asked to comply or leave the premises

## **10.10 Violation of Disciplinary Sanction**

It means knowingly violating the terms of any disciplinary sanction imposed, in accordance with UMT Statutes, rules and regulations.

## **10.11 Inappropriate or Indecent Behavior**

Indecent and inappropriate behavior is prohibited on the campus and at University sponsored events and activities. Indecent and inappropriate behavior includes defying the norms of social, religious and cultural decency by a participant or group of participants.

Indecent and inappropriate behavior may also include the following:

- Damage to the university fixtures/furniture, scribbling/carving on desks, wall chalking, misuse of lab/university equipment, etc.
- Use of mobile phones in classrooms, examination halls, labs and library, thus disrupting the calm of these places.
- Engaging in disorderly or indecent conduct, breach or attempt to breach peace or aiding, abetting, or procuring another person to breach peace on University premises or at University sponsored functions/activities. Any unauthorized use of electronic or other devices to make an audio or video record of any person, while on University premises without his or her prior knowledge and approval.

Conduct and actions mentioned in Rule 10.12 to Rule 10.23 are prohibited and any participant found engaged in them may be subject to disciplinary proceedings.

### **10.12 Provoking Others to Misconduct**

Intentionally using words or actions to incite or encourage others to violent or retaliatory behavior or other acts of misconduct.

### **10.13 Non-Compliance with Official Direction**

Failure to comply with reasonable direction of University officials acting in performance of their duties.

### **10.14 Violation of University Regulations and Policies**

Violating University regulations or policies including amendments and additions adopted since the date of publication.

### **10.15 Theft**

Theft or attempted theft of property or services on University premises or at University sponsored activities.

### **10.16 Furnishing False Information, Forgery or Unauthorized Use of Documents**

Intentionally furnishing false information to the University and its officials or misusing affiliation with the University to gain access to outside agency/services or using false information or University resources adversely affect the reputation of the University. Forgery, unauthorized alteration, or unauthorized use of any University document or electronic transmission, or instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof.

### **10.17 Unauthorized Access to Facilities**

Unauthorized access or entry to or use of, University facilities and equipment. Unauthorized possession, duplication or use of keys to University premises, offices facilities or equipment or unauthorized entry to or use of University premises, offices.

### **10.18 Animals**

Bringing an animal into any University building with the exception of animals used for authorized laboratory purposes or animals being used for security purpose for which express permission has been granted or emotional support animals or use service animals for the disabled.

### **10.19 Demonstrations**

Demonstrations exceeding, the bounds of free assembly and demonstrations engaging in unlawful acts, that cause or imminently threaten injury to person or property, infringes on the rights of other members of the University community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

### **10.20 Political Activities**

Unauthorized use of University facilities or equipment for political activities.

### **10.21 Gambling**

Unauthorized and/or illegal exchange of money or services as a result of an organized or

unorganized game or competition.

### **10.22 Off Campus Conduct**

Participants as representatives of the University are expected to conduct themselves off University premises in such a manner, that it does not adversely affect the interests and image of the University.

### **10.23 Environmental Policy**

The Environmental Policy aims to express University's commitment to environmental protection, to provide instruments for implementation of the policy and to enhance quality of student experience at the University.

The University will implement and promote initiatives to decrease the University's use of non-renewable resources, including fuel, paper, water, etc.; decrease waste generated by the University and planting of plants.

- University shall adopt a full-time, zero tolerance policy for littering violations, and shall encourage everyone on campus to participate in the 'Zero Tolerance for Litter' initiative.
  - a. Students are expected to not to deface, damage and vandalise the University buildings and fixtures, such as graffiti, putting feet on walls writing or carving on furniture and walls, etc..
  - b. Discourage people to harms plants, including but not limited to plucking flowers and leaves.
  - c. Send a courtesy letter to people whose trash is identifiable.
  - d. Take necessary action against litterers.
- Enforce litter control with existing and new programs.
- The aforementioned policies shall be vigorously enforced through:
  - a. Reporting student violators to the Office of Facilities Management.
  - b. Reporting employee violators to the OHR or an immediate Supervisor.

## **11. Code of Conduct**

### **11.1 Greetings**

Participants are advised to adopt the habit of greetings others using culturally accepted methods. This is an important aspect of civilian etiquette and obligation that University would like to promote.

### **11.2 Safe Driving**

Participants are required to avoid reckless driving on the campus and abide by the laid down speed limits and sign postings to avoid penalties. Over speeding and dangerous driving on the campus will result in initiation of disciplinary action, against the concerned participants.

