STUDENTS' HANDBOOK YEAR 2023-2024

Be NURIAN!

Abstract:
This handbook describes the expectations for behavioral conduct and outlines the procedures to be followed at NIU

Table of Contents

Vice Chancellor Message 12

1 NUR INTERNATIONAL UNIVERSITY 23

1.1 Sponsoring Body - NUR Foundation 24

1.2 About NIU 25

1.3 Mission 25

1.4 Vision 25

1.5 Values 26

1.6 Offices & Students' Services 27

1.7 Important Contact Numbers 28

2 ACADEMIC CALENDAR 2021-22 ..... **Error! Bookmark not defined.**

2.1 Academic Year 31

3 ACADEMIC STRUCTURE AT NIU 32

3.1 HEC Undergraduate Education Policy 2020 33

4 RESEARCH PROJECT/DISSERTATION 34

4.1 The Research Project/Dissertation Must be Completed in The Student's Last Year. 34

4.2 Panel of Examiner 37

5 INTERNSHIP 37

5.1 Standard Internship: The standard internship will typically be in the summer and after the fourth semester; it will be at least 9 weeks in duration; and will take place at a designated host institution. 38

5.2 Host Institution: The following may serve as a host institution: 38

5.3 Prior Agreement: Universities will enter into prior agreements with potential host institutions to place students in such internships. 38

5.4 Career and Placement: Universities will establish Career and 38

5.5 Monitoring and Evaluation: Universities will assign individual 38

5.6 Certification: On successful completion of the internship, students will be awarded a certificate of completion. 38

5.7 Special Provisions: In some cases, students will have the option of fulfilling their internship requirements through other means. 38
6 ACADEMIC POLICIES 39
6.1 Introduction 39
6.2 Admissions 39
6.3 Provisional Admissions 39
6.4 Deferment and Cancelation of Admissions 40
6.5 Ineligibility for Admission 41
6.6 Orientation for New Students 41
6.7 Student Academic Advisement 41
6.8 Attendance Policy 42
6.9 Cancellation of Enrolment 43
6.10 Understanding of Credit Hours 43
6.11 Course Load Criteria 43
6.12 Registration of Courses 44
6.13 Registration Process 45
6.14 Suspension of Registration 45
6.15 Restoration of Registration 45
6.16 Closure of Admission 45
6.17 Add – Drop Course 46
6.18 Majors and Minors 46
6.19 Distribution Requirement 47
6.19.1 Specification of Distribution Courses: 47
6.20 Withdrawals 48
6.20.1 Involuntary Withdrawal 48
6.20.2 Unauthorized Withdrawal 49
6.20.3 Course Withdrawal 49
6.21 Policy for Thrice Failure in a Course 50
6.22 Semester Freezing Policy 50

6.23 Leave Policy 51
6.24 Re-Admission Policy 52
6.25 Transfer of Credits & Exemption of Courses Policy 52
6.26 Intra – Department & Inter – Department Credit Transfer / Major Change 54
6.27 Role of a student for effective advisement: 54
6.28 Waiver for Islamic studies 55
7 GRADING POLICY 55
7.1 Grading Scale 55
7.2 Student Evaluation 56
7.3 Course Repeating 57
7.4 Provision of Incomplete Grade 58
7.5 Grade Review Policy 59
7.6 Grade Change Policy 59
8 PROBATION & PROGRAM SEPERATION POLICY 59
8.1 Undergraduate Programs 59
8.2 Probation and Separation Letters 62
8.3 Curb on Co/Extra-Curricular Activities for Students on Probation 62
9 EXAMINATIONS & ASSESSMENTS 62
9.1 Examination Rules 63
9.2 Makeup Examinations 64
9.3 Academic Dishonesty 65
9.4 Penalties of Academic Dishonesty 65
10 GRADUATION REQUIREMENTS 67
10.1 Clearance Requirements 67
10.2 Procedure for Issuance of Transcript 67
10.2.1 Interim Transcript 67
10.2.2 Final Transcript 68
10.3 Degree Supplementary Form (DSF) 68

