**Participant’s Handbook for**

**Advanced Studies**

**(MS/M.Phil/Equivalent and PhD)**

**For the Academic Year 2016-17**

****

**OFFICE OF REGISTRAR**

**TABLE OF CONTENTS**

1. Introduction 9

2. Abbreviation 10

3.0 Academic Regulations and Policies for MS/M.Phil and equivalent 11

3.1 Academic Calendar 11

3.2 Schedule of Semesters 11

3.3 Credit Hour 11

3.4 Course Categories 12

3.5 Course Codes: 12

3.6. Course load: 12

3.7 Probation/Good Standing: 12

3.8 Registration, Add/Drop and Withdrawal: 13

3.9. Cross Campus Registration 14

3.10 Repeating a Course(s) 14

3.11 Credit Transfer Policy for MS/M.Phil and equivalent program 14

 3.12 Cross Campus Credit transfer Policy 15

3.13 Class Attendance 15

3.14 Semester Freeze/Leave 15– 16

3.15 Course Exemption Policy 16– 17

 3.16 Inter-Schools Program Change 17

3.17 Dismissal on Academic Grounds 18

3.18 Re-Admission (Separation from Program (Academic Grounds) 18

3.19 Independent study 18

3.20. a) MS/M.Phil and equivalent program thesis work: 19

 b) Policy on IP (In process) Grade 19

3.21. Allocation of Supervisor to MS/M.Phil and equivalent program Students 19– 20

3.22. MS/M.Phil and equivalent program’s Evaluation 20-21

4.0 Semester Regulations for Ph.D Programs 22

4.1 Academic program 23

4.2 PhD Time duration 23

4.3 Course Codes 23

4.4 The Course load 23

4.5 Registration, Add/Drop,and Withdrawal 24

4.6 Credit Transfer Policy for PhD 25

4.7 Independent study 25

4.8 PhD Research Work 25

 4.9 Policy on IP (In process) Grade 26

4.10 Allocation of Supervisor 26-27

4.11 Change of Supervisor/Topic 27

4.12. Cancellation of PhD registration 27 – 28

4.13 Dismissal on Academic Grounds 28

 4.14. Residency requirement 28

4.15. Comprehensive Examination 28

 4.15.1 Introduction 28

 4.15.2. Comprehensive Examination 29

 4.15.3. Guidelines for Setting up Comprehensive Examination 29 – 30

 4.15.4. Comprehensive Examination Committee 31

 4.16.5. Successful Completion 31

4.15.6. Failure 31

4.15.7. Request for Clarification 31

4.15.8. Retaking the Examination 31

4.16. Research Proposal 31

4.17 Progress Reports 32

4.18. PhD thesis timeline 32

4.19. PhD dissertation requirements 32

4.20 Appointment of Examiners 33

4.21 Evaluation of Thesis 33-34

 4.22. Dissertation Defense 34

4.23. Award of Degree 34

4.24. Copy of PhD Dissertation to HEC 34

5.0 Examinations/Participant Evaluation Rules 35

5.1 Evaluation 35

5.2 Duration of Examinations 36

5.3 a). Grading System 36

b. Grading System for Engineering Participants 37

c. Award of Incomplete (I) Grade 37

d. Award of Grades “P”, “NC” and “S” 38

e. Calculation of Grade Point Average (GPA) for a Semester 38

5.4. Degree Completion Requirement 39

5.5 Rules for Probation 39

5.6 Report Based Results 39

5.7 Make-up of midterm examination policy 39 – 40

5.8 Communication of Results 40

5.9 Conduct of Tests and Examinations 40

5.10 Examination Schedule 40

5.11 Examination Rules 41 – 42

5.12 Unfair Means 42 – 43

5.13 Final Transcripts and Degrees 43

 a. Process of Final Clearance 43

b. Guidelines for Issuance of Final Transcript and Degree 43

5.14 Award of Degrees 44

5.15 Duplicate/ Revised (FT/ Degree) 44

5.16 Charges for Verification and Issuance of duplicate FT/ Degree 44

6.0 Convocation 45

6.1. Code of Conduct 45

6.2. Rector’s Research Recognition Award 45

7.0 Financial Aid & Scholarships and Payment of Dues 46

# 7.1 Merit Based & Other Scholarships 46 – 49

7.2 Need Based (Qarz-e-Hassana) ILM Scholarship Fund 50

7.3 Fee Refund Policy 50 – 51

7.4. Payment of Dues 51 – 53

8.0 General Policies 54

8.1. Participant ID card Policy 54

8.2. Transport Card Policy 55

8.3 Academic Discipline 55

**8.4 Disciplinary System 55**

**8.5 Disciplinary Actions 55 – 56**

8.6 Punishment or Penalty for Acts of Ill-Discipline 56

8.7 Code of Conduct for Disciplinary Hearings 57

8.8. Academic Culture 57

**8.9. Respect of Teachers 57**

**8.10. Eating/Drinking 57**

8.11. Abuse, Assault, Threatening Behavior 57

8.12 Firearms, Explosives and Other Weapons 57

8.13. Alcohol/Drugs/Intoxicants 58

8.14 Violation of Disciplinary Sanction 58

8.15 Inappropriate or Indecent Behavior 58

8.16 Provoking Others to Misconduct 59

8.17 Non-Compliance with Official Direction 59

8.18 Violation of University Regulations and Policies 59

8.19 Theft 59

8.20 Furnishing False Information, 59

Forgery or Unauthorized Use of Documents

8.21 Unauthorized Access to Facilities 59

8.22 Animals 59

8.23 Demonstrations 59

8.24. Political Activities 60

8.25. Gambling 60

8.26. Off Campus Conduct 60

8.27. Environmental policy 60

9.0 Code of Conduct 61

9.1 Greetings 61

9.2 Safe Driving 61

9.3 Good Conduct 61

9.4 Gender Mixing 61

9.5 Harassment 62

9.6 Enforcement of Code of Conduct 62

9.7 Dress Code 62-63

10.0 Hostels 64

10.1 Dining and Laundry Services 64

10.2 Payment of Hostel Dues 64

10.3 Transportation Facilities 64

10.4. Cafeteria 64

11.0 Parking 65

12.0 Extra/Co-Curricular Activities 65

13.0. Trips and Tours 66

13.1. Educational Field Trips 66

13.2 Recreational Trips 66

14.0 Advertisement Policy 66 – 67

15.0 Sports Rules and Regulations 67

16.0. INFORMATION PROCESSING CENTER (IPC) 68

16.1 Login Accounts 68

16.2 Internet Access 68

16.3 Access to HEC Digital Resources 68

16.4 IPC Rules and Policies 68 – 69

16.5 Web Browsing Policy 69 – 70

16.6 Participant Moodle Account 71

17.0. Learning Resource Center (LRC) 72

 17.1 Information and Orientation Sessions 72

 17.2 Timing and Access 72

 17.3 General Library Rules 72 – 73

 17.4 Borrowing Rules 73

 17.5. Library Fines 74

18.0. ORG Services Fee Structure 75

19.0 Research Recognition Reward Policy 76-77

20.0 Academic Calendar 76

21.0. HEC Flow Sheet Diagram 77

22.0 Appendixes

**1. Introduction:**

Your decision to pursue higher studies at UMT is very timely as educators, corporate executives and technologists are experiencing tremendous social change. Innovative technologies and globalization are reshaping the framework of our thoughts and actions. These changes are driven by knowledge based economy that heavily relies on quality research and knowledge-based leadership. The demand for researchers and practitioners who can address the impact of these changes on academia has never been greater. The need for faculty who can equip the next generation with the knowledge and skills to lead in a constantly changing environment can hardly be over emphasized.

Since its inception in 2004, the University of Management and Technology (UMT) has been preparing professionals to create environments in which lives can be transformed. Resource persons and scholars at UMT together are actively involved in solving the most critical and immediate challenges facing educators, management executives and technologists. We are eagerly breaking new scholarly ground by pursuing emerging issues of teaching-learning endeavors, innovative technologists, and the management practices by applying cutting edge research tools and methods. This pursuit to knowledge is a backbone of all breakthroughs that change the way we all think, act and live in our domains.

The graduate faculty at UMT comprises a group of internationally recognized and highly dedicated professionals who are engaged in life long quest for knowledge. UMT can be considered as an adequate place to pursue PhD in Education, Applied Linguistics (English), Social Sciences, Engineering Sciences and Management Sciences where you will be prepared for conducting scholarly research to transform you into a dynamic and vibrant leader in the field of education and management. A collegial environment, adequate support and a sustained emphasis on scholar’s professional development for the world of academia, and business make the doctoral studies at UMT a rewarding and enjoyable experience.

**2. Abbreviations used in Handbook**

1. **GRE:** Graduate Record Examination;
2. **GAT:** Graduate Assessment Test;
3. **DGC:** Department Graduate Committee;
4. **SGC:** School Graduate Committee;
5. **BASAR:** Board of Advance Studies and Research;
6. **CGPA:** Cumulative Grade Point Average;
7. **SGPA**: Semester Grade Point Average;
8. **HEC:** Higher Education Commission;
9. **UMT:** University of Management and Technology;
10. **PhD:** Doctor of Philosophy.
11. **Chairperson:** Chairperson of the concerned Academic Departmen**t**
12. **COD:** Chairman of the Department
13. **Cr. Hr.:** Credit Hour
14. **DAI:** Degree Awarding Institution
15. **Dean**: Dean of the concerned Faculty/School
16. **FT:** Final Transcript
17. **HEC**: Higher Education Commission of Pakistan
18. **HOD**: Head of Department
19. **ID:** UMTIdentification of Participant
20. **IPC:** Information Processing Center
21. **Participant:** Student
22. **OCE:** Office of Controller Examination
23. **ORG:** Office of the Registrar
24. **OTS:** Office of Technology Support
25. **Resource Person:** Teacher/Faculty Member
26. **SGPA**: Semester Grade Point Average
27. **University**: University of Management and Technology
28. **Website:** UMT website [www.umt.edu.pk](http://www.umt.edu.pk)

3.0. **SEMESTER REGULATIONS AND POLICIES** **FOR MS/M.PHIL AND EQUIVALENT PROGRAMS**

3.1 **Academic Calendar**

a. UMT publishes complete schedule of whole academic year for its fall semester, spring semester and summer session for the convenience of participants and faculty members with the following details:

1. Semester starting date
2. Dues payment dates
3. Semester end date
4. Final exam week
5. Grade notification date
6. Holidays during the semester

b. 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 in which they are enrolled.

3.2 **Schedule of Semesters**

a. 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.

b. A student who has either failed or has been stopped to take the examination due to shortage of attendance or wishes to improve his/her grade is allowed to register in summer.

c. The University may offer Summer Session of eight weeks between Spring and Fall Semesters. A student 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.

**3.3 Credit Hour**

a. A “CREDIT HOUR” is the unit of measuring educational CREDIT, usually based on the number of classroom hours per week throughout a term. A theory course which equals 03 Credit hours having the length of the class contact hour should be 3 hours per week.

b. 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**

a. Courses have been divided into the following categories:

1. Compulsory
2. General
3. Foundation
4. Major/Core
5. Elective

**3.5 Course Codes:**

All courses offered in MS/M.Phil or Equivalent will be designated course codes of 500-600 level.