### **11.3 Good Conduct**

Participants are required to observe the following guidelines in their interactions at the campus and University sponsored events/activities:

- Adhere to UMT rules, regulations and disciplinary standards
- Regularly read, understand and comply with all notices displayed on the notice board and in case of query, seek clarification from the relevant department/office
- Meet all deadlines mentioned in any notice(s) displayed from time to time or given by University officials
- Ask for explanation and seek clarification of what has been communicated to them in writing only from the issuing authority and not to assume or conclude anything from a procedure, rule or regulation themselves
- Contact and convey to Chairpersons or Deans any grievance or vital suggestion for necessary action and appropriate measures
- Attend all courses of instruction as per their respective program requirements and undertake all sessional work and examinations in true spirit.
- Inform the Office of the Registrar, regarding any change in their addresses and contacts to ensure smooth and instant delivery of necessary messages, reports, etc.
- Protect and safeguard their personal belongings, books and other items at all times. In case of loss, UMT will not be responsible for any loss or damage
- Keep UMT Campus clean. Littering trash is highly undesirable and environmentally unfriendly

### **11.4 Gender Mixing**

- Participants are strictly reminded to follow the accepted social and cultural norms of the society regarding gender relations. Participants engaged in sexual harassment and obscene behavior (as per social norms) will face strict disciplinary action.

## 11.5 Harassment

It covers the following:

- Sexual harassment is prohibited and is constituted as a punishable offence
- Sexual harassment is demeaning to human dignity and is unacceptable in a healthy work environment and sexual harassment of any participant will not be tolerated
- Reprisals and threats against any person who makes use of this policy or participates in proceedings held under its jurisdiction to hold participants accountable for prohibited acts, is prohibited. Any individual or body found to be making such reprisals or threats will be subject to disciplinary action, and appropriate legal action
  - The intention of this policy and its procedures is to prevent sexual harassment from taking place, and where necessary to act upon complaints of sexual harassment promptly, fairly, judiciously and with due regard to confidentiality for all parties concerned. (check space)
  - All the actions categorized as sexual harassment, when done physically or verbally would also be considered as sexual harassment when done using electronic media such as computers, mobiles, internet, e-mails etc. (check space)

## 11.6 Enforcement of Code of Conduct

Matters falling under breach of University Code of Conduct, rules and regulations would be referred to the relevant UMT authorities authorized to investigate such matters. Parents/guardians of those participants subject to such investigation will be informed. Participants who are charged with violations of this Code are subject to disciplinary action in accordance with UMT rules/regulations/statutes.

### 11.6.1 Accountability for Guests

Participants may be held accountable for acts of misconduct of their guests, while on University premises or at University sponsored activities

## 11.7 Dress Code

In order to maintain academic dignity and sanctity of the institution, participants are required to dress in culturally and socially accepted clothes. In compliance of the dress code, participants shall avoid:

- **For Males**
  - a. Wearing tight or see-through dress.
  - b. Wearing shorts, sleeveless shirts, and clothes bearing language or art, which is indecent, racist and religiously insensitive.
  - c. Wearing shabby or torn clothing.
  - d. Wearing jogging or exercise clothing during classes.
  - e. Wearing untidy, gaudy or immodest dress in classrooms, cafeteria and university

offices.

f. Wearing unprofessional attire in formal programs and interviews.

- **For Females**

a. Wearing tight or see-through dress.

c. Wearing shorts, sleeveless shirts, and clothes bearing language or art, which is indecent, racist, and religiously insensitive

d. Wearing shabby or torn clothing.

e. Wearing jogging or exercise clothing during classes.

g. Wearing untidy or immodest dress in classrooms, cafeteria and University offices.

h. Wearing unprofessional attire in formal programs and interviews.

Participants are advised not to wear expensive accessories. If they do so, they will do so at their own risk.

All faculty members, administrative staff, support staff and Participants are expected to monitor this code of conduct and report any disregard or violations thereof for taking appropriate corrective action/remedial measures.



## **12. Hostel**

UMT Hostels with a capacity to house 975 boarders, 700 boys and 275 girls, are situated at Wahdat Road, Lahore.

Rooms are available on double occupancy first come first served basis. However, single occupancy may also be provided subject to availability.

All rooms are provided with necessary furnishings. Bathrooms are detached.

### **12.1 Dining and Laundry Services**

Dining and laundry services are provided by contractors. Participants may avail these services on monthly payment basis. Participants are required to pay their dining and laundry bills regularly to the respective contractors directly. In case, they do not pay their monthly bills on time, their names will be reported to PSD for necessary recovery action.

(For detailed information about hostel, contact Superintendent Hostel/ Head Environment and Services Department).

### **12.2 Payment of Hostel Dues**

Hostel rent for a semester and security (refundable); will be paid in advance to accounts department to get accommodation at UMT Lodges. Thereafter, only rent will be paid on semester basis.

### **12.3 Transportation Facilities**

The University has a fleet of buses which are used for transporting the participants from hostel to campus, according to the schedule provided by OFM.