10.4 Award of Degrees 68
10.4.1 Degree Request Procedure 69
10.5 Duplicate Degree 69
10.6 Procedure for Verification of Degree Transcript and Issuance of NOC/Migration Certificate 70
10.7 Prescribed Fee 70
10.8 Security Refund 70
11 HONORS AND AWARDS 70
11.1 Basic Eligibility Criteria for Honors & Awards 71
11.2 Conditions for Medals 71
11.3 Academic Honors 72
11.3.1 SEMESTER (REGULAR) RECOGNITION 73
11.4 Maximum Degree Time Frame 74
12 FEE POLICY 75
12.1 Fee Refund Policy 77
12.2 Fee Installment Policy 77
12.3 FEE RECOVERY POLICY 79
12.4 On Withdrawal 79
12.5 Cancellation of A Course/Program 80
12.6 Conflict Resolution in Fee Conflict 80
13 SCHOLARSHIPS POLICY 80
13.1 Merit Based Scholarships 80
13.2 Emerging Programs Scholarship (For Undergraduate Programs) .. **Error! Bookmark not defined.**
13.3 Need Based Scholarships 82
13.4 Special Person (Disabled) Scholarship 83
13.5 Kinship Scholarship 83
13.6 Alumni Scholarship for MS/MPhil Programs 83
13.7 Policy Principles & Rules Governing Scholarships 84

14 PLAGIARISM POLICY 86
14.1 Group Based Work 86
14.2 Penalty 87
14.3 How to Avoid Plagiarism? 87
15 ANTI – HARASSMENT POLICY 88
15.1 Sexual Harassment 89
15.2 Bullying / Ragging / Hazing 92
15.3 Cyber-bullying 92
15.3.1 Reporting 93
15.4 Jurisdiction 93
15.5 Designated Resources 93
15.6 Resolution Procedures 94
15.6.1 Informal Resolution 94
15.6.2 Formal Resolution 94
15.7 Inquiry Procedures 94
15.8 Communication and Compliance with the Policy 95
16 SOCIAL MEDIA POLICY 96
16.1 Browsing Log 96
16.2 Penalty for Abuse 96
17 FIRST AID POLICY 97
18 FACILITIES AT NIU 98
18.1 Campus 98
18.2 Auditorium 98
18.3 Multi-Disciplinary Lab (MDL) 98
18.4 Practical Skills Training Lab 99
18.5 Clinical Skills Training 99
18.6 Computer Labs 100
18.7 Library 100
18.7.1 Library Rules 100

18.7.2 Library Facility 101
18.7.3 Borrowing Privilege 102
18.8 Cafeteria 102
18.9 Praying Area 102
18.10 Hostels Recommendation 102
18.11 Transport Facility 102
18.12 Girls Common Room 103
18.13 Photocopying 103
18.14 Career Counseling and Advisory Services 103
18.15 Learning Management System (LMS) 104
18.16 Campus on Cloud 104
18.17 Security 105
19 PRACTICAL LEARNING LAB (PLL) ..... **Error! Bookmark not defined.**
20 CO – CURRICULAR ACTIVITIES 105
20.1 Clubs & Societies 105
20.1.1 Composition 105
20.1.2 Removal of Members 106
20.2 Sports Club 106
20.3 Dramatic Club 106
20.4 Debating & Literary Society 106
20.5 Media Society 107
20.6 Environmental Society 107
20.7 Music & Arts Society 107
20.8 Character Building Society 107
20.9 NIU Events Society 107
20.10 NUR Student Leadership Program (NSLP) 107
20.11 NIU Alumni Association 108
21 STUDENTS' CODE OF CONDUCT 108
21.1 Dress Code 109

21.2 Male Students 109
21.3 Female Students 110
21.4 Display of NIU Identity Cards 110
21.5 Mobile Phones Use 111
21.6 Code of Ethics 112
21.7 University Property Protection 112
21.8 University Parking Car/Bike Stickers 112
21.9 Classroom Behavior 112
21.10 Suspension of Admission 113
21.11 Rustication 113
21.12 Expulsion 114
21.13 Re-Admission 114
21.14 Right To Study 114
21.15 Violations 115
21.16 Interaction Between Men and Women 115
21.17 Bribery or Coercion 115
21.18 Theft/Threats/Bullying 116
21.19 Political Activities 116
21.20 Anti – Drug Policy 116
21.20.1 SMOKING 117
21.20.2 DRUGS 118
Implementation 119
21.21 Convocation 120
21.22 Display of Banners and Posters 120
21.23 Visitors Policy 120
22 ON – CAMPUS WORK 120
23 GRIEVANCE POLICY 121
23.1 Scope 121
23.2 Complaint (Academic Setting) 121