**3.6. Course load:**

a. A regular participant will normally be required to take workload of minimum nine credit hours but not exceeding twelve credit hours in each semester. All participants will normally be required to take a workload of MS/M.Phil or equivalent according to the CGPA. The details are mentioned below:

|  |  |
| --- | --- |
| SGPA/CGPA | Course Load Allowed (Cr. Hrs.) |
| 2.50 and above | 12 (Full Course Load) |
| 2.25 to 2.49 | Up to 9 (Course Repeat + Regular Course) |
| Below 2.25 | Up to 6 (Only Course Repeat)Expulsion from University in case CGPA is below 2.25 in 2 consecutive semesters |

b. A student must take at least 9 credit hours in a regular semester to be classified as Full-Time Student.

**3.7 Probation/Good Standing:**

1. Whenever a MS scholar’s CGPA falls below from 2.25/4.00, he/she be on *“First probation”* for the next semester. If the scholar does not attain at least CGPA of 2.25/4.00, then again he/she shall go on *“Last probation”*. If the scholar, who was earlier on first probation does not come out of the last probation by achieving the minimum required CGPA of 2.50/4.00, he/she shall be dropped from the University and shall not be readmitted in any program of the University. However, qualifying CGPA for award of MS/M.Phil degree is 2.5 CGPA.
2. Maximum of two ‘F’ grades are allowed in the whole MS/M.Phil or equivalent degree program. Participant would be dropped from the UMT in case of more than two ‘F’ grades in the whole degree program.
3. ‘**F’** grade will be awarded on account of more than 20% absences in a course
4. The faculty member shall send a course report taught course(s) on the prescribed form to the Chairman/Dean at the end of each semester.

3.8 **Registration, Add/Drop and Withdrawal:**

All participants need to register for each semester they want to study in. Course registration of continuing participants for the upcoming semester is done in advance, i.e., in the 13th week of the running semester (fresh participants can enroll on the day of orientation). Participants will register online. They can check status of their registration along with information such as roll numbers, semester, all courses taken in that particular semester, and sections along with timetable details through participant helpdesk i.e. \_\_\_\_\_\_\_\_\_\_\_\_\_\_. The registration in a particular section of the course will be closed automatically, once it reaches defined cap. 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.

 **a. Late Registration**

Late registrations up to the first week of commencement of classes are subject to a late registration fine of Rs 500/- per day. After the first week of classes, no registration shall be allowed and the next semester shall be considered frozen. However, fresh participants can enroll in the first week of their classes without late registration fine.

**b. Add/Drop Course(s)**

i. 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 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 add/drop request online. The advisor will approve/disapprove the course through online. The Participant can drop a course with the approval of HoD concerned. However, such participants will have to understand that this is a matter of choice and he/she will have to complete his/her degree program in the maximum time allowed.

ii. After the declaration of the results, if a participant adds repeat course/courses, he/she shall have to pay the dues without fine with the very next installment.

**e. Withdrawal of Course(s)**

A participant, with the consent of the concerned teacher, may be allowed to *“Withdraw”* a course(s) by the end of 12thweek of classes. He/she shall be awarded *‘W’* in that particular course(s) in the transcript. However, the GPA/CGPA shall not be affected. Participant has to pay the repeat fee when he/she will repeat the course. A participant withdrawing after 12th week shall be awarded F.

**3.9. Cross Campus Registration**

Participant(s)are allowed to register subject(s) across the campus viz a viz Lahore campus to Sialkot Campus and vice versa subject to availability of seat and class size. Policy for cross campus registration/movement is as under:

1. 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.
2. The Course Instructor will forward grades to parent campus. The student record will be held and managed by parent campus.

**3.10 Repeating a Course(s)**

1. The course(s) with “F”, “W” and “SA” C grade(s) to improve the CGPA 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 such as mid-term and final examinations.
2. Maximum of two ‘F’ Grades are allowed in the whole whole MS/M.Phil and equivalent program which are required to be cleared. Participant would be dropped from the UMT in case of more than two “F” grades in the whole MS/M.Phil and equivalent program.
3. In case of repeating the course(s), participant has to pay full dues without any financial benefits with the next installment. Maximum 6 credit hours (2 courses) can be repeated in whole MS/M.Phil and equivalent program.
4. In such a case, both the course and the grade obtained will be recorded on the transcript, however, only the better grade will be calculated in the CGPA.

**3.11 Credit Transfer Policy for MS/M.Phil and equivalent program**

a. On the recommendations of the concerned Dean, the Rector may allow to transfer maximum of two courses of MS/M.Phil or equivalent to complete that program at UMT. The Academic Council is authorized to transfer more than the aforesaid limit on exceptional grounds/cases examining the merit and genuineness of the case on the recommendations of the concerned Dean.

b. On the recommendations of concerned Dean/BASAR, the Academic Council may allow any student, who has completed course work of MS/M.Phil or equivalent in any other HEC approved university, for transfer of credit hours. Such candidates should at least have CGPA of 3.3 and must have taken almost same courses or courses which can be substituted provided that such credit hours are not less than the B grade, in each course under consideration for transfer.

**3.12 Cross Campus Credit transfer Policy**

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

* 1. Credit transfer form with approval of the concerned Dean of destination School and parent department.
	2. Clearance from Lab, Library and accounts of parent campus
	3. Progress report signed by the examination office of parent campus

**3.13 Class Attendance**

1. The participants are expected to attend all the classes, laboratories, tutorials, or other class meetings officially designated for a particular course. They are also expected to complete all assignments. 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.
2. A minimum of 80% attendance is required for a participant to be eligible to sit in the final examination.
3. 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. 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.
4. Participants may check their attendance status from their respective faculty members.

**3.14 Semester Freeze/Leave**

1. A participant may freeze/leave his/her semester due to any plausible reason for a maximum period of one year (two times in a four/five year degree program and once in a two year degree program). However, freezing in first semester is not allowed.
2. In order to freeze a semester, the participants will apply before the beginning of that particular semester. He/she has to fill in a clearance form and get clearance from library, IPC and Accounts Office only, and submit it to ORG for approval and updating database and personal file.
3. He/she will have to render his/her University *of* Management *and* Technology participant ID Card to ORG. During the “freezing 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.
4. 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.
5. 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.
6. In case a Participant needs to freeze his/her semester before midterm exams, application only under medical emergencies or if any critical situation arises beyond human control along with supporting documents can be submitted, he/she will be charged fine of Rs 5000. However, Registrar’s decision will be final in these cases.
7. For a prolonged/extraordinary leave of more than one semester, participant must apply for leave with a valid reason. Clearance process of semester freeze will be followed for this kind of semester freeze as well. Leave application will be submitted before a semester starts. A participant will not have to pay any charges during semester freeze. 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.
8. Leave from semester shall be counted towards the maximum permissible semesters for the completion of the degree.

Note

**Participants always have to leave their studies with prior confirmation and approval on a written application. Once registered in a course and leaving without approval shall result in a grade that shall be applicable to it and shall not be replaced at any cost. For example, registering for a semester and leaving without any approval will result in awarding or leaving the end term exams will result in ‘F’ grade.**

**3.15 Course Exemption Policy**

UMT accept course exemption requests from the participants. UMT applies a holistic assessment approach for the suitability for the exemption(s) based on consideration of the following:

**a. Compatibility**

At least 80 % course elements of the applicant’s current degree must match with UMT program/module curriculum.

**b. Academic achievement**

Participant must have cleared the course(s) with at least 60 % marks in annual system or C+ and above for bachelor programs or B and above for master programs in a semester system.

**c. Other details of this policy include:**

i. Previous institute – HEC Recognized

ii. Time period –Applicant must have studied the course(s) within the past two years.

1. Maximum allowed exemption - 50 % for total course load for BS programs and 30 % for all master programs.
2. Exempted course(s) will be indicated by “EX’ on the transcript and shall not be counted towards the calculation of GPA/ CGPA and Cr Hrs.
3. The participant will be required to study a course in lieu of each course exempted.
4. **How – Where – When to Apply for Exemption**

Course exemption form is available at UMT photo copy shops.

Completely fill out the exemption form and attach with it the following supporting documents:

i. Final Transcript/Degree of the previous institution issued by Controller of Examination or Registrar.

ii. Course outline attested by Registrar/Dean.

Participant should submit the application to the concerned Program Director and on approval of the respected Dean/Director of the school/institute the OGR will execute the exemption in the participants database.

A course exemption request may be applied at the time of admission on in the first semester. An equivalent course(s) may be assigned in lieu of the exemption and participant will pay the fee as equivalent to the regular course of his road roadmap.

**3.16 Inter-Schools Program Change**

1. Participants can change their program of study with the permission of their parents/guardians and on the acceptance of the Dean of the School to which a participant wishes to transfer, by submitting program change form and clearance form. It is to be noted that program change is provided to participants who meet admission criteria of the program which they intend to pursue.
2. The Dean of the School 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 Office of the Registrar; the team of ORG will issue new ID after checking all documents and will also block previous ID.
3. 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.

**3.17 Dismissal on Academic Grounds**

a. The participant of MS/M.Phil and equivalent program shall be dismissed from the University on academic grounds if he/she has:

i. Participants having GPA/CGPA less than 2.25 in two consecutive semesters of MS/MPhil and equivalent shall result in admission cancellation.

ii. Completed maximum duration of program at the University after his/her first registration without being able to fulfill the requirements for the award of MS/M.Phil and equivalent program.

iii. Fee defaulter of two consecutive semesters;

iv. Repeated one course more than one time or over all repeated 2 courses;

v. Not meeting the admission criteria, in case of provisional admission.

b. Participants dismissed on academic grounds will, however, be provided with an official transcript indicating the courses completed along with grades earned in registered courses.

**3.18 Re-Admission (Separation from Program (Academic Grounds)**

1. Re-admission, without going through the admission process, is granted to only those participants who have been dismissed on academic grounds. Dismissal based on expiration of maximum degree duration from the date of first registration shall render such participants inadmissible for re-admission.
2. The admissions committee may or may not transfer a course taken by the re-admitted participant prior to re-admission, depending on the approved criteria being followed at the time of re-admission. The new transcript will only show those courses that 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 respond to new package.
3. Registrars decision regarding readmission will be consider final.

**3.19 Independent study**

Independent study courses at graduate level are not allowed whether group independent study or otherwise.

**3.20. a)** **MS/M.Phil and equivalent program thesis work:**

1. MS/M.Phil is research based degree program Student after successful completion of coursework will work on their allocated research proposals for completing the essential requirement of thesis. Controller of Exam will issue letter to the students, who have successfully completed their coursework as well as registered for thesis, mentioning the stipulated time duration i.e. 2 years, for completing MS/M.Phil and equivalent program including thesis.

**b) Policy on IP (In process) Grade**

1. MS/M.Phil and equivalent program students, who fail to submit their thesis within specified minimum time duration, i.e 2 years, may apply to respective Dean/Director for extension through supervisor. The School Graduate Committee, on the recommendation of Department Graduate Committee, may give extension initially for six months further extendable maximum of two years; Maximum duration of MS/M.Phil/MBA i.e 4 years should not be violated). The participants working on the theses are required to register their theses (as IP) through supervisor, in all semesters until completion of their theses. Participants will pay thesis credit hours fee for use of facilities of the university during extension in time period.