## **13. Cafeteria**

Contracted canteen facilities are provided at UMT Campus and hostels, where snacks and meals can be purchased on cash payment.

## 14. Parking

The policy is designed to establish rules and regulations under which the parking of motor vehicles by students shall be governed.

- Parking timings shall be from 7 am till 10 pm, parking before and after official timings shall not be allowed.
- All students must have a valid parking permit. All vehicles parked within the premises of the University shall be required to display a valid University parking permit/sticker. The renewal of the permit shall be done between 1<sup>st</sup> and 5<sup>th</sup> of every month.
- The facility shall be availed at vehicle owner's/operator's risk. Owner/operator of a vehicle shall be responsible for checking the vehicle's security system, windows and taking all such precautionary measures. The University shall not be liable for any inconvenience, loss or damage caused to the vehicles on University premises.
- In case of any damage caused to the University premises due to the negligence of the vehicle's owner or operator s/he shall be liable for the caused damage/loss.
- Violation of parking lines is subject to a fine.

## 15. Extra/Co-Curricular Activities

Sports athletics and other recreational activities provides for an enriched academic environment. At UMT, we encourage participants to actively take part in these activities by joining the following Clubs and Societies:

- Debating Society
- Dramatic Society
- Cricket Team
- Editorial Board
- Overseas Participant's Club
- Eagle's Crest (IT Based)
- Leaders Forum

The Office of Participants Affairs (OPA) sponsors, organizes and supervises these activities.

Co-curricular activities are organized by the respective Schools.

### 15.1 Trips and Tours

#### 15.1.1 Educational Field Trips

Field trips provide excellent opportunities to enhance and reinforce knowledge gained in the classroom and laboratory. When planning such a field trip, the following requirements must be met:

- All field trips must be approved by the concerned Department Chairperson, prior to scheduling. The department must be advised, in writing, of the date, time, place and purpose of each field trip. The courses complemented, (if any), must be recorded
- The maximum duration of the field trip would be half a day. Field trips requiring more

time will be planned separately for boys and girls

- At least one faculty member must accompany such a field trip. In case of an all-girls field trip, one female faculty member must accompany the trip
- The Department Chairperson will keep a file of all documents related to the field trip for a period of three years

### **15.1.2 Recreational Trips**

Combined girls and boys trips of any duration, for recreational purposes, are prohibited. However, separate all-girls and all-boys trips may be arranged through approval from the Chairperson of the department. At least two faculty members will accompany any planned recreational trip. An all-girls trip must be accompanied by at least one female faculty member.

### **15.2 Advertisement Policy**

The policy is designed to establish rules and regulations that govern advertisements and publicity acts, in the form of posters, signs, flyers, banners, etc. in the University of Management and Technology. Such advertisements and publicity acts shall be permitted to students subject to prior approval from the Head Office of Facilities Management.

- All such items must be restricted to Advertisement Points as designated by the Office of Facilities Management, and affixed in such a way, so as not to damage the wall, or surface to which they are affixed.
- Upon approval from the Head Office of Facilities Management and consent of that Department's Chairperson/Office's Head, such items may be affixed within an Academic Department or Support Office. In a situation the Department's Chairperson or Office's Head assumes responsibility for any damages that may occur thereafter.
- All the departments, clubs, groups and/or individuals responsible for the affixation of such items are also responsible for ensuring their removal, and the removal of all items used in affixing those postings/items. Damage resulting from the removal of improperly affixed such items will be repaired at the expense of the party responsible for the placement of such items.
- The content of such items must not promote any political, religious, racial or cultural hatred. Content of such items must not promote and/or encourage the use of tobacco or other illegal and recreational drugs.
- If any party or individual feels any concerns regarding the contents of any such /item, the Office of Facilities Management should be contacted for further guidance.
- The Office of Facilities Management' and Security personnel reserve the right to refuse to display such items or remove any such items that do not comply with this policy, or any applicable University policy. Moreover, the Head Office of Facilities Management is also authorized to take any disciplinary action in case of non-compliance with this policy.

## **16. Sports Rules and Regulations**

All individuals and teams involved in sports are expected to show sportsmanship, respect, consideration and appreciation towards their opponents, teammates, officials and University staff at all times.

- a. Under no circumstances should a player or sportsperson react in a violent manner nor use

any form of foul or abusive language, whether it is directed at a member of the staff, match official, opponent, playing colleague, team official or spectator.

- b. Individuals signing the player registration form agree to abide by this code of conduct and will accept that any deviation from these rules will result in disciplinary action by the University.
- c. Persons under the influence of drugs are not permitted to participate in sports activities at the University and as such the defaulters shall be liable to disciplinary action by UMT.
- d. **Note, please remember that no referee, umpire or official is perfect. You may not agree with every decision which is made and, just like players; the umpires and sports officials too may make mistakes.**

## **17. Information Processing Center (IPC)**

Participants of the University are provided the latest IT facilities and support. These services include:

### **17.1 Login Accounts**

Each participant is issued a unique login ID to avail domain, email, mobile and help desk facilities. Login accounts are necessary to access domain resources, for secure data storage, email correspondence and online access of results, registration and participants account history.