23.3 General Complaints 121
23.4 Informal Procedure 121
23.5 Formal Procedure 122
23.5.1 Reporting Method 122
23.5.2 Initial Review 122
23.5.3 Investigation and Decision 123
23.5.4 Appeals 123
24 DISABILITY POLICY 124
24.1 Introduction 124
24.2 Scope Of The Policy 124
24.3 Disability Services 125
24.4 Students Who Become Disabled During Studies 125
24.5 Exam Writer for Special Students 126
25 DISCIPLINE 126
25.1 Acts of Indiscipline 126
25.2 Processing of Disciplinary Cases 127
25.3 Disciplinary Committee 127
25.4 Disciplinary Action 128
25. VICE CHANCELLOR'S AUTHORITY IN SPECIAL CASES 129

DISCLAIMER

NUR International University Students' Handbook contains guidelines, orders, instructions, statutes, rules, regulations, policies, procedures, and such other contents, for the information and guidance of and compliance/implementation by the student, faculty and academic staff of the University. Contents of the Handbook are mostly extracts from the NUR International University (Amendment) Act, 2021 (VII of 2022) and NUR International University Statutes, Academic Regulations and Financial Rules.

All the efforts made in developing the handbook authenticate the accuracy of information in this publication. The provision of the students' handbook does not constitute a contract, express or implied between NUR International University and any applicant; student's family; faculty; or staff member.

The University reserves the right to change the policies, procedures, rules, regulations and information in the handbook at any time. Amendments will be effective from the time when Competent Authority will approve them and will be applicable to all existing students. The handbook is a general information publication only. The University reserves the right to implement such changes without prior notice. It is not intended nor does it contain all the regulations that relate to student behavior.

All policies mentioned in this document may be renounced on the basis of uniformity with the policies given by Higher Education Commission (HEC), followed by a written approval by the Student Affairs Department to the respective Head of the Departments and the Deans/Registrar.

The *Students' Handbook* encompasses the academic rules, values and traditions, professional standards, social norms and principles, which we at NIU religiously pursue. We expect our students to follow this set of ethos and values with a willing devotion.

The most updated version is available at www.niu.edu.pk

Hassan Mujtaba
Registrar
NUR International University
17 KM, Raiwind Road, Lahore

UAN: 042 111 648 111
Email: info@niu.edu.pk
Website: www.niu.edu.pk

RECORD OF AMENDMENTS

Amendment No.	Dated	Articles Amended	Authority
1	October 2016	New Print	Registrar
2	September 2017	New Print	Registrar
3	July 2018	New Print	Registrar
4	April 2019	New Print	Registrar
5	July 2020	New Print	Registrar
6	September 2021	New Print	Registrar
7	September 2022	New Print	Registrar
8	August 2023	New Print	Registrar

DEFINITIONS

In this Hand Book, unless there is anything repugnant in the subject or context.

- **Academic Council**
  Means the Academic Council of the University.
- **Academic Year**
  Academic year format comprising of the University shall comprise of two regular semesters (Fall and Spring), each of which minimum of eighteen (18) weeks including the end semester examination.
- **Academic Calendar**
  The schedule of events occurring in the academic year; a calendar detailing this, including semester start and end dates, examination dates, etc.
- **Academic Program**
  Academic Program, means a program of studies, which leads to the award of a University Degree to the students, after successful completion of all its requirements.
- **Assignment**
  Assignment, means a written descriptive answer to a question or questions, which the students are required to submit during a semester. The purpose of assignment is to develop the power of reasoned expression of students.
- **Academic Advisement**
  University established an effective student advisory system to ensure that academic advice is available to every student. Through this system, information must be adequately made available on university profile and history, offered degree programs, courses, admission policy, degree completion requirements, university structure including faculties, departments, affiliated colleges and institutes, application processes, tuition fees, financial aids & scholarships, hostel / accommodation rules, student services, facilities and contact details. University shall also be required to address the key issues faced by students related to selection of major(s), minor(s), fulfilling requirements of interdisciplinary / allied courses, capstone project and field experience.