**3.21. Allocation of Supervisor to MS/M.Phil and equivalent program Students**

a. Department Graduate Committee (DGC) & School Graduate Committee (SGC) are entrusted to allocate supervisor to MS/M.Phil and equivalent program students. The conditions are as follows:

1. The student will work on approved research proposal after successful completion of the course work.
2. MS/M.Phil and equivalent program Research Proposal will be initially presented in the DGC and subsequently SGC. The recommendations will be placed in the meeting of BASAR for approval.
3. The Dean of respective school, on the recommendation of DGC/SGC, will allocate supervisor to MS/M.Phil and equivalent program students.
4. The Supervisor should hold Ph.D degree in the relevant field, and student load of the supervisor should not exceed the maximum limit as defined by UMT/HEC, i.e., 5 student theses in an academic year.

**b. Department Graduate Committee**

1. Chairperson of the Department Convener
2. Professors and Associate Professors of concerned Department Member
3. All Ph.D faculty of respective department Member
4. Supervisor(s) Concerned Member
5. External Subject expert(s) from any other Institutions/ Universities Member

The quorum for a meeting shall be one half of the total members. Provided that subject expert(s) of respective discipline has attended the meeting of DGC.

**Function of DGC**

1. To allocate research topic to MS/M.Phil and equivalent program students
2. To allocate supervisor to MS/M.Phil and equivalent program students
3. To consider research proposal(s)
4. To propose list of external examiners, if required

Research Proposal Supervisor/Supervisory Agreement will be signed by the scholar and the proposed supervisor (Appendix A)

**c. School Graduate Committee (SGC)**

The composition of SGC is as under:

1. Dean/Director of respective school/institute
2. Chairpersons of teaching departments of respective school/institute
3. Professors and Associate Professors of respective school/institute
4. Supervisor(s) concerned
5. One external subject experts of the discipline with regard to Research Proposal

The quorum for a meeting shall be one half of the total members. Presence of Subject Expert shall be essential to convene the meeting.

**Functions of SGC:**

1. To consider presentation of MS/M.Phil and equivalent program research proposal(s) alongwith recommendations of Department Graduate committee.
2. To approve recommendation regarding list of external examiners
3. To approve recommendation of DGC for allocation of Supervisor
4. To revise/approve the research proposals at the school level. The research proposals recommended only by SGC shall be considered in BASAR.
5. To incorporate/comply observation/suggestions of BASAR regarding research proposals

**3.22. MS/M.Phil and equivalent program’s Evaluation:**

1. Evaluation of thesis will be carried out by External Examiner. DGC and SGC will recommend the names of five external experts (out of already approved list by BASAR) in the order of merit to the Rector. The Rector then appoints one external examiner out of the names sent to him/her by the DGC and SGC.
2. A Board of Examiners for the evaluation of thesis shall be appointed by the Dean on the recommendations by the DGC and SGC concerned.
3. The Plagiarism Test must be conducted on the thesis before its submission to the examiners. Plagiarism Policy is available at serial 5 of this document.
4. The Board of Examiners shall comprise of:
5. Chairman DGC (moderator);
6. Chairman/Dean of the Department/School;
7. External Examiner (one); and
8. Research Supervisor/s
9. Controller of Exams
10. The candidate shall have to appear before the Board of Examiners for the assessment of his/her thesis. The Board of Examiners shall approve or defer the re-submission with minor/major changes.
11. Minimum criteria of HEC, if any, shall have to fulfilled;
12. Approval of the thesis by the Board of Examiners shall be mandatory for award of the degree.

**SEMESTER REGULATIONS AND POLICIES FOR**

**Ph.D PROGRAMS**

**4.0 SEMESTER REGULATIONS AND POLICIES FOR PH.D PROGRAMS**

**4.1. Academic program:**

1. PhD scholar shall take prescribed courses, in lieu of coursework, as defined by the school/department but not less than 18 credit hours, for successful completion of coursework.
2. PhD scholar shall be required to pass a comprehensive examination as per prescribed process after completing the course work.
3. PhD scholar shall first present research proposal to the Department Graduate Committee and School Graduate Committee; thereafter it shall be put up to BASAR for approval.
4. PhD scholar shall give a seminar once in a semester relevant to his/her field of research at his/her convenience within a year after the approval of proposal from BASAR.
5. PhD supervisor/s is required to submit detailed biannual progress report on or before 30th June and 31st December of each year to the DGC.
6. PhD program requires full time engagement in the coursework/research.

**4.2. PhD Time duration**

The time period to complete a PhD program is usually 3 years; however, it can be extended upto 8 years after the approval of the BASAR on the recommendation of the SGC. The period shall count from the date of admission in PhD program.

**4.3. Course Codes:**

All courses offered in PhD program will be designated course code of 700 and 800 level.

**4.4. The Course load:**

1. PhD scholar has to complete at least 18 credit hours of course work, qualify comprehensive examination and carry out research for 2-4 years.
2. A full time scholar will normally be required to take course load of minimum 9 credit hours and maximum 12 credit hours in each semester.
3. Whenever a PhD scholar’s SGPA falls below from 3.00/4.00, he/she shall be on *“probation”* for the next semester. If the scholar, who was earlier on first probation does not come out of the last probation by achieving the minimum required CGPA of 3.00/4.00, he/she shall be dropped from the University and shall not be readmitted in any program of the University.
4. Scholar who has earned ‘F’ grade in a course in any semester will be dropped from the program.
5. The teacher shall send a copy of the course report of the taught course(s) on prescribed form to the Chairman/Dean at the end of each semester.

4.5. **Registration, Add/Drop,and Withdrawal**

Following prescribed process for Registration, Add/Drop and Withdrawal shall be followed:

**a. Course Registration (Enrollment for a Semester)**

All participants need to register for each semester they want to study in. Course registration of continuing participants for the upcoming semester is done in advance, i.e., in the 13th week of the running semester (fresh participants can enroll on the day of orientation). Participants will register online through \_\_\_\_\_\_\_ account. They can check status of their registration along with information such as roll numbers, semester, all courses taken in that particular semester, and sections along with timetable details through participant helpdesk i.e. \_\_\_\_\_\_\_\_\_. Participants are advised to contact IPC lab for \_\_\_\_\_\_ login and password.

**b. Late Registration**

Late registrations up to the first week of commencement of classes are subject to a late registration fine of Rs 500/- per day. After the first week of classes, no registration shall be allowed and the next semester shall be considered frozen. However, fresh participants can enroll in the first week of their classes without late registration fine.

**c. 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 approval from his/her 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 the Add/Drop form. The Advisor will approve/disapprove the course online. The Participant can drop a course with the approval of Advisor/HoD concerned. However, such participants will have to understand that this is a matter of choice and he/she will have to complete his/her degree program in the maximum time allowed.

After the declaration of the results, if a participant adds repeat course/courses, he/she shall have to pay the dues repeat fee without fine with the very next installment.

**e. Withdrawal of Course(s)**

1. A participant, with the consent of the concerned teacher, may be allowed to “Withdraw” a course(s) by the end of 12th week of classes. He/she shall be awarded ‘W’ in that particular course(s) in the transcript. However, the GPA/CGPA shall not be affected. Participant has to pay the repeat fee when he/she will repeat the course. A participant withdrawing after 12th week shall be awarded grade ‘F’.

**4.6. Credit Transfer Policy for PhD**

1. On the recommendations of the concerned Dean, the Rector may allow to transfer maximum of two courses of PhD to complete that program at UMT. The Academic Council is authorized to transfer more than the aforesaid limit on exceptional grounds/cases examining the merit and genuineness of the case on the recommendations of the concerned Dean.
2. On the recommendations of concerned Dean/BASAR, the Academic Council may allow any student, who has completed course work of PhD in any other HEC approved university, for transfer of credit hours. Such candidates should at least have CGPA of 3.3 and must have taken almost same courses or courses which can be substituted provided that such credit hours are not less than the B grade, in each course under consideration for transfer.
3. The Scholar will be charged with half of the total fee of course work in addition to prescribed dissertation/thesis fee.
4. The Scholar has to fulfill residency requirement of one year after the transfer of credit hours at UMT, even if the research work is at its final stage. Otherwise, normal duration of the program will have to follow for completion of degree.

**4.7. Independent study**

Independent study courses at graduate level are not allowed whether group independent study or otherwise. There will be a doctoral seminar having a three hour class every week by schools and institutes where all those students who are left out due to class size requirements. Doctoral Seminar I and Doctoral Seminar II can replace two courses. A senior faculty will be given the charge and participants can go through the readings and presentations.

**4.8. PhD Research Work:**

1. Controller of Exam will issue letter to PhD scholars, who have successfully completed their coursework, comprehensive exam and are working on their approved research proposals, mentioning the time duration i.e 3 years, for completing the thesis and allocation of grades. Reminder will be issued to PhD scholars one semester before elapse of time duration for PhD degree.
2. PhD scholars, who fail to submit their thesis within specified time duration i.e 3 years, may apply to respective Dean/Director for extension through supervisor. The SGC on the recommendation of DGC may recommend extension for consideration/approval by BASAR. The BASAR may extend time duration upto 8 years. Afterwards case will be time barred and admission would be cancelled.

**4.9. Policy on IP (In process) Grade**

PhD scholars working on their theses are required to register their theses (as IP) through Supervisor, in all semesters after comprehensive exam until completion of the thesis. The participant will not be charged additional fee for registration of IP. In case, a scholar could not register himself in two consecutive semesters, his/her admission may be suspended.

**4.10. Allocation of Supervisor**

a. Department Graduate Committee (DGC) & School Graduate Committee (SGC) are entrusted to allocate supervisor to PhD students. The conditions are as follows:

1. The student will work on approved research problem after successful completion of course work and comprehensive exam of Ph.D.
2. Ph.D Research Proposal will be initially presented in the DGC and subsequently SGC. The recommendations will be placed in the meeting of BASAR for approval.
3. The Dean of respective school, on the recommendation of DGC/SGC, will allocate supervisors to Ph.D students.
4. The Supervisors should hold Ph.D degree in the relevant field, and student load of the Supervisor should not exceed the maximum limits as defined by HEC and UMT, i.e., 5 student theses in an academic year.

**b. Department Graduate Committee**

1. Chairperson of the Department Convener
2. Professors and Associate Professors of concerned Department Member
3. All Ph.D faculty of respective department Member
4. Supervisor(s) Concerned Member
5. External Subject expert(s) from any other Institutions/ Universities Member

The quorum for a meeting shall be one half of the total members. Provided that subject expert(s) of respective discipline has attended the meeting of DGC.

**Function of DGC**

1. To allocate research topic to Ph.D students
2. To allocate supervisor to Ph.D students
3. To consider research proposal(s)
4. To propose list of external examiners

Research Proposal Supervisor/Supervisory Agreement will be signed by the scholar and the proposed supervisor (Appendix A).

**c. School Graduate Committee (SGC)**

The composition of SGC is as under:

1. Dean/Director of respective school/institute
2. Chairpersons of teaching departments of respective school/institute
3. Professors and Associate Professors of respective school/institute
4. Supervisor(s) concerned
5. Two external subject experts for each discipline with regard to Ph.D Research Proposal

The quorum for a meeting shall be one half of the total members. Presence of Subject Expert shall be essential to convene the meeting. Provided that minimum one subject expert of respective discipline has attended the meeting of SGC.