### **17.2 Internet Access**

IPC is facilitating high speed unlimited Internet access of 14 Mbps CIR internet bandwidth, 6 Mbps from PERN (Pakistan Education and Research Network), a project of Higher Education Commission (HEC), and 8 Mbps optical link from the World Call.

### **17.3 Access to HEC Digital Resources**

Participants can access digital resources managed and provided by Higher Education Commission (HEC) via UMT Website, at IPC, as HEC allows access to these resources in their recognized institutions.

### **17.4 IPC Rules and Policies**

Information Processing Center (IPC) users are expected to behave in a responsible and courteous manner and observe the following rules while using IPC Computer Center.

- For entry to IPC Computer Center, possession of ID card by each participant is mandatory
- IPC users must log into their own accounts. Account login/password sharing is strictly prohibited. Participants are expected to protect the in and University's privacy
- IPC users must log out after finishing their work
- Unauthorized visitors are not allowed
- One person per workstation is allowed
- NETSEND utility/command is not allowed in computer lab
- Mishandling of Internet: Access to pornographic material and material banned in Pakistan, playing games and watching of videos for recreational purposes is not allowed in IPC
- Food or drink is not allowed in IPC at any time
- Smoking is not permitted in IPC
- Disruptive behavior such as loud talking and using mobile phones is not allowed in IPC
- Participants found responsible for causing damage to the IPC equipment will be liable for such damages
- Participants are not allowed to reboot, turn off or move any workstation, PC or any other

devices. Participants are not allowed to download/install any software on any IPC computer. Only IPC operators and technical support personnel are authorized to carry out these tasks

- Everyone including participants and staff are informed that no personal devices can be brought in or taken out of IPC. You should get a **gate pass** for it

Personal systems (laptops) and headphones are not permitted in IPC. Only final project presentation systems are allowed in IPC. The violation of any of the above mentioned rules may incur a fine up to Rs 5000/-.

## **17.5 Web Browsing Policy**

### **17.5.1 Purpose**

UMT encourages its community (faculty, participant, and staff) to use the web as a useful repository of information, and an effective medium of communication and learning. The purpose of this section is to make members of our community aware of the type of unacceptable Web related activities and of the repercussions of not following this policy.

### **17.5.2 Policy**

The UMT community should use the web for work-related activities only because any other activity on the web adversely affects academic use of the Internet bandwidth. Whereas, some non-academic activities such as browsing of web based daily newspapers is understandable, it should be kept to a minimum. The following e-activities are not permitted on campus:

- Downloading or streaming movies
- Downloading or streaming music
- Online trading of shares in local or international financial markets (stock exchanges)
- Excessive browsing of sports websites, in particular those whose content is updated periodically (e.g., cricinfo.com)

**Browsing sites with pornographic, obscene material, or browsing banned sites (in Pakistan) or downloading pornographic material.**

### **17.5.3 Browsing Log**

UMT maintains a log of all internet activity done through the use of University's IT resources. This log contains relevant information about a web activity, including user name, computer used (IP address of the machine), date and time of activity, duration of activity, and URL (Universal Resource Locator or Web address) of the web page browsed.

### **17.5.4 Penalty for Abuse**

The University expects a high degree of responsibility on part of the users of this facility. Violation of this policy may lead to disciplinary action including expulsion from the University. Note: It is the responsibility of a user to protect his/ her password and not share it with others. A user will be held responsible for any activity done with his/ her username.

### **17.5.5 Unauthorized Use of Computer or Electronic Communication Devices**

Theft or other abuse of computer facilities and resources including but not limited to:

- (1) Unauthorized access to a file with the intention of using, reading or changing the contents, or for any other purpose.
- (2) Unauthorized transfer of a file.
- (3) Use of another individual's identification and/or password.
- (4) Interference with the work of another participant, faculty member or University official.
- (5) Sending obscene abusive or threatening messages.
- (6) Transmission of computer viruses.
- (7) Interfering with normal operation of the University computing system.
- (8) Unauthorized duplication of software or other violation of copyright laws.
- (9) Unauthorized access to or unauthorized, mischievous or malicious use of University computer equipment or networks or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to and/or use of, off-campus computer equipment.

### **17.6 Participant Moodle Account**

UMT-LMS (Moodle) is an Open Source Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE). All participants and faculty members will have access to Moodle and are expected to utilize it.

If you are facing any problem using Moodle visit: <http://oit.umt.edu.pk/moodle>.