- **Competency-Based Learning**

  The approach adopted here recognizes the complex outcomes of the learning process, often divided into four components:

  i. **Knowledge** (disciplinary, interdisciplinary, epistemic, and procedural etc.)

  ii. **Skills** (communication and soft skills, proficient use of ICT, integrated, analytical and quantitative reasoning, creative thinking, etc.)

  iii. **Professional Behaviour** (self-regulation, time management, integrity, intellectual curiosity, intellectual openness etc.)

  iv. **Interpersonal Attributes** (empathy, self-efficacy, teamwork etc.)

- **Curriculum of Program**

  a. Each department develops the curriculum for each of its programs through the relevant Board of Studies and submit it through the concerned Board of Faculty to the Academic Council for approval. Such curriculum shall become effective from the date of its approval by the Academic Council and Board of Governors as may be prescribed. The curriculum of a program shall normally consist of the objectives and scope of the program, structure/requirements of the program, scheme of studies and syllabi of the courses.

  b. The requirements of the program shall be completed within time period as prescribed for the program in its curriculum. However, maximum period of a program shall not exceed the time as double to that of the minimum time prescribed for the program. Provided, in some compelling/extraordinary circumstances the Academic Council upon recommendations of concerned Board of Faculty may give extension maximum up to one more year.

  c. Each student shall follow the curriculum of the program as may be prescribed by the Academic Council from time to time.

- **Contact Hour**

  Contact Hour, means a period of sixty minutes spent on academic and research related activities including interactive instructional work, tutorials, lab work (practical's), research work, projects, seminars, workshops, internships etc. during the course of studies at the University.

- **Credits Per Semester**
  Ordinarily, students will complete 15 to 18 credits in every semester by taking five or six courses of 3 credits each, or other combinations. However, a student may take more or fewer courses in a semester with permission in writing of the competent authority as specified in the rules.
- **Course Credit**
  Means a course of study, successful completion of which shall be our requirement for earning a degree.
- **Credit Hour**
  The unit measuring educational credit; one Credit Hour would usually mean one weekly period of approximately one hour, lasting 16 weeks. This makes one Credit Hour equal to 16 Contact Hours. For practical/laboratory work, the equivalence is three times that of theory, that is, one Credit Hour is equivalent to 48 Contact Hours, depending on the nature of the program.
- **Cumulative Grade Point Average (CGPA)**
  Cumulative Grade Point Average (CGPA), means the summation of multiple of Grade Points and credit hours of all Credit Courses divided by the total number of Credit Hours taken by a student beginning from his/her admission till the last examination held.
- **Controller of Examinations**
  Means the Controller of Examinations (COE) of the University.
- **Capstone Project**
  A capstone project is multifaceted body of work that serves as a culminating academic and intellectual experience for students. The capstone project (preferably undertaken after the fourth semester) must be supervised and graded by a faculty member as per the protocols prescribed by the concerned department. This is a mandatory degree award requirement of 3 credit hours for all undergraduate / equivalent degree programs (except for Associate Degrees).
- **Dean**
  Means the Dean of a Faculty of the University.
- **Department**
  Means a teaching department of the faculty