**Functions of SGC:**

1. To consider presentation of Ph.D research proposal(s) alongwith recommendations of Department Graduate committee.
2. To approve recommendation regarding list of external examiners
3. To approve recommendation of DGC for allocation of Supervisor
4. To revise/approve the research proposals at the school level. Ph.D research proposals recommended only by SGC shall be considered in BASAR.
5. To incorporate/comply observation/suggestions of BASAR regarding Ph.D research proposals

**4.11. Change of Supervisor/Topic**

a. Any subsequent changes in the proposal, title or the topic shall also be routed through the same channel.

b. The candidate may request for change in PhD supervisor or a supervisor may opt to withdraw from supervision of a candidate. The candidate or the supervisor shall submit their request to the chairperson concerned. Recommendation for change of supervisor will be made by SGC/DGC for approval by BASAR. No relaxation in maximum time for completion of PhD degree would be granted to the candidate on the basis that his supervisor has changed.

**4.12. Cancellation of PhD registration:**

1. PhD registration shall be cancelled by the Registrar on the recommendations of the DGC and SGC, if the scholar;
2. Does not complete the degree requirement within the prescribed time frame;
3. Does not qualify the Comprehensive Examination in two attempts;
4. Earns two consecutive adverse progress reports from his supervisor(s); and /or
5. (Appendix B)
6. Is found guilty of misconduct.

**4.13. Dismissal on Academic Grounds**

A **PhD Scholar** shall be dismissed from the program on academic grounds if he/she has:

i. earned a CGPA of less than 3.00 out of 4.00 in two consecutive semesters;

ii. Remain unsuccessful twice in the qualifying comprehensive examination;

iii. Completed 5 years at the University after their first registration without being able to fulfill the requirements for the award of PhD degree.

iv. Fee defaulter of two consecutive quarters;

v. Fail in any course;

vi. Not meeting the admission criteria, in case of provisional admission.

c. The aggrieved scholar may file an appeal against cancellation of PhD admission to the PhD Committee within a period of 30 days of the cancellation of admission. The PhD Committee will give him/her an opportunity to be heard in person, and its decision shall be final.

**4.14. Residency requirement:**

The main purpose of the residency requirement is to ensure that the doctoral scholar has ample opportunity to benefit from the physical and academic environment of the university. The scholar can benefit from laboratories, library and other benefits at the campus. Moreover, he/she can participate in seminars, lectures and other academic and social events at the campus. Another purpose is that the faculty can properly monitor the professional development and regularly assess the competence in the area of research. Furthermore, the scholar enhances his/her research capabilities by discussing the problems with his/her fellow scholars and the faculty. All this promotes a collaborative research culture. With these objectives, the minimum residency requirement is two calendar years at UMT.

**4.15. Comprehensive Examination:**

**4.15.1 Introduction**

The objective of comprehensive examination is to assess student’s knowledge and scholarly qualifications for the Ph.D degree. It consists of written and oral parts. The comprehensive examination committee for the doctoral student may consist of:

* Department Chairman or delegate
* The Thesis supervisor & Chairman of the committee
* Other members of committee and any of other selected by the head of the Department. (minimum of 4 members with the constitution of the committee)
* Other members of the Ph.D committee may be invited as observers.

**4.15.2. Comprehensive Examination:**

Before admission to candidacy for the doctoral degree, the student must pass a written and an oral doctoral comprehensive examination. This examination is intended to test the student’s comprehensive knowledge of the subject of study, both in breadth across the general field of study and in depth within the area of specialization. The comprehensive examination is considered a single examination, although it consists of written and oral parts. While the Ph.D committee sets general policies and guidelines for exams, it is expected that each program will have a different ways of assessing a student’s knowledge of the field and their preparation to begin the dissertation. A student will pass the written portion before sitting for the oral exam. Programs will have written policies regarding Comprehensive examination scheduling format and administration of written test part etc. The time between the written and the oral portion is determined by individual programs. But the oral portion should come early enough to allow the student to advance to candidacy in a timely fashion. The exact time and place of this examination must be scheduled by the department.

Upon successful completion of the written examinations, the oral comprehensive examination is conducted before the department faculty. This is the occasion when faculty members have both the opportunity and obligation to require the student to display a broad knowledge of the chosen field of study and sufficient depth of understanding in areas of specialization. The examining committee must attest that the student has demonstrated the professional level of knowledge expected of a junior academic colleague. The quality of the comprehensive examination is the responsibility of the examining committee. Following will be pattern of comprehensive examination:

1. There would be two papers of four hours each in the comprehensive exam followed by viva-voce.
2. The papers should be closed book and are required to be solved in specified time and place.

**4.15.3. Guidelines for Setting up Comprehensive Examination**

1. A list of readings for the examination will be issued to all candidates at the time of admission into doctoral programs. All of these books will be made available at Library in text book section. All articles will be provided through digital resources.
2. The date of the Comprehensive will be announced at least one month in advance. It will be held only twice a year with at least six months in between.
3. A three member team of the faculty will be responsible to finalize the question paper.
4. Comprehensive Exam will consist of two papers, each having four questions, and one hour per question will be provided. There will be a break of two hours in between two sessions. It will be a closed book environment.
5. Comprehensive will be conducted by Controller under the supervision of the Committee.
6. The passing marks will be 70%. There will be no choice.
7. All papers will be graded blindly by two faculty members and average of the two will be counted.
8. The questions would be framed as per following guidelines:. This can be shared with students as well.
9. One question on classic theories.
10. One question on advanced theoretical issues.
11. One question on emerging/futuristic areas of interest.
12. One question on methodological issues.
13. One question on applied areas.
14. One question on developmental/Pakistani/Islamic context.
15. One question on critical evaluation/model building.
16. One open ended essay on one of the choice of four topics.
17. The candidates will be advised to structure their response in the following manner for each of the above question. This can be shared with students:
	1. Outline of the response in bullet form in section highlighting major themes to be discussed.
	2. Body of the response as per the outline given above.
	3. Key Conclusions
	4. References to the extent recalled.
18. Students will be given photocopy of their responses immediately after the exam for their record.
19. The responses will be marked as per the following criteria. This should be shared with the participants in advance.
20. Grammar and Composition
21. Relevance, depth, and breadth of the response
22. Evidence of objectivity and rationality in build up of argumentative analysis
23. Creative and Critical inputs
24. Power of Conclusions
25. References
26. External examiners will be sought after in framing of questions as well as grading. But it depends upon the availability and timeliness.

**4.15.4. Comprehensive Examination Committee:**

The examining committee must consist of a minimum of four members. The members must be pre-approved by the Chairman and Dean.

**4.15.5. Successful Completion**

For the comprehensive examination to be successfully completed, the doctoral program committee must vote to pass the student on the entire examination, both written and oral sections, with no more than one dissenting or abstaining vote.

A report of this decision carrying the signatures of all members of the committee must be sent to the Chairman of the Committee, Controller of Examination, Registrar and to all those who maintain student’s file. Comprehensive Examination Result form is annexed herewith as Annex-I.

**4.15.6. Failure:**

A failure of either the written or oral section of the exam constitutes failure of the comprehensive exam. If a failure is reported, the committee also must include in the report an outline of the general weaknesses or deficiencies of the student’s work. The student and the committee members are encouraged to work together to identify steps the student might take to become fully prepared for the next examination.

**4.15.7. Request for Clarification:**

If at any time the student believes that the advice given by the Comprehensive Examination Committee is inadequate, the student may send a written request for clarification to the committee. A copy of this request should be sent to the committee members as well. The committee must respond to this request in writing within two weeks and a copy must be filled with the Dean/Chairman.

**4.15.8. Retaking the Examination:**

The student who fails may not take a second comprehensive examination for at least 12 weeks. Failure to pass Comprehensive Examination in two attempts shall lead to admission cancellation from Ph.D program.

**4.16. Research proposal:**

After, successfully completing the comprehensive examination, the scholar shall prepare a research proposal for Ph.D research in the prescribed format within next 3-6 months.DGC and SGC, if finds suitable, shall recommend research proposal to BASAR through Ph.D Committee for approval within three months from the date of submission by the scholar.

**4.17. Progress Reports**

Progress Reports are submitted on the PhD Progress Report Form (Appendix B) on or before 30th June and 31st December of each year to the Department Graduate Committee to:

1. report on achievements over past six months
2. facilitate planning of upcoming milestones and aims
3. identify any issues for discussion (with supervisors; Chairpersons DGC & SGC / Associate Dean Research, Dean / Director)

Its effectiveness depends on:

1. Taking seriously the process of reflection and planning
2. Candid responses from all
3. A willingness to discuss and address any issues that arise through the process of reflection and planning

**4.18. PhD thesis timeline**

PhD students, who fail to submit their thesis within specified time duration i.e five years, may apply on the prescribed application form (Appendix F) to respective Dean/Director for extension through supervisor. The School Graduate Committee, on the recommendation of Department Graduate Committee, may recommend extension for consideration/approval by BASAR.

**4.19. PhD dissertation requirements:**

The PhD dissertation submitted by the candidate for Ph.D degree must comply with the following conditions (Appendix C):

1. It must form a distinct contribution to the body of knowledge and afford evidence of originality, shown either by the discovery of new facts or by the exercise of independent critical judgment;
2. PhD scholar should publish at least one research paper, out of his/her research work during the doctoral studies, in a HEC recognized Journal as a dissertation requirement. CLO will verify the publication.
3. However, research paper accepted for publication in HEC recognized Journal will also be considered partial fulfillment of dissertation requirement for facilitating the scholar. Degree will only be issued after fulfillment of dissertation requirement. The Controller of Exam will ensure that scholar has published the research paper in accordance with dissertation requirement condition.
4. Any part of the dissertation that has been published before submission of the dissertation must be appended at the end of the dissertation.
5. The candidate shall submit through his supervisor four copies (five copies in case of co-supervisor) of his dissertation typed or printed, along with 4/5 copies of a short abstract and a CD of the dissertation after qualifying Ph.D.

**4.20 Appointment of Examiners:**

1. The DGC and SGC will recommend to the BASAR to approve a panel of external examiners (foreign examiners from technologically advanced countries- for dissertation evaluation and local – for defense) for evaluation of dissertation before submission.
2. BASAR shall approve a consolidated list of external examiners.
3. The DGC and SGC shall then recommend four to five names (in order of merit) out of the approved consolidated list of external examiners to the Rector. The Rector shall appoint three international external experts (first two evaluation reports will be considered) of from technologically advanced countries and one local expert out of this list.
4. A fresh panel of external examiner will be appointed if nominated external evaluators do not respond within three months.