**Send your queries to: [moodle@umt.edu.pk](mailto:moodle@umt.edu.pk). (plz check)**

## 18. Learning Resource Center (LRC)

UMT supports its academic programs and research initiatives through a fully automated library, on-site collections and a variety of online services. UMT Library is an indispensable source of information and is one of the finest working libraries in Pakistan. The number of corporate clients and alumni who continue to use its services on regular basis testifies to the quality of UMT Library. Experienced library professionals and staff always assist the users with the library's comprehensive information and research materials. The integrated library system facilitates lending, reference and information services and also offers a comprehensive service portfolio for the participants, faculty and researchers. Library services are supported through a dedicated line, which provides participants access to periodicals, databases, online searching and browsing.

### 18.1 Information and Orientation Sessions

Regular library orientation sessions are held to enhance information-handling skills of the library users and also to increase the effectiveness of research.

### 18.2 Timing and Access

Except for designated official holidays, the library is open six days a week from 0800 hrs to 2100 hrs for participants with valid UMT Identification Card.

### 18.3 General Rules

Library participants are expected to observe the following rules while using the library facilities. Any violation may incur disciplinary action.

- Leave your personal belongings (bags, briefcases, handbags etc.) at the library entrance
- Take care of your belongings as library disclaims any responsibility for loss or damage
- Keep your cell phones on silent mode/switch off within library premises
- To make the library environment more conducive for reading and research; gossiping, cell phone calls, sleeping, eating, drinking, smoking, chatting, and disturbing the order of library furniture is strictly prohibited
- Submit library material(s) for inspection, if requested
- Underlining, marking, folding and tearing pages of library materials is prohibited
- Leave the library materials on tables after consulting/reading
- Observe IPC rules while using library computing facilities
- Library membership could be suspended or canceled along with a penalty in the following cases:
  - Nonpayment of library fine(s)
  - Theft of library material(s)
  - Non-payment of damage fine
  - Non-returning of the temporary issued material within due time
  - Any kind of disturbance in library
  - Misconduct with the library staff
  - Breaching of established library rules and norms
- **Photocopy facility** is available in the library within copyright provisions
- Participants may get photocopy card from the library circulation desk for PK Rupees 60, which is valid for 40 copies



## 18.4 Borrowing Rules

All registered members with valid UMT ID are entitled to borrow library materials. The borrowing privileges may differ depending upon the membership category. The borrowing privileges for different membership categories are:

Category	Borrowing Privileges	Time Period
Undergraduate Programs	4	14 days
Graduate Programs	6	14 days

- Valid UMT Identification Card is necessary to borrow library materials
- Books borrowed by any individual can be reserved
- Reserved books may be collected within three days from the circulation desk
- Book(s) borrowed by any individual can be renewed for a period of 14 days as long as the same is not reserved by another patron
- Non-circulating materials such as reference books, CAD collection, CD-ROMs, annual reports, current journals, journals and newspaper archives, audio/video materials, text books, and research projects cannot be borrowed
- Non-circulating materials can only be used within the library
- Any of the borrowed library materials is subject to recall as and when needed by the library
- If the participants misplace any library material s/he should immediately, report the incident to the circulation desk to avoid overdue fines
- Any library materials not returned within 30 days after the due date will be considered as lost

## 18.5 Library Fines

Certain fines are charged for overdue (not returned on time) library materials. This is an effort to provide participants an equal opportunity to make use of library materials and to maximize sharing of library collections.

- Overdue fine is charged from the first overdue date/day
- Overdue fine on general books would be PKR 10 per book per day
- Overdue fine on temporarily issued materials would be PK Rs 50 per hour
- Loss of library materials would be charged three times the current price or replacement of the material(s) with PK Rs 100 additional as processing charges
- PK Rs 5000 in addition to the current price would be charged, in case of stealing library materials.
- In case of any disciplinary violations PK Rs 200 would be charged on the first violation and PK Rs 500 on second violation. In case of repeated violations, the issue may be referred to the concerned disciplinary committee.

## 19. Services Fee Structure

Serial #	Name of Document	Normal Fee (PKR)	Urgent Fee (PKR)
1	Issuance of participants reference letters except internship letters	100/-	500/-
2	Issuance of duplicate ID Card	500/-	NA
3	Issuance of No Objection Certificate (NOC)	1000/-	1500/-
4	Registration of Independent Study	10000/-	NA
5	Program Change (from old program to new program)	5000/-	NA
6	Readmission	20,000/-	NA
7	Semester freeze after due date till midterm	5000/-	NA
8	Progress Report (complete)	500/-	NA
9	Urgent Degree	NA	6000/-
10	Urgent Final Transcript (5 working days)	NA	5000/-
11	Duplicate Final Transcript (UMT/ILM)	6000/-	NA
12	Duplicate degree	6000/-	NA
13	Verification of FT/degree (UMT/ILM) up to 5 sets	500/-	NA
14	Current semester progress report	Free	NA
15	Semester progress report other than the current semester	50/-	NA
16	Convocation Registration Fee	5000/-	NA

Details are also to be provided at <http://umt.edu.pk/org/Student-Affairs/Services.aspx>

It is the participant's responsibility to remain up to date about all rules and regulations of the University. He/she must read carefully the **Participant's Handbook**, which is available on the following web link <http://umt.edu.pk/org/Academics-and-Academic-Affairs/Participant-Handbook.aspx>

The University reserves the rights to alter, add and/or withdraw any policy without prior information. However, all such changes shall be posted on the website in the relevant section of the **Participant's Handbook**.