- **Dropped**
  Falling out of an academic program on academic grounds, after failing to clear the Chance status, in any semester. A student whose CGPA falling below the minimum CGPA for a program any time after availing one probation and one chance in any semester shall be dropped.
- **Exemption/Transfer of Credits**
  Means the student is not required to take a similar course if a student has already done it within or outside NIU at any HEC recognized university. When granted exemption (80% similarity should be found in a course), credits for that course earned previously are not counted towards credits or CGPA requirements or the degree. The student shall be required to take another course to make up for the total number of credits to meet the degree requirements.
- **Faculty**
  Means the Faculty of the University.
- **Maximum Program Duration**
  Maximum duration which is usually 1.5 or 2 times the Regular Duration, during which the degree requirements must be completed, without requiring any approvals from the Vice Chancellor or Academic Council as the case may be.
- **Final Examination**
  The end term examination (with a weightage of 40%), given in each course on its completion.
- **Gen Education (Gen Ed) Requirements**
  This component comprises of the mandatory courses of general education aimed to prepare students to refine their scholarly abilities to reason and communicate clearly and effectively. The provision of general education courses ensures that every student is acquainted with the broad variety of fields of inquiry and approaches to knowledge and skills. It offers students an intellectual foundation for their academic, professional, and personal attributes while focusing on critical thinking and writing, speaking or quantitative skills. The minimum requirement for the general education component is 30 credits in all the undergraduate/equivalent degree programs including Associate Degrees.

- **Grade Point Average (GPA)**
  The summation of multiples of grade points and credit hours of all Credit Courses divided by the total number of Credit Hours taken by a student during a semester.
- **Grade Point**
  Means number of points representing Letter Grades scored by a student's subject examination.
- **Grades**
  Means the award to the student based on his/her academic performance.
- **Interdisciplinary/Allied Courses**
  All the undergraduate/equivalent degree programs shall be comprised of a mandatory set of minimum 12 credit hours for interdisciplinary/allied courses. This is valid for all undergraduate/equivalent degree programs except for Associate Degrees, where the credit hours of interdisciplinary/allied courses may be less or more than 12 credits. It is also possible that an Associate Degree has no interdisciplinary or allied course.
- **Internship/Field Experience**
  The field experience of six to eight weeks (preferably undertaken during semester or summer break) must be graded by a faculty member in collaboration with the supervisor in the field. This is a mandatory degree award requirement of 3 credit hours for all undergraduate/equivalent degree programs. However, for Associate Degrees, the requirement shall only be applicable where prescribed by the respective Accreditation Council, National Curriculum Review Committee or by the university.
- **Major**
  A Major is the academic discipline or specialized area of study selected by the student as their primary focus. The requirement to satisfy a single major is minimum of 72 credit hours for the undergraduate / equivalent degree program.
- **Minor (Optional)**
  A Minor is optional. It is a secondary concentration of courses, ordinarily in an academic discipline that complements or is in addition to the Major. The requirements and prerequisites for a minor shall be determined by the concerned department provided that a minor must not be less than 12 credit hours.

- **Mid – Term Examination**
  A test, worth a weightage of 20% to 25%, depending on the program, conducted in the middle of each semester.
- **Misconduct**
  Misconduct by Student, means conduct prejudicial to good order, or university administrative and academic discipline, or any action unbecoming on part of a student, including any act to bring or attempt to bring political or other outside influence directly or indirectly bear on the University or any employee or student of the University.
- **Migration**
  The act of a student leaving one HEC-recognized DAI and joining another.
- **Non – Credit**
  Non-Credit courses will not receive letter grades.
- **Over Load**
  More than the required load of Credit Hours.
- **Offerings**
  An undergraduate / equivalent degree program may be offered with a number of combinations such as a single major; a single major with one minor; a single major with two minors; or double majors without any minor.
- **Plagiarism**
  Taking and using the thoughts, writings and inventions of another person as one's own.
- **Pre-Requisite**
  Pre-Requisite, means a course that a student must complete before being registered for a subsequent higher course.
- **Probation**
  The first warning given to student whose performance falls below the University's requirement for minimum GPA in the first semester or CGPA in the subsequent semesters.
- **Quiz**
  A short test, usually of 15-30 min duration.
- **Regular/Normal Program Duration**
  The road mapped duration of a program, without any extension, within which a student is expected to complete the program and meet all degree requirements.