**4.21. Evaluation of Thesis:**

1. The Concerned supervisor will evaluate thesis supervised by himself giving review, 5-7 questions about thesis, purpose and significance of work for advancement of knowledge. Thesis, after initial evaluation of concerned supervisor, will be forwarded to Office of Exams for further evaluation by external examiners.
2. The Plagiarism Test must be conducted on the Dissertation before its submission to the external examiners. The Plagiarism Policy is available at serial 5 of this document.
3. The Controller of Examinations shall get dissertation evaluated within six months after the date of submission/resubmission of dissertation to his office, any delay beyond six months shall be brought to the notice of the Rector and Ph.D Committee.
4. No degree shall be awarded unless all examiners recommend the award of the degree. While recommending the award of degree, the examiners shall also report whether or not the dissertation is fit for publication both from the point of view of content and language.
5. If both external examiners find that the dissertation is inadequate the candidate shall be declared failed.
6. If one of the external examiners approves the dissertation and the other rejects, then evaluation of 3rd examiner will be considered for decision. If the 3rd examiner disapproves the dissertation, the candidate shall be asked to do additional research work of maximum one year. In case of approval of the dissertation by the 3rd examiner, the case shall be processed further for the dissertation defense.
7. If any of the examiners adjudges the dissertation inadequate and suggests major modification/revision of the dissertation, the candidate will be required to re-submit a revised version of the dissertation within one year. He will be required to pay 50% of the original dissertation fee for the examination.
8. The same examiner who suggested modification in the dissertation, but did not recommend the award of degree, shall evaluate the revised version of the dissertation.
9. If an examiner suggests modification/corrections and also recommends the award of Ph.D degree, the candidate will make changes within six months. The corrections / modifications / changes in the revised version will be verified by the supervisor and DGC. (Appendix D)

**4.22. Dissertation Defense:**

1. If the dissertation is adjudged as adequate by the foreign examiners, the scholar shall be required to undergo a defense examination to be conducted by one external examiner (local), supervisor/s and chairperson DGC/representative.
2. One examiner for defense examination shall be appointed from within Pakistan from the approved panel.
3. PhD thesis defense will be evaluated on a specific evaluation format (Appendix E)
4. The defense examination shall be open to the public but only the examiners appointed for this purpose will do the evaluation.
5. If the scholar fails to satisfy the examiners in the defense, they may require the scholar to defend the dissertation for the second (and the final) time within a period of six months.

**4.23. Award of Degree:**

If the scholar passes the defense, the BOG on the recommendation of the BASAR will approve the reports of the examiners on dissertation evaluation and defense and award the degree of DOCTOR OF PHILOSOPHY in the relevant subject to the candidate.

**4.24. Copy of PhD Dissertation to HEC**

A copy of PhD Dissertation (both hard and soft) must be submitted to the Chief Library Officer, Department/School concerned and HEC.

5.0 **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) and final examination at the end of each semester.

Each course will be evaluated on the weight age as under:

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

1. 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 faculty members.
2. 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.
3. There is no supplementary/special examination in a semester system; if a participant fails in a course, he/she is required to repeat it.
4. The midterm examination is held in the ninth week of a semester while final examination is scheduled at the end of the semester.
5. The script of midterm/final examination will be shared and returned back to the participants concerned by the teacher. The final examination will cover the entire course taught during the semester.
6. To pass a course, a participant must obtain 50% marks in bachelor and master level degree programs equivalent to 16-years of education whereas, 60% in all master/MS/MPhil programs equivalent to 18 years of education and 70% for PhD.
7. Rules and regulations of accredited bodies will be observed for the accredited degree programs**.**

5.2 **Duration of Examinations**

Besides home assignments, term papers, quizzes, etc., the duration for various examinations shall be as follows:

**Midterm Examination** One hour during class period

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

5.3 **a). Grading System**

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

|  |  |
| --- | --- |
| **Letter Grade** | **Master/MS/MPhil/PhD (equivalent to 18-years of education or above)** |
|  | **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.

 **c. Award of Incomplete (I) Grade**

i. 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. Approval on application form is mandatory. The approved application form shall be submitted to the Controller of Examinations at UMT.

ii. The participant has to take only end term exam for the course(s) graded ‘I’, with end term examinations of the semester immediate after the original exam. 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 whole semester in order to appear in the end term exams.

iii. The “I” graded exam must be taken with the end term examination of next semester of the original exam. This will be coordinated by the Controller of Examinations in consultation with the instructor(s).

**iv.** Condition of I Grade

* A Participant is required to attend minimum 80% of classes and attempt all assignments, projects and midterms exams. His class evaluation must be complete till 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 re-scheduled exam will not be given a *second chance.*

**d. Award of Grades “P”, “NC” and “S”**

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

ii. Some courses cannot be counted towards fulfillment of the requirements for the award of bachelor, MS or master degrees.

iii. In some courses, “P” or “S” is awarded as final grade.

iv. Non Credit (NC); NC course(s) allows a participant to take regular classes with complete attendance. He/she will submit all quizzes, assignments, mid-term 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;

* Certificate course(s)
* Graded Elective course(s), substitute of any other elective course(s)
* Core and compulsory course(s) will be not converted into ‘NC’

e. **Calculation of Grade Point Average (GPA) for a Semester**

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

**SGPA= Sum over Courses in Semester (Course Credit Hours ×Grade Point Earned)**

**Total Semester Credit Hours**

**CGPA= Sum over All Courses Taken in All Semesters (Course Credit Hours ×Grade Point Earned)**

**Total Credit Hours Taken in All Semesters**

**5.4. Degree Completion Requirement**

The degree completion requirements in terms of CGPA (Cumulative Grade Point Average) at Graduate Level are given as below.

|  |  |  |
| --- | --- | --- |
| Sr. No. | **Programs** | **Minimum CGPA requirement** |
|  | MS/M.Phil and equivalent programs | 2.50 |
|  | PhD | 3.00 |

5.6 **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.

1. The participants submit the Plagiarism report to resource person with final report/project, thesis and assignments etc
2. Respective faculty and Chief Library Officer shall sign plagiarism report
3. Signed Plagiarism report will be submitted to OCE with the result of final project, thesis and independent study.

**5.7 Make-up of midterm examination policy**

1. Absence from examinations is permissible only in extreme situations beyond the control of the participant. Serious illness of the participant or death in the immediate family is regarded as a legitimate reason for rescheduling a make-up of midterm exams.
2. The request for scheduling a make-up exam must be made by the participant or someone on his/her behalf, through the make-up exam petition form which must be submitted to COD, along with other required documents within three working days of missing the exams.
3. The makeup exam will be taken within two weeks of the original exam by the course instructor.
4. The participants who miss a scheduled make-up exam shall not be given a second chance.
5. 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 in a quiz or an exam.

Note

This policy is not applicable for end term exam

5.8 **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 course instructor 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. 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 Office of the Controller Examinations, to the participants’ at the available mailing address.

**5.9 Conduct of Tests and Examinations**

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

Prior to class test/final examination, the concerned faculty member informs 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.

**5.10 Examination Schedule**

**a. Dean’s office publishes tentative examination schedule at least three weeks before the start of the final examination to remove clashes.**

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

**5.11 Examination Rules**

1. Reach examination room at least 10 minutes before the schedule time. No additional time shall be given to Participants arriving late.
2. Participants having 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 kept at the front stage/dice.
6. **DON'T BRING YOUR MOBILE PHONE!** Please leave your mobile phone (and 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.

1. Maintain complete silence in the examination room. Only raise your hands for any kind of query and wait for the invigilator.
2. Lending/borrowing of pen, pencil, ruler, calculator, etc. is strictly prohibited in the examination room.
3. Produce UMT ID Card on the request of resource person/invigilator/Controller Examinations.
4. Participants must immediately complete particulars mentioned on answer books/extra sheets and write down their ID No. on the question paper as well.
5. No rough work is to be done on the question paper. Any participant found writing on anything other than answer book will be considered using unfair means.
6. Don’t forget to mark your attendance on the attendance sheet during the examinations. In case, your name is not listed, report to invigilator immediately.
7. Remain silent and seated while your papers are being distributed or collected.
8. Participant found cheating; chatting, gesturing or misbehaving in the examination room shall be dealt with under the UMC rules.
9. Any participant using abusive or obscene language in the answer sheet shall be dealt with under disciplinary rules.
10. Do not leave the examination room without prior permission of the invigilator.
11. Participants are requested to adhere to the examination rules prescribed by the University failing which strict action shall be taken.
12. 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.
13. Do not leave your seat during the exam, without getting permission from the invigilator.
14. You are not allowed to keep any other participant’s notes or photocopies. Keeping loose pages with you is also prohibited.
15. You are only allowed to keep your own notes/book for the said examination.
16. Do not look around under any circumstances. In case you need anything, please raise your hand.

**5.12 Unfair Means**

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

i. An attempt to have access to a question paper before the test or examination.

ii. Use or possession of unauthorized reference material during a class test/quiz, assignments or examination.

iii. Any form of communication among the examinees in or outside the examination room while the test or examination is in progress.

iv. Unauthorized entry into faculty member's office with the intention of accessing or tampering official documents.

v. Plagiarism reported in assignments, projects, thesis and independent study.

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

i. Grade “F” in the subject; and/or

ii. Fine of 10,000/15,000/20,000/25,000 to be fixed by the committee and/or

iii. Suspension of semester and/or

iv. Expulsion from university

v. Any other punishment recommended by the committee

**5.13 Final Transcripts and Degrees**

a. **Process of Final Clearance**

1. Participant who has completed all the degree requirements will apply for FT through the prescribed clearance form and follow the given process.
2. Participant may collect the form from photocopier on premises.
3. Fill the required fields and get clearance from departments mentioned on the clearance form.
4. In case participant has availed financial assistance in his/her academic life, he/she is also required to visit scholarship department (Treasurer Office) to fill the undertaking for return of Qarz-e-Hassana.
5. Submit the form in Office of the Registrar after attaching all the attested credentials along with a snap required for FT and degree.
6. In case of any liability, ORG will contact to participant through email. In this case, participant is required to visit again and clear his/her liability.
7. Participant is required to collect his/her FT from examination department after two- three weeks, providing the copy of CNIC.

b. **Guidelines for Issuance of Final Transcript and Degree**

1. It is preferred that the participant who has graduated must receive his/her FT/degree personally from Office of Controller Examinations (OCE) during office hours.
2. It is encouraged that the graduates receive their degrees in person on the eve of Convocation which is a regular annual feature of UMT.
3. However, if the participant cannot come, he/she may collect the FT/degree through authorized person in production of a letter of authority having attached with it copies of his/her CNIC and that of an authorized person.
4. Participants living abroad will send their authority letter duly attested by Pakistan Embassy/Consulate General Office for issuance of their FT/degree through courier from Pakistan. In spite of adopting all precautionary measures and safe methodologies while sending the FT degrees through courier, University will not be responsible for any damage/loss, if caused.
5. The University reserves the right to hold FT/ degree to further investigate the applicant and may ask him/her to produce further evidence for his/her identification.
6. The receipt of FT/degree will be acknowledged to Office of the Controller of Examinations.

**5.14 Award of Degrees**

Degrees will be issued on the eve of the annual 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 Office of the Registrar along with copy of CNIC, receipt of payment of urgent degree fee and copy of FT. Urgent degree will normally be issued within one week of the application, by the Controller of Examinations.

* 1. **Duplicate/ Revised (FT/ Degree)**
1. **Duplicate FT/Degree**

In case FT/Degree is lost or misplaced, the participant can immediately apply for duplicate FT/Degree by paying fee in the accounts office. The word “Duplicate” will be written on the FT. It is mandatory for the participant to provide the following documents:

1. Photocopy of lost FT/degree
2. Original copy of FIR lodged with police station regarding the loss of FT (in case it is lost)
3. An affidavit on a stamp paper of Rs 50/-
4. Original clipping of newspaper advertisement announcing the loss of FT (in case of loss)
5. **Revised FT/Degree**

In case of any error/change in FT/Degree, the participant can immediately apply for revised FT/Degree by paying fee in the accounts office. The word “Revised” will be written on the FT/Degree. It is mandatory for the participant to provide the following documents:

1. Original FT/Degree shall be surrendered in whatever shape it exists.
	1. **OCE Service Charges**

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Name of the Document** | **Fee in (Pak Rupees)** |
| 1 | Progress Report (with incomplete Status) | 500/- |
| 2 | Final Transcript (FT) | Nil |
| 3 | Urgent Degree (before Convocation) | 6000/- |
| 4 | Degree (on/after Convocation) | Nil |
| 5 | Duplicate Final Transcript (UMT / ILM) | 6000/- |
| 6 | Duplicate Degree (UMT) | 6000/- |
| 7 | Verification of UMT Final Transcript and Degree for five sets | 500/- for each document |
| 8 | Provisional Semester Progress Report (Current semester) | Nil |
| 9 | Provisional Semester Progress Reports (each semester prior to current semester) | 50/- |

Note: The above mentioned charges may be revised without prior notice.