## 20. Student Grievance Procedure

**Purpose:** The Participant Grievance Procedure is available for any UMT participant(s), who seeks to resolve any grievance involving an alleged violation directly affecting that participant, by any member of the University community while acting in an official capacity (e.g. faculty member, administrator, staff member), of any of the written policies of the University or the School in which the participant is enrolled.

### **Phase One: Attempt to Resolve the Matter Through Informal Resolution:**

1. **Direct Discussion:** Students wishing to grieve an alleged violation of the University's policies shall first contact, within twenty (20) working days of any occurrence giving rise to the grievance or the time they could reasonably have learned of such occurrence, the person responsible for the matter being grieved (the respondent) and attempt to resolve the grievance informally.
2. **Informal Mediation:** At the request of the grievant or respondent the concerned Chairperson or Dean/Director, shall arrange for a meeting of the parties, attend such meeting(s), and attempt to aid in the resolution of the grievance.
3. **Advisement:** Students uncertain about how to proceed may consult their Advisors who shall identify the appropriate person.

### **Phase Two: Formal Review**

(If the matter is not resolved in Step One)

#### **1. Filing of a Written Complaint**

If the grievance is not resolved informally within fifteen (15) working days after the grievant contacted directly the appropriate person to attempt an informal resolution, a participant may obtain review by submitting a written complaint to the Office of the Rector, the Office of the Registrar and the respondent. The letter must be sent within twenty (20) working days of the first direct contact that the grievant had with the respondent (person he/she felt to be responsible for the situation). In his/her letter of complaint, the grievant must include the following:

1. The specific written University policy that allegedly has been violated
2. A description of the facts and evidence supporting the alleged violation
3. A description of the redress that the grievant seeks

#### **2. Appointment of the Ombudsman and the Dispute Resolution Board**

The Board shall be convened by the Rector in conjunction with the Registrar and will be chaired by the Ombudsman (appointed by the Rector). The Board will include the Dean or Director of concerned School or Institution, Chairperson of the Department which offers the program the participant is

enrolled in, the participant(s) Faculty Advisor(s), Head OHR and one other faculty member as appointed by the Rector.

The Dispute Resolution Board shall –

1. Meet with the complainant
  2. Meet with other persons as he or she shall deem appropriate for the purpose of ascertaining the facts and attempting to resolve the complaint.
- Render a written report on the merits of the matter to the grievant, the respondent, and the Rector.

### **Phase Three:**

**Decision by the Rector:** Based on the written report by the Dispute Resolution Board, the Rector will take appropriate action concerning the dispute.

## **21. Notice of Non-Discrimination**

UMT is committed to providing a working, learning and living environment free from discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members.

## **22. Disability Services**

Disability Services facilitates equal access for participants with disabilities by coordinating accommodations and support services, cultivating a campus culture that is sensitive and responsive to the needs of participants. Students seeking accommodations or support services from Disability Services are required to register with the office.

## **23. TA/RA Code of Conduct**

Participants appointed as Teacher Assistant (TA) or Research Assistant (RA) should act in an ethical and professional manner. They should not by any means abuse their position and indulge in unfair activities. TA/RAs should:

- Mark and grade with consistent and transparent standards
- Respond to emails in a timely manner and keep copies of communication
- Be aware of ethics of behaviour outside of the classroom
- Give constructive criticism on sensitive matters or to sensitive participants professionally
- Ensure discussion groups are inclusive
- Show up to all lectures and take notes, if appropriate
- Maintain professional distance
- Respect confidentiality of participants
- Have integrity
- Respect diversity
- Treat participants with respect
- Acknowledge boundaries

- Be fair, equitable, and must not practice favouritism

#### **24. Relationship between Students and Faculty/Staff**

The University considers that close, intimate and/or exclusive relationship between staff and the participants, whom they teach, assess or are otherwise responsible for; raise serious questions of conflict of interest, trust and confidence and dependency in working relationships and of equal treatment in teaching, learning, selection, assessment and research. There is a danger that such relationships exploit the relationship of authority and trust, which is inherent in the relationship between members of staff and participants. Amorous relationships and relationships which demonstrate disrespect for others or lack of professionalism in interpersonal conduct between faculty/staff members and participants are strictly prohibited. Although there is inevitably a subjective element in the witnessing or experiencing of such behaviours, certain actions are clearly inappropriate and will not be tolerated by the university. These include, but are not limited to, the following:

- Unwanted physical contact (e.g. hitting, slapping, kicking, pushing) or the threat of the same
- After hours meetings in office, inviting participant(s) to office without any academic reasons
- Exchange of personal information, such as phone numbers, pictures, personal email IDs
- Be-friending on social media (including but not limited to: Facebook, Twitter, Instagram, Snapchat, Messengers, Myspace, Google+, WhatsApp, Viber)
- Communications done via any means other than the university issued email IDs, or designated Class Representatives (CRs) are strictly prohibited
- Social gatherings outside of university premises, at homes, hostels, cafes, restaurants, parks, etc.
- Sexual harassment (including romantic relationships between teachers and learners in which the teacher has authority over the learner's academic progress) or harassment based on age, gender, race, ethnicity, national origin, religion, disability or sexual orientation
- Loss of personal civility including shouting, personal attacks or insults, displays of temper (such as throwing objects)
- Discrimination of any form including in teaching and assessment based upon age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation
- Requests for others to perform inappropriate personal errands unrelated to the didactic, investigational, or clinical situation at hand
- Grading/evaluation on factors unrelated to performance, effort, or level of achievement
- Unnecessary delay in posting of grades or evaluation of assessments

## **25. Sexual Misconduct**

In case sexual misconduct occurs, participants can follow the instructions given below:

A. If assault occurs:

- i. Exit the situation and seek safety. If needed, call OFM or police to assist by dialling OFM contact number or 15.
- ii. Seek prompt medical attention, preferably at on-campus clinic hospital or the closest hospital to you, if you are outside of the UMT area. It is essential that survivors of sexual assault receive medical treatment and support as soon as possible. The sooner a sexual assault is reported, the easier it is to collect valuable evidence, regardless of desire to use the evidence to pursue any type of legal or judicial action.
- iii. Evidence collection is most effective within 72 hours. To facilitate evidence collection, the survivor:
  - a. Should not bathe;
  - b. Should not urinate;
  - c. Should not drink any liquids;
  - d. If oral contact has occurred, the victim should not smoke, eat or brush teeth, and
  - e. The survivor should not change clothes. If clothes have been changed, soiled clothes should be placed in a paper bag (plastic destroys crucial evidence), separating items to prevent contamination.

B. If harassment occurs:

- i. Exit the situation and seek safety. If needed, OFM or police to assist by dialling OFM contact number or 15
- ii. If possible, clearly explain to the person causing the harassment that the conduct ceases, immediately.

Participants may resolve their grievances via the Participants Grievance Procedure.

## **26. On-Campus Student (Participant) Counseling Service (Student Counselor)**

The Counseling Services staff provides participants with a safe place to express their thoughts and feelings and manage the stresses of university life. All sessions are completely confidential. Information regarding the Counselor is mentioned below:

INSERT INFORMATION HERE. Name; appointment method, contact information, Office.

## **27. Social Media Policy:**

Although, UMT does not officially monitor participant's online activity, violations of the **student code of conduct** or official UMT policy that are brought to the administration's attention will be acted on accordingly.

## **Wi-fi Access**

Wi-fi access is available in the library and every UMT building.

## **28. Office of Career Services (OCS)**

The Office of Career Services supports current participants, prospective participants, and alumni through a wide array of career education services and resources. The contact information is mentioned above.

## **29. Emergency Communications**

UMT uses an emergency response communications system, to immediately inform the campus community of emergency situations as well as cancelations and closures caused by severe weather.

Students will receive text messages, phone calls, and/or e-mails immediately as news pertaining to any form of emergency situation is issued. In order to receive these updates, participants must provide the college up-to-date emergency contact information to ensure they are notified.

## **Emergency Phone Numbers/Helplines**

Emergency phone numbers and **helplines** are displayed in every classroom, lab, and common room on campus. In addition, they are displayed on corridors and halls. List of emergency numbers is also annexed to this Handbook.