- **Registrar**
  Means the Registrar of the University.
- **Rustication**
  Suspension of a student from the University for a specific number of semesters, a punishment.
- **Semester**
  Semester means a 16 – weeks academic period and 2 weeks for examinations, in which one set of courses in each discipline, is offered.
- **Sessional Marks**
  The marks reserved for Quizzes, Course Projects, Assignments, Class Presentations, Practical's, Case Studies, Class Participation etc. shall be collectively known as Sessional Marks.
- **Subject or Course**
  A topic or a subject related to an academic program, which is to be studied by a student for a fixed number of hours during a semester. Each subject will carry a specific number and an alphabetic code.
- **Summer Session**
  A nine-week academic period that is devoted to conduct courses of requisite Credit duration and Contact Hours. The Contact Hours during each week of Summer Session will be doubled to ensure that the Course contents are thoroughly taught. Summer Sessions are arranged for the students to complete their academic deficiencies. It is 8 – weeks academic period and 1 week for examinations.
- **Student**
  A person who has registered for a certain number of courses in a regular degree program or a short course offered by NIU.
- **Specialization**
  To enable students to have in-depth knowledge and understanding of the area of specialization. However, the purpose is not to force them prematurely into particular occupations or to foreclose their options. So, focus on specialization will start later in their educational streams.
- **Time Bar/Barred**
  Program/Degree status indicating that the student has been unable to complete the degree requirements within the Extended/Maximum time period.
- **Program Duration**
  Extension to Maximum Program Duration/Extended Program Duration. Under special circumstances, extension to maximum

program duration may be allowed to a student to complete the degree requirements, if approved by the Vice Chancellor/Academic Council or such other Authority as the case may be. The extension shall be contiguous to the maximum program duration, and shall start/count immediately after the maximum duration lapses. Duration of extension shall be program specific. A program completed after availing this extension shall be deemed to be completed in Extended Program Duration.

- **Transcript**
  Means an official copy of a student's academic record produced by the Office of Controller of Examination.
- **Tutorial**
  An interactive teaching session spent individually or in a small group under the direction of a teacher who would then refer to as the tutor.
- **Letter Grades**
  One of the letters – A, B, C, D & F – assigned as an evaluation of overall academic performance in a course and indicated on the Transcript. The passing grades (A, B, C & D) may carry a plus (+) suffix to indicate a performance better than the parent Grade, or a minus (-), to indicate a shade below. Additionally, Letter Grade W will transcript the status of a course withdrawn from.
- **Special Circumstances**
  Circumstances beyond a student's control that may prevent the student from completing a degree program within the Maximum Program Duration. Such circumstances may include student's hospitalization for extended periods, family tragedies, security situations, etc.
- **International Students**
  The admission cycle of international student shall be completed prior finalizing merit lists for national students to have clear visibility on available seats for national students and allow sufficient time for visa processing. International Students may also be admitted after this timeline, where possible and required by the department, while ensuring compliance to entry requirements of the relevant program.

MESSAGE FROM THE ACTING VICE CHANCELLOR

NIU is the latest addition to the NUR-FMS organizations. Like its sister entities, NIU has been at the forefront of a singular mission: *TO SERVE THE PUBLIC*. Over the last 4 decades, NIU joins the fold of the NUR-FMS umbrella to relentlessly pursue our vision to serve the public with an impeccable track record of stewardship through Specialized Education, Applied Research, and world-class Healthcare Services.

The NUR-FMS entities currently comprise of the Fatima Memorial Hospital, the Fatima Memorial Colleges of Medicine & Dentistry, Fatima Memorial Institute of Allied Health Sciences, Fatima Memorial College of Nursing, and NUR Foundation. Affiliates of the System include Khair-us-Nisa Trust Hospital and Hijaz Hospital. In its reaffirmation to the vision, NIU is uniquely positioned to provide access to not only world class education, but also to provide an arena for applied research and access to coveted placement opportunities at our partner institutions. These offerings are complemented by unparalleled collaboration opportunities in the NUR-FMS communities encompassing 4 campuses, over 3,000 students, over 150 faculty members, hundreds of doctors, dentists and allied health professionals in the NUR-FMS for an improved collective future together.

The combined strength of the microcosm that NIU operates in provides engagement with all of our facilities, academic organizations, and diverse student body, which ultimately produces a well-rounded NIU graduate who has collaborated extensively across our offered academic disciplines for maximum breadth and impact.