**6.0 CONVOCATION**

**6.1. Code of Conduct**

The University *of* Management *and* Technology, Lahore, will hold its Convocation yearly to honor the graduating Participants' commitment and dedication to academic success. **Rehearsal is mandatory for all graduates. Rs. 5000/- registration fee 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.

1. Only formal dressing is allowed on the day of rehearsal and Convocation.
2. Mobile phones and cameras are not allowed.
3. All graduates should be wearing their gowns properly ironed as approved by their respective schools.
4. Unnecessary movements, gossips, exchange of seats will not be tolerated inside the convocation hall.
5. Do not leave the hall till the closing of entire ceremony.
6. For group photograph, you may come out of the hall after announcement only.
7. Full cooperation towards maintaining discipline and sobriety during the ceremony is expected.

**6.2. Rector’s Research Recognition Award**

Rector’s Research Recognition Award is given to the graduating participants of MS/MPhil on the Convocation Day, fulfilling the following conditions:

1. Participant must have minimum CGPA of 3.0/4.0.
2. Participant must have completed his/her degree program in the stipulated time period i.e. maximum 3 Years.
3. The Award shall be given to those who publish at least one paper in HEC/UMT approved international/local journal, as first author.
4. The participant should not have been penalized as a result of disciplinary and/or unfair means.
5. The Research Grants Committee shall review and short-list the papers for this Award.
6. Participant will be awarded certificate and cash prize.

**7.0 FINANCIAL AID & SCHOLARSHIPS AND PAYMENT OF DUES**

# 7.1 Merit Based & Other Scholarships

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, however, are based on the academic performance during a semester but double awards are not given. The detail about all types of awards is given here under for the information of the students.

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 stands cancelled. The participant will pay all the dues of the entire program without any scholarship.

Following Fee Waiver Structure shall be permissible for the year 2016-17.

## a. Alumni Policy:

This reflects the significance that UMT attaches to its alumni/ae, while upholding and promoting the core value of the University.

There will be no admission fee for the alumni but an amount of Rs 10,000 (non-refundable) will be charged from Alumni as contribution to ILM Scholarship Fund, along with Rs 5000 as library fee (non-refundable). Contribution to ILM Scholarship Fund will be spread out to the duration of the program in equal quarterly installments, hence, it shall not be charged as onetime payment.

### b. Policy for Alumni for Master/MS/MPhil:

The minimum CGPA requirement for the continuation of scholarship is 3.00 for Masters & 3.25 for MS/MPhil programs.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Academic CGPA** | **Financial Award on tuition fee** |
| 1 | 4.00 (including medalists) | 100% |
| 2 | 3.91 to 3.99 | 90% |
| 3 | 3.75 to 3.90 | 80% |
| 4 | 3.50 to 3.74 | 70% |
| 5 | 3.00 to 3.49 | 60% |
| 6 | Up to 2.99 | 50% |

### c. Policy for Alumni for PhD:

However, for the **PhD program**, minimum CGPA requirement for the continuation of scholarship is 3.25. The Doctoral Dissertation fee of Rs 150,000/- shall be charged from all PhD students.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Academic CGPA** | **Financial Award on tuition fee** |
| 1 | 3.75 & above including medalists | 70% |
| 2 | 3.50 to 3.74 | 50% |
| 3 | 3.25 to 3.49 | 35% |

## d. Kinship Policy:

The Kin of Alumni 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** | **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 |

## e. Merit Scholarships:

Developing the human resource to contribute positively towards society is what UMT aims at. Merit-based awards are granted to those bright participants who are best able to achieve that aim. These awards are made according to the admissions merit list.

Continuation of Merit scholarships in subsequent semesters is subject to maintenance of CGPA not less than 3.00 for Bachelors programs, 3.25 for Masters Programs and 3.25 for MS/MPhil/PhD programs.

## Merit Scholarship for students applying for Masters/MS/M.Phil degree with 4 Year BS degree from Recognized DAI/Universities):

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Academic CGPA** | **Financial Award on tuition fee** |
| 1 | 4.00/1st Position | 100% |
| 2 | 3.91 to 3.99 | 50% |
| 3 | 3.75 to 3.90 | 40% |
| 4 | 3.50 to 3.74 | 25% |

## Merit Scholarship for students applying for Masters/MS/M.Phil & PhD degree (Only For Recognized DAI/Universities):

100% tuition fee waiver for Gold Medalist or overall 1st position holder in any degree program, from HEC recognized university/DAI, on which admission is granted.

### Percentage Criteria:

* 80% and above marks in 14 years, 16 years or 18 years of education (last degree on which admission has been awarded)    40% tuition fee waiver
* 70% to 79.99% marks in 14 years, 16 years or 18 years of education (last degree on which admission has been awarded)     20% tuition fee waiver

### CGPA Criteria

* CGPA 3.75 – 4.00:                               40% tuition fee waiver
* CGPA 3.50 – 3.74:                               20% tuition fee waiver

However if the CGPA and percentage, both are mentioned on the degree, the university shall consider the CGPA, while processing the scholarship.

The Doctoral Dissertation fee of Rs 150,000/- shall be charged from all PhD students.

**f. Discount Policy for ILM Colleges Students**

Alumni of ILM Colleges who have done Bachelor/Master degrees from other University/DAI and apply to UMT for higher degrees may only be eligible for 25% tuition fee waiver except applicants of Medical and Engineering programs.

## g. Discount Policy for Leadership Colleges Students

* 30% waiver in Admission Fee
* 15% waiver in Tuition Fee

## h. Corporate Group Discount

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

## i. Discount for SOS Village

* 100% waiver of full fee for two students in a year to be nominated by SOS.

## j. Shaheed Hakeem Said Scholarship

These scholarships have been established to honor a great educationist, who was one of the finest exponents of eastern medicine as well. He was a member of the ILM Board of Trustees. The scholarships are granted to exceptional Pakistani nationals who are domiciled outside Punjab

1. 50% waiver in tuition fee for ten students to be determined on merit, in a semester, having domicile outside Punjab belonging to remote areas with at least 65% marks in intermediate or Graduation.
2. For graduates of Semester based system minimum eligibility criteria is 3.25 out of 4.0 CGPA.

## k. Khurram Murad Scholarship

These scholarships honor a great thinker whose writings and speeches have inspired thousands of young men and women all over the world. He was a member of the ILM Board of Trustees. These scholarships are awarded to outstanding foreign participants

1. 50% waiver in tuition fee for two students in a semester, with foreign nationality who fulfill the admission requirements of UMT.

## K. Justice A R Cornelius Scholarship

These scholarships have been established to pay tribute to a former Chief Justice of Pakistan. They are granted to bright Pakistani nationals belonging to the minority communities.

1. 50% waiver in tuition fee for three students in a year, belonging to minorities with 65% marks or equivalent in intermediate or graduation.

## L. Outstanding Sportsmen and Extracurricular Scholarship

1. 100% waiver in tuition fee for outstanding sportsman having national color or extracurricular activities with 65% marks or equivalent in intermediate or graduation. (10 seats)
2. 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.

## M. ILM Scholarship Fund (ILM Study Support/Aid Fund)

This Need based scholarship is given to needy and deserving students after scrutiny of evidence provided by the participant and a brief interview. The scholarship/fund is treated as Qarz-e-Hassana which participant has to return in three to five years installments after the completion of degree.

## N. Special Person (disabled) Scholarship

All certified special students and those with learning impairment will pay maximum of 50% fee as a standard.

## O. Employees of National Highways & Motorways Police Scholarship

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

## P. Discount Policy for The Knowledge School  (TKS)

Alumni of TKS who have done Bachelor/Master degrees from other University/DAI and apply to UMT for higher degrees may only be eligible for 25% tuition fee waiver.

## Q. Discount Policy for ILM/UMT Alumni

Alumni of ILM/UMT who have done Bachelor/Master degrees from other University/DAI and apply to UMT for higher degrees may only be eligible for 25% tuition fee waiver.

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

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

1. Evidence of father’s/guardian’s income like authenticated salary certificate
2. Evidence of property, if any, owned by father/guardian
3. Evidence of agriculture property and income arising from this property
4. Copy of all documents related to previous academic record
5. Result card of previous semesters
6. Copies of latest utility bills (i.e. electricity, Suigas, Telephone, Water & Sewerage
7. Copy of bank statement of father/guardian
8. Copy of rent agreement in case of income coming from rent out house or living on rent
9. Copies of fee receipts of brothers and sisters in case they are participants
10. Any other document which the Financial Assistance and Loan Committee (FALC) deems necessary

b. 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. He/she also prepares a list of applicants who have been granted assistance and dispatches the prepared list to the Office of the Treasurer for keeping the list in their records.

c. Need based financial assistance have been converted into Qarz-e-Hasana with effect from Fall Semester 2006. Qarz-e-Hasanais 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 stands cancelled. The participant will pay all the dues of the entire program without any scholarship.**

7.3 **Fee Refund Policy**

For fresh entrants in a semester, the tuition fee may be refunded in case of admission cancellation provided the application is moved 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. However, these are adjustable in case the Participant informs the Registrar office before the start of the semester and does not initiate the fee refund process.**

**7.4. Payment of Dues**

1. Participants may opt to deposit lump sum dues. A pre-payment 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.
2. 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.
3. The annual fee estimate is payable in four equal installments **on or before the 10th 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.
4. Participants will be allowed to register for courses, attend classes, take 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 dismissal of the participant from the program.** Re-instatement is permitted only at the discretion of the Registrar on payment of outstanding dues.
5. Accounts department will issue supplementary fee bills to the participant for repeating courses and for studying pre-courses.
6. **Options Available for Payment of Dues**

**Online Payment**

Fee challanforms can be deposited through online bank facility in Pakistan.

**Online Bank Accounts**

**Bank Name /Branch Current Account No.**

1. HABIB BANK LIMITED
Fortress Stadium Branch, Lahore **A/C. # 1025-79003167-03**
2. ASKARI ISLAMIC BANK, LIMITED
Peco Road Branch, Lahore **A/C. # 91802000033801**
3. 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 online narration for branch to branch dealing.
4. Outstanding dues can be sent through demand draft/ pay orderin 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
Phone No: +92 42 35212801-10

Please get your confirmation through online account after three days of depositing the fee. Also present your copy of original deposit fee receipts at accounts office for re-confirmation of deposited fee.