## **30. Terrorism or Suspicious Activity On-Campus**

### **Report Suspicious Activity**

If you see something suspicious, or if you receive information that may indicate that the campus may be targeted for terrorist activity, notify OFM Department immediately. Please note your safety comes first, therefore, do not:

- Ignore your instincts
- Take direct action or pursue

- Confront the individual

If you become aware of suspicious activity, do:

- Call 15 and 1122 if there is a life threatening situation
- When reporting suspicious activity, it helps to give the most accurate description possible
- Notify the OFM Department at insert number as soon as possible and describe the events you observed
  - Brief description of the activity
  - Date, time, and location of the activity
  - Physical identifiers of anyone you observed
  - Descriptions of vehicles
  - Information about where people involved in suspicious activities may have gone
  - Your name and contact information (optional)

### **Lockdown Procedures**

In the event of a severe threat to safety, it may be necessary to 'lockdown' the campus to protect occupants and minimize the overall exposure to danger. Notice of a lockdown will be broadcast over the Campus Alerting System, which consists of P/A speakers in the hallways, Desktop Alerts and SMS Text Alerts. If you hear a Lockdown Message take the following immediate action:

- Get to a safe place out of hallways or common areas
- Close and lock the door
- Move away from doors and windows
- Sit on the floor or couch behind desks and be quiet
- Silence cell phones or devices that generate noise
- Do not answer the door
- Do not evacuate, until contacted by Lahore Police or until you receive specific directions over the P/A system
- In case of a medical or other emergency during a Lockdown call 15 or 1122



## **31. Healthcare Information**

A physician or nurse practitioner is available on-campus to provide clinical evaluation, treatment of minor illnesses and injuries, and evaluation and referral for more serious illnesses and injuries. Participants do not incur any additional costs for their visits.

### **Disclosure of Contagious Disease**

Students suffering from a contagious disease need to inform the Registrar Office and the Medical Unit, immediately of the disease, once they are diagnosed. They would also need to provide details of every person they may have come in contact with, of sufficient degree to pass the disease, at UMT premises. The information, thus provided will be confidential and will only be disclosed for medical purposes, and as far as possible the identity of the students will be protected.

The following diseases are considered contagious under this rule. The list may be amended.

1. Tuberculosis (TB)
2. Hepatitis
3. Malaria
4. List of infectious diseases provided at WHO website:

[http://www.who.int/topics/infectious\\_diseases/factsheets/en/index.html](http://www.who.int/topics/infectious_diseases/factsheets/en/index.html).

### **Submission of Health Records**

All newly admitted students need to complete the health records form, available at..., and submit the information to the Office of Registrar before the start of classes.

### **Submission of Immunization Records**

All newly admitted students (graduate, undergraduate and transfers): must provide evidence of vaccination with two doses of the combined Measles (Rubeola), Mumps, Rubella (MMR) vaccine, if not immune by history of disease or laboratory titer. They also need to provide evidence of immunization of the following: Polio: Diphtheria (DPT), Whooping Cough, and Tetanus: Meningococcal, Meningitis, Tetanus Booster (the most recent one).

The evidence need to be provided to the Office of Registrar before the start of classes.

### **32. Dining/Cafeteria Services**

A café operates at main building, offers tea, coffee, meals, snacks and more from 9 am till 9 pm. In addition tuck shops are operative on 2<sup>nd</sup> floor, library building, parking lot near the mosque and a juice corner behind the main building, near photocopy shops.

### **33. Bookstore/Photocopy Services**

Multiple photocopy shops operate in UMT. They provide photocopy, printing, binding, services to students, throughout the semester, at affordable rates.

### **34. Banking Facilities**

ATMS are located at two locations on campus. **Ground floor (North side) and Ground floor (south side), main building. In addition, a branch of Habib Bank Limited (HBL) is operative on campus (Bank Building Ground Floor). (Are upper caps required here?)**

### **35. Religious and Spiritual Life**

A *Jamia Mosque* is established on campus, where *Jumma* prayers, *Eid* Prayers are held, in addition to *Jammat* prayers, five times a day. UMT welcomes students from all religious background; participants from different religious settings are free to follow their religious practices on campus.

### **36. Confidentiality of Students Records**

With the exception of limitations herein stated, UMT permits any student, presently or previously enrolled, access to her/his official records created during her/his period of enrolment. The creation and maintenance of student records are based upon recommended practices, and, except for the permanent academic transcript, records are destroyed periodically.

### **37. Missing Student Procedure and Notification:**

If a member of UMT has reason to believe that a participant is missing, they should immediately notify OFM and concerned program director. All possible efforts will be made to locate the participant to determine their state of health and well being through collaboration with the OFM, the Registrar's Office, and other offices as appropriate. Concurrently, UMT officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student. If not located within 24 hours of receiving the initial report, notification of the missing participant's biological and physical information will also be provided to other law enforcement agencies to help locate participant. In accordance with the UMT's Missing Student Procedure and Notification Policy, each participant is required to identify the specific person, whom the UMT should contact within 24 hours of determining that the student is missing.

## Acknowledgement

I have read and understood the details given in the **Participant's Handbook** and agree to abide by the rules and regulations.

Participant's Name: ..... Participant's ID Number: .....

Participant's Signature: ..... Date: ...../...../.....

Parent/Guardian's Signature: ..... Date: ...../...../.....

**Please submit this form to the Office of Registrar after signatures.**