Understanding health information has taken a front seat during the current COVID-19 pandemic. Here at NIU, we have taken our learnings from the NUR-FMS institutions to strengthen our distinctive programs relating to Applied Sciences and Health Sciences. Our health oriented general degree programs offer refreshing opportunities to young students as they consider laying the foundation of their careers. Simultaneously, we continue to expand our in-demand professional program offerings for early stage and mid-stage professionals looking to fast-track their careers.

At NIU, you will undergo state of the art clinical trainings within the best healthcare facilities of Lahore. During your studies at NIU you will be provided regular opportunities to interact with industry leaders to understand the current market trends and how you align with these trends on completion of your studies.

Our new strategic vision has clearly earmarked resources needed to attract and retain top faculty and to generate relevant research, whilst also defining an allocation to scholarships meant for students to realize their potential without compromising their economic needs.

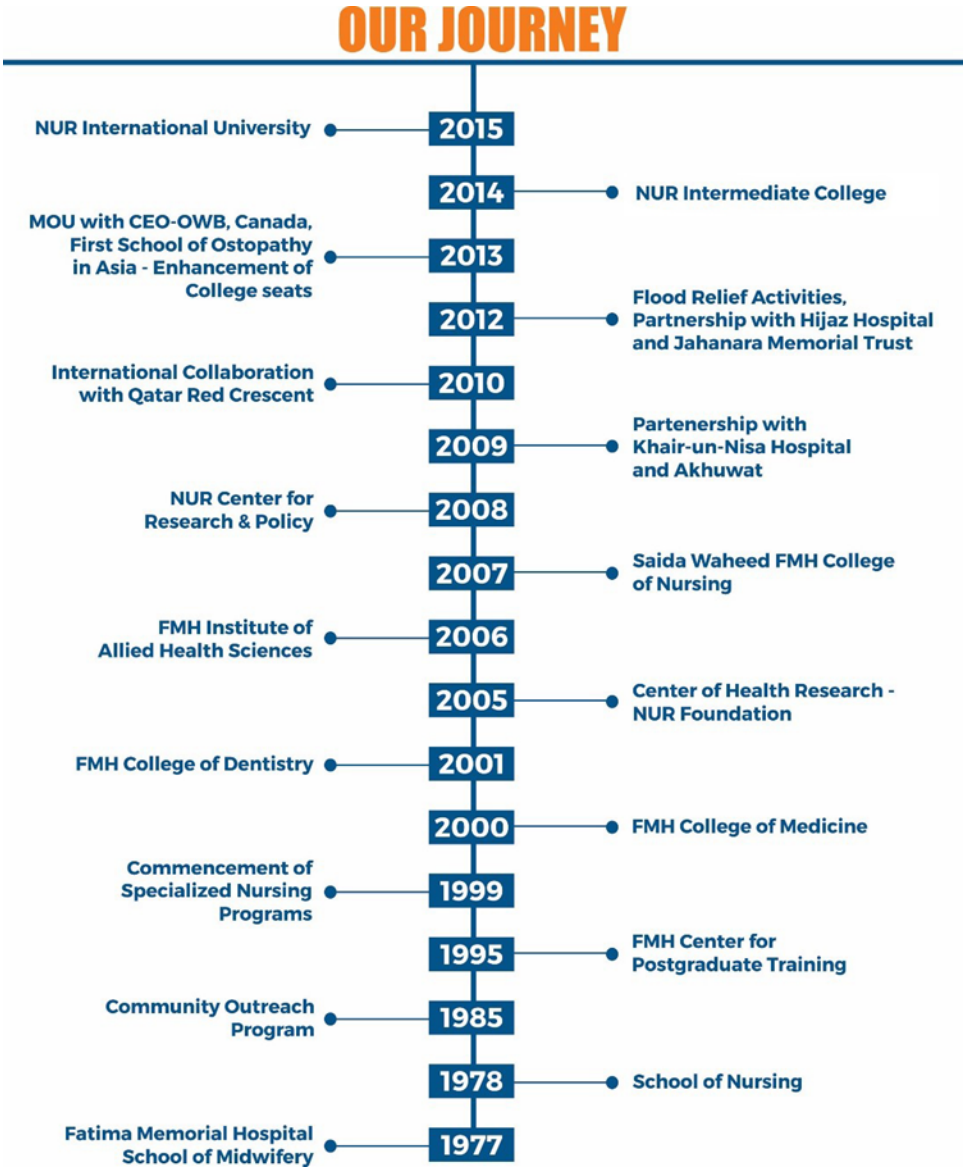
2021 marks the 5th anniversary of NUR International University's operations. We have laid a strong foundation to build a future full of promise for our community, our nation and the world. The first alumni of NIU who have recently graduated have joined leading organizations, or have applied and were accepted for further education abroad.