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

**j. 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.

**k. 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:              **HABBPKKA**
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:         **SCBLPKKX**
BANK ADDRESS:   **27-Ali Block New Garden Town Lahore-Pakistan**

**8.0 GENERAL POLICIES**

**8.1. Participant ID card Policy**

1. 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 Office of Registrar, immediately after admissions.
2. 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, s/he will be fined Rs. 500/- every time this happens. If someone misuses the ID card s/he 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 suffer any academic loss, but they would not be allowed to make use of UMT facilities.
3. 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.
4. 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 a non-refundable ID card replacement fee payable by cash.
5. 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.
6. 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.
7. This card is void upon termination or interruption of enrollment.
8. The participant is supposed to surrender the ID card upon the request of a University official/ or incase of breach of the university code of conduct.

**8.2. Transport Card Policy**

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

1. It is mandatory for all the students using University transport facility, to renew their transport cards from 1st till 3rd of every month.
2. If the card is renewed after 3rd till 10th of any month, Rs. 100/day shall be charged as fine for each day.
3. Office of Treasurer shall make cards (as per list) in advance for issuance on request (no cash payment).
4. 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.
5. If a student is reported to enter the transport bus without valid transport card or written prior approval, s/he 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.

8.3 Academic Discipline

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

**8.4 Disciplinary System**

1. 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 resolved.
2. The Code of Participant Conduct sets forth the responsibility of all participants at the University to exhibit responsible behavior and good conduct regardless of time or place.
3. The Code of Academic Integrity sets forth the standards of integrity, honesty and discipline that should be adhered to in all academic activities.
4. The worthy Rector has constituted a Disciplinary Committee (DC) to examine and decide, judiciously, participants' cases of breach of discipline.

**8.5 Disciplinary Actions**

Adherence to standards is expected of 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, whenever and which so ever applicable, in the best interest of the University's image, integrity, academic discipline, and quality of education.

1. Recommend expulsion cases to the Rector
2. Recommend temporary suspension from program and/or course(s) to the Rector
3. Recommend course repetition
4. Recommend withdrawal of full or partial fee concessions
5. Demand affidavit of apology
6. Issue letters of warning and displeasure
7. Ask for parental guarantee for improved/correct behavior
8. Levy fine up to Rs 25,000
9. Any other

**8.6 Punishment or Penalty for Acts of Ill-Discipline**

Punishment or penalty for acts of ill-discipline shall be according to the gravity of the case and may comprise of any one or more of the following:

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 which may amount up to Rs10, 000

(4) Hostel Suspension/Permanent Removal: Expulsion from the hostel for a specified period or permanent removal from the residence hall.

(5) Withholding of Certificate: Withholding of a certificate of good moral character.

(6) Removal of Privileges: Deprivation from the privileges enjoyed by the Participants.

(7) F Grade: Award of “F” grade in a paper.

b. Major Punishments

(1) Expulsion: Expulsion from the class for a specific period up to one semester.

(2) Fine: Fine this may amount up to Rs 50, 000.

(3) Exam Result: Cancellation of examination result.

(4) Rustication: Expulsion or rustication from the institution for a specific period.

(5) Degree: Non-conferment of degree/transcript.

(6) Relegation/withdrawal.

(7) Other sanctions or a combination of above-mentioned punishments as deemed appropriate.

**8.7. 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.

8.8. 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.

**8.9. 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.

**8.10. 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.

8.11. Abuse, Assault, Threatening Behavior

These include intentional or reckless acts  endangering, threatening or causing physical or mental harm to any person or oneself 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.

8.12 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, or dangerous chemicals on the University premises, whether or not the possessor is duly licensed to hold that firearm.

8.13. Alcohol/Drugs/Intoxicants

1. 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.
2. 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.
3. If necessary the FIR will be lodged as per law of PPA.
4. The complete UMT, academic building, library, cafeteria, lawns, grounds and parking corners are smoke-free.
5. Smoking is prohibited at all times in escort and shuttle buses.
6. 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.
7. The sale of tobacco is banned in University's premises.
8. Violation of this policy (either smoking or displaying cigarettes) is subject to fine of Rs. 10,000/- at all the smoke-free areas.
9. 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.
10. All students will be made aware of the policy at orientation stage.
11. Visitors not adhering to the policy will be asked to comply or leave the premises.

8.14 Violation of Disciplinary Sanction

This means knowingly violating terms of any disciplinary sanction imposed in accordance with UMT Statutes.

8.15 Inappropriate or Indecent Behavior

Indecent behavior exhibited on the campus including classes, cafeteria, laboratories, etc., defying the norms of decency, morality and religious/cultural/social values by single or group of Participants.

1. Damage to the university fixtures/furniture, scribbling/carving on desks, wall chalking, misuse of lab/university equipment, etc.
2. Use of mobile phones in class rooms, examination halls, labs and library, thus disrupting the calm of these places.
3. Engaging in disorderly or indecent conduct, breaching of 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.

8.16 Provoking Others to Misconduct

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

8.17 Non-Compliance with Official Direction

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

8.18 Violation of University Regulations and Policies

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

8.19 Theft

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

8.20 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 to compromise the name 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.

8.21 Unauthorized Access to Facilities

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

8.22 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.

8.23 Demonstrations

Demonstration 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.

8.24. Political Activities

Unauthorized use of University facilities or equipment for political activities.

8.25. Gambling

Unauthorized and/or illegal exchange of money favors or services as a result of an organized or unorganized game or competition.

8.26. Off Campus Conduct

Conduct occurring off University premises be such that it should not affect the interest/image of the University.

8.27. Environmental policy

1. The policy aims to protect University’s environment to enhance quality of student experience at the University, and shall recommend ways to control University litter and increase awareness of this issue within the faculty, staff and students of the University.
2. 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.
3. Ask students not to put their feet on walls while standing. This applies throughout the University including corridors, classrooms, seminar rooms and the places where possible.
4. Discourage people to pluck flowers/plants.
5. Send a courtesy letter to people whose trash is identifiable.
6. Take necessary action against litterers.
7. Enforce litter control with existing and new programs.
8. Vigorous enforcement of the aforementioned policy shall be implemented.
9. Report student violators to the Office of Facilities Management.
10. Report employee violators to the HR office or an immediate supervisor.

9.0 CODE OF CONDUCT

9.1 Greetings

Participants are advised to adopt the habit of exchange of Islamic greetings, i.e., “Assalam o alaikum/ Walakum o salam” while meeting and interacting with colleagues/ faculty and staff of the university. This is an important aspect of Islamic etiquette and obligation and should be reflected in our lives.

9.2 Safe Driving

Participants are advised to avoid reckless driving on the campus and abide by the laid down speed limits and sign postings to avoid penalties.

9.3 Good Conduct

1. Participants are required to observe the following guidelines in their best interest:
2. Adhere to UMT rules, regulations and disciplinary standards.
3. Regularly read, understand and comply with all notices displayed on the notice board and in case of query, seek clarification from the relevant department.
4. Meet all deadlines mentioned in any notice(s) displayed from time to time or given by the teachers and program coordinators.
5. 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.
6. Contact and convey to chairpersons or Deans any grievance or vital suggestion for necessary action and appropriate measures.
7. Attend all courses of instruction as per their respective program requirements and undertake all sessional work and examinations in true spirit.
8. Inform Office of the Registrar regarding any change in their addresses and contacts to ensure smooth and instant delivery of necessary messages, reports, etc.
9. Protect and safeguard their personal belongings, books and other items at all times. In case of loss, UMT will not be responsible for loss or damage.
10. Keep UMT campus clean. Littering trash is highly undesirable and environmentally unfriendly.

**9.4 Gender Mixing**

Participants are strictly reminded to follow the accepted social and cultural norms of the society. Undue intimacy and unacceptable proximity, openly or in isolated areas will not be tolerated. The tendency of taking advantage of common places like cafeteria, and shops, etc. is objectionable and undesirable. Also, Participants are advised to avoid movement in mixed groups in the campus after sunset.

9.5 Harassment

 It covers the following:

1. Sexual harassment is prohibited and is constituted as a punishable offence.
2. 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.
3. It is prohibited to reprisal or send threats of reprisal against any member of the committee who makes use of this policy or participates in proceedings held under its jurisdiction. Any individual or body found to be making such reprisals or threats will be subject to disciplinary action.
4. 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.
5. 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.

**9.6 Enforcement of Code of Conduct**

Matters of indiscipline would be referred to the concerned UMT authorities authorized to check indiscipline matters and decide on them in line with UMT policy, rules and regulations. Parents of those Participants who disobey authority and violate the code of conduct will be informed. Participants may be held accountable for acts of misconduct of their guests while on University premises or at University sponsored activities. Participants who are charged with violations of this Code are subject to disciplinary action in accordance with UMT rules/regulations/statutes.

9.7 Dress Code

In order to maintain academic dignity and sanctity of the institution, Participants are required to wear decent dress keeping in view the local cultural values. The dress restriction is not an attempt to impose any rigidity or regimentation but is congenial to the spirit of discipline which is the cardinal feature of life style at UMT campuses. The purpose of the dress code is to provide  basic guidelines for appropriate work dress that promotes a positive image of UMT besides allowing flexibility to maintain good morale, respect, cultural values and due consideration for safety while working in laboratories. In compliance of the dress code, Participants shall avoid:

* For Males

a.    Wearing tight or see-through dress.

b.    Wearing shorts, sleeveless shirts, Tee-Shirts/dress bearing language or art, which appears to be provocative or indecent and is likely to offend others

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 (duppata/shawl is compulsory for female Participants)

a.    Wearing tight or see-through dress.

b.    Wearing shorts or sleeveless shirts.

c.    Wearing Tee-Shirts/dress bearing language or art, which appears to be provocative or indecent and is likely to offend others

d.    Wearing shabby or torn clothing.

e.    Wearing jogging or exercise clothing during classes.

f.    Putting on excessive makeup or wearing expensive jewelry.

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

h.    Wearing unprofessional attire in formal programs and interviews.

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.

10.0 HOSTEL

UMT Lodges /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.

10.1 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).

10.2 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.

10.3 Transportation Facilities

The University has three buses that are used for transporting the participants from hostel to campus.

10.4. Cafeteria

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

11.0 PARKING

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

1. Parking timings shall be from 7am till 10pm. Parking before/beyond the official timings shall not be allowed.
2. Parking will not be subsidized by the University, but token charges shall be established based on a cost effective approach. Current token charges are Rs. 300/month.
3. 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 during 1st till 5th of every month.
4. The facility shall be availed at owner’s/vehicle operator’s own risk. Owner/vehicle operator 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 occurred therein.
5. In case of any damage occurred to parking area as a result of negligence of vehicle operator, s/he shall be charged the amount of damage/loss.
6. Violation of parking lines is subject to a fine of Rs. 500/-

12.0 Extra/Co-Curricular Activities

Sports athletics and other recreational activities reinforce the learning culture and add colors to the 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.

13.0. TRIPS AND TOURS

**13.1. 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:

1. 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. Courses complemented, (if any), must be recorded.
2. 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.
3. 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.
4. The department Chairperson will keep a file of all documents related to the field trip for a period of three years.

****13.2** **Recreational Trips****

Combined girls and boys trips of any duration, for recreational purposes, are prohibited. However, separate all girls trips and all boys trips may be arranged through approval from the Chairperson of the department/school/institute. 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.