Please come and visit us to see for yourself all that NUR International University has to offer. I encourage you to visit our welcoming campus, to meet our current faculty and students, and to see the opportunities that NIU offers. I look forward to welcoming you on campus.

NIU is a University chartered by Government of the Punjab and recognized by the Higher Education Commission of Pakistan. The University offers quality education of international standards in all its programs. Our programs are based on HEC approved curricula led by highly talented and qualified faculty members.

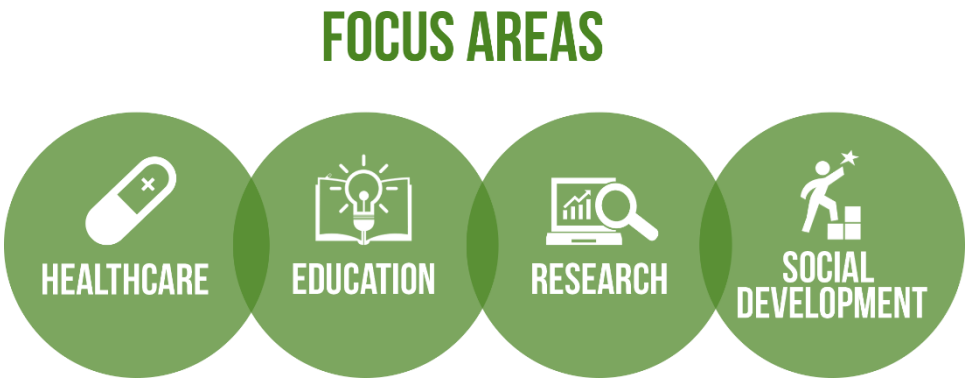
Mr. Salem Rehman
Acting Vice Chancellor

1 NUR INTERNATIONAL UNIVERSITY



1.1 SPONSORING BODY - NUR FOUNDATION

NUR Foundation was established in the year 2005, with the objective of contributing to the social economy of Pakistan through human development; economic empowerment of undeserved and marginalized communities; advocacy and provision of research-based evidence for social policies, strategies and practices development and implementation. The corner stone of the Foundation endeavors is to enable self-empowerment of the poor and deprived. The Foundation undertakes its activities through a core team of professionals and supporting staff in collaboration with relevant governmental and nongovernmental institutions and organizations both nationally and internationally. The Foundation has established institutions and organization which provide conducive environment for research, education and training activities.



NUR Foundation is successfully running the following institutions since its inception.

1. NUR International University
2. Community Outreach Program
3. Student Leadership Program
4. Center for Research and Policy

1.2 ABOUT NIU

NUR International University get chartered in February 2015 and it will be one of the best educational and research institutes in Pakistan. It was operational under the supervision of NUR Foundation/Fatima Memorial System. It is situated in the vicinity of Lahore city. The University offers an intellectually motivating atmosphere where students and researchers are exposed to advancement challenges. NUR International University offers rigorous academic programs and engages the students to face conventional beliefs in seeking inventive thoughts. The students at NIU are made capable to explore the world with an ambition to make a better future.

The students at NIU attain traditional and modern knowledge with abilities that improve their future prospective. The scope of professional services are given to the students that include internships, employment, job placements and other services like these that take the students to career advancement track.

The University has a modern campus contributing to quality education and research. The University has the dedication in accomplishing its aims, mission, vision and values by spreading education and research.

1.3 MISSION

Our mission is to prepare leaders and entrepreneurs of tomorrow through a holistic education experience encompassing the best values and practices of both eastern and western civilizations.

1.4 VISION

Our vision is to develop leaders in different professional fields, critical to the development of society by focusing on knowledge and research for improving quality of life and living standards based on equity.

1.5 VALUES