**14.0 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 University of Management and Technology. These postings/items shall be permitted to students subject to prior approval from Head ‘Office of Facilities Management’,

1. All postings/items must be restricted to Advertisement Points as designated by ‘Office of Facilities Management’, and affixed in such a way so as not to damage the wall, or surface to which they are affixed.
2. Upon approval from Head ‘Office of Facilities Management’ and consent of that Department’s Chairperson/Office’s Head, postings/items may be affixed within an Academic Department or Support Office, subject to that Department’s Chairperson/Office’s Head assumes responsibility for any damages occurred thereafter.
3. All the departments, clubs, groups and/or individuals responsible for the affixation of the postings/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 postings/items will be repaired at the expense of the party responsible for the placement of the postings/items.
4. The content of postings/items must not promote any political, religious, or un-ethical bias that could make individuals feel offended or insecure. Content of postings/items must not promote and/or encourage the use of tobacco or other drugs.
5. If any party or individual reserves any concerns regarding the contents of any posting/item, the ‘Office of Facilities Management’ should be contacted for further guidance.
6. ‘Office of Facilities Management’ and Security personnel reserve the right to refuse display of postings/items or remove any postings/items that do not comply with this policy, or any applicable University policy. Moreover, Head ‘Office of Facilities Management’ is also authorized to take any disciplinary action in case of non-compliance of the policy.

15.0 SPORTS RULES AND REGULATIONS

All individuals and teams involved in sports are expected to show sportsmanship, respect, consideration and appreciation towards their opponents, team-mates, 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 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. On a final note, please remember that no referee, umpire or official is perfect. You may not agree with every decision that is made and, just like players; the umpires and sports officials too may make mistakes.

16.0. INFORMATION PROCESSING CENTER (IPC)

Participants of the University are being provided the latest IT facilities with highly skilled and professional support and assistance in ideal work environment. These services include:

**16.1 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.

**16.2 Internet Access**

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

**16.3 Access to HEC Digital Resources**

Participants can access immense 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 only.

**16.4 IPC Rules and Policies**

1. 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.
2. For entry to IPC Computer Center, possession of ID card by each Participant is mandatory.
3. IPC users must log into their own accounts. Account login/password sharing is strictly prohibited. It may be cause of their data deletion and some other major damages.
4. IPC users must log out after finishing their work.
5. Unauthorized visitors are not allowed.
6. One person per workstation is allowed.
7. NETSEND utility/command is not allowed in computer lab.
8. Mishandling of Internet: Unethical sites, playing games on internet are not permitted in IPC.
9. Food or drink is not allowed in IPC at any time.
10. Smoking is not permitted in IPC.
11. Refrain from disruptive behavior such as loud talking and using mobile phones.
12. Participants found responsible for causing damage to the IPC equipment will be liable for such damages.
13. Do not reboot, turn off or move any workstation, PC or any devices. Do not download/install any software on any IPC computer. Only IPC operators and technical support personnel are authorized to carry out these tasks.
14. 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.
15. 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/-.

 16.5 Web Browsing Policy

16.5.1 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.

16.5.2 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:

1. Downloading or watching movies
2. Downloading or listening to music
3. Online trading of shares in local or international financial markets (stock exchanges)
4. Excessive browsing of sports websites, in particular those whose content is updated periodically (e.g., cricinfo.com)
5. Browsing sites with pornographic and obscene content and downloading pornographic material

16.5.3 Browsing Log

UMT maintains a log of all browsing activity done by using 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.

16.5.4 Penalty for Abuse

Internet access facility is provided to the UMT community to help members so that they can have access to current academic material and to network with professionals in their scholastic areas of interest. 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 that 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.

16.5.5 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.

16.6 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). It has become very popular among educators around the world as a tool for creating online course web sites for their students. Learners can use Moodle as a way to deliver content to students and assess learning using assignments or quizzes.

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

For further query send your queries to moodle@umt.edu.pk.

17.0. 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.

**17.1 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.

**17.2 Timing and Access**

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

17.3 General Library Rules

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

1. Leave your personal belongings (bags, briefcases, handbags etc.) at the library entrance.
2. Take care of your belongings as library disclaims any responsibility for loss or damage.
3. Keep your cell phones on silent mode/switch off within library premises.
4. 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.
5. Submit library material(s) for inspection, if requested.
6. Underlining, marking, folding and tearing pages of library materials is prohibited.
7. Leave the library materials on tables after consulting/reading.
8. Observe IPC rules while using library computing facilities.
9. Library membership could be suspended or canceled along with a penalty in the following cases:
10. Nonpayment of library fine(s)
11. Theft of library material(s)
12. Nonpayment of damage fine
13. Non returning of the temporary issued material within due time
14. Any kind of disturbance in library
15. Misconduct with the library staff
16. Breaching of established library rules and norms
17. Photo copying facility is available in the library within copyright provisions.
18. Participants may get photocopy card from the library circulation desk @PKR 60 that is valid for 40 copies.

17.4 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 |
| Graduate students (MBA, MS) | 6 | 14 days |
| Postgraduate students (MPhil/PhD) | 10 | 14 days |
| Faculty | 30 | 90 days |

1. Valid UMT identification card is necessary to borrow library materials.
2. Books borrowed by any individual can be reserved.
3. Reserved books may be collected within 3 days from the circulation desk.
4. 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.
5. 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.
6. Non-circulating materials can only be used within library premises.
7. Any of the borrowed library materials is subject to recall as and when needed by the library.
8. If the participants misplace any library material and is unable to find them, it is recommended to report at circulation desk immediately to avoid overdue fines.
9. Any of the library materials not returned within 30 days after the due date will be considered as lost.

17.5. 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.

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

18.0. ORG 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 may also be visited at http://umt.edu.pk/org/Student-Affairs/Services.aspx

It is the participant’s responsibility to remain updated about all rules and regulations of the University. He/she must read carefully the Participants’ Handbook that 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 Participants’ Handbook.

**19.0 Research Recognition Reward Policy**

Research Award Policy applicable to faculty members, research associates and students of Schools/Institutes as well as non-faculty researchers, effective from January 1, 2015 to December 31, 2017:

**Salient Features:**

1. This policy will apply only to research articles published by UMT authors in HEC recognized international, national and SCImago Journal Ranking (SJR) listed journals as well as UMT journals.
2. Currently, subjects will be divided into two categories. 1) Social Sciences (including humanities) and 2) Pure/Applied Sciences (including architecture).
3. Conference papers shall not come under the umbrella of this policy.
4. Publishing of articles with publishing fee paid by UMT will not be entertained in this policy.
5. Full book/book chapter(s)/partial contribution in a book will be dealt with as per HEC policy.
6. Winning of research grants, patents, models, applied researches etc shall be dealt separately on case to case basis.
7. For international journals, inclusion of the journal in Journals Citation Report (JCR) along with Impact Factor of the journal will be required.
8. This reward will be given upon the online/print publication of the article.
9. Single authorship will be preferred; however multiple/co-authorship will be treated equally.
10. In case of multiple authors, the reward will be divided among the number of UMT authors and non-UMT authors will be excluded. The portion of reward will be excluded from the total amount in case of non UMT authors.
11. Name/affiliation of UMT in the publication shall be a pre-requisite for availing this reward.
12. Journals included in the SCImago Journal Ranking (SJR) list shall be considered as recognized/acceptable.
13. UMT author(s) showing affiliation with two institutions will carry 50% weight.
14. Verification of the publication from Chief Library Officer (CLO) and one academic member of UMT Research Grant Committee (RGC) shall be mandatory before applying for this reward.

**Distribution of Cash Reward on Publication Categories:**

The cash prizes shall be awarded on various categories of Pure/Applied Sciences, Social Sciences, HEC categories of journals and UMT journals. The distribution shall be as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject Category** | **HEC Category** | **Impact Factor Range** | **Cash Award** |
| Social Sciences | UMT Journals | N/A | Rs. 10,000 |
| Social Sciences | Y (Local Journals) | N/A | Rs. 15,000 |
| Social Sciences | X (Local Journals)& SJR listed | N/A | Rs. 20,000 |
| Social Sciences | International Journals | 0.01 To 0.99 | Rs. 40,000 |
| Social Sciences | International Journals | 1.00 To 1.99 | Rs. 50,000 |
| Social Sciences | International Journals | 2.00 To 2.99 | Rs. 60,000 |
| Social Sciences | International Journals | 3.00 To 3.99 | Rs. 75,000 |
| Social Sciences | International Journals | 4.00 and above | Rs. 100,000 |
| Pure/Applied Sciences | UMT Journals | N/A | Rs. 10,000 |
| Pure/Applied Sciences | Y (Local Journals) | N/A | Rs. 15,000 |
| Pure/Applied Sciences | X (Local Journals)& SJR listed | N/A | Rs. 20,000 |
| Pure/Applied Sciences | International Journals | 0.01 To 0.99 | Rs. 30,000 |
| Pure/Applied Sciences | International Journals | 1.00 To 1.99 | Rs. 40,000 |
| Pure/Applied Sciences | International Journals | 2.00 To 2.99 | Rs. 50,000 |
| Pure/Applied Sciences | International Journals | 3.00 To 3.99 | Rs. 60,000 |
| Pure/Applied Sciences | International Journals | 4.00 To 4.99 | Rs. 75,000 |
| Pure/Applied Sciences | International Journals | 5.00 and above | Rs. 100,000 |

**Academic Calendar 2016-2017**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Fall, 2016 Semester** | **Spring, 2017 Semester** | **Summer, 2017 Session** |
| Orientation and Registration of new entrants | August 25-26,2016 | January 09,2017 |  |
| Start of Classes | August 29, 2016 | January 09,2017 | May 22, 2017 |
| Last Date of Add/Drop | September 02, 2016 | January 13,2017 | May 25, 2017 |
| Declaration of Final Class Roster | September 09, 2016 | January 20,2017 | May 29, 2017 |
| Convocation | ………………. | March 1, 2017 | ……………… |
| Mid-Term Examinations | October 24-29, 2016 | March 6-11, 2017 | ……………… |
| Last Date of Withdrawal | November 18, 2016 | March 31, 2017 | June 20, 2017 |
| Registration for Next Semester | November 21- December 03, 2016 | April 03-15, 2017 (summer & fall, 2017) |  |
| Deadline to Declare Results of Sessional Evaluation | December 12, 2016 | April 24, 2017 | July 03, 2017 |
| Semester End | December 17, 2016 | April 29, 2017 | July 08, 2017 |
| Final Examination | December19 - 24, 2016 | May 02-08, 2017 | July 10 – 15, 2017 |
| Submission of Results to the Controller of Examinations | December 27, 2016 | May 12, 2017 | July 19, 2017 |
| Declaration of Results by the Controller of Examinations | December 30, 2016 | May 16, 2017 | July 24, 2017 |
| Semester Break for Participants | December 26, 2016 - January 07, 2017 | May 09 – 20, 2017 | July 17 – August 26, 2017 |

**Note:** The annual fee is payable in four equal installments on or before the 10th day of September, December, March and June of each year, after which Rs100/- per day shall be charged as fine.

Public Holidays

|  |  |  |  |
| --- | --- | --- | --- |
| **Eid ul Edha\*\*** | September 12-14,2016 | **Kashmir Day** | February 05,2017 |
| **Allama Iqbal Day** | November 09,2016 | **Pakistan Day** | March 23 , 2017 |
| **Yaum e Aushura\*\*** | October 10-11,2016 | **Labor Day** | May 01 , 2017 |
| **Quaid-e-Azam Day** | December 25,2016 | **Eid ul Fitar\*\*** | June 26 - 27 , 2017 |
|  |  | **Independence Day** | August 14 , 2017 |

\*\*Subject to the sighting of moon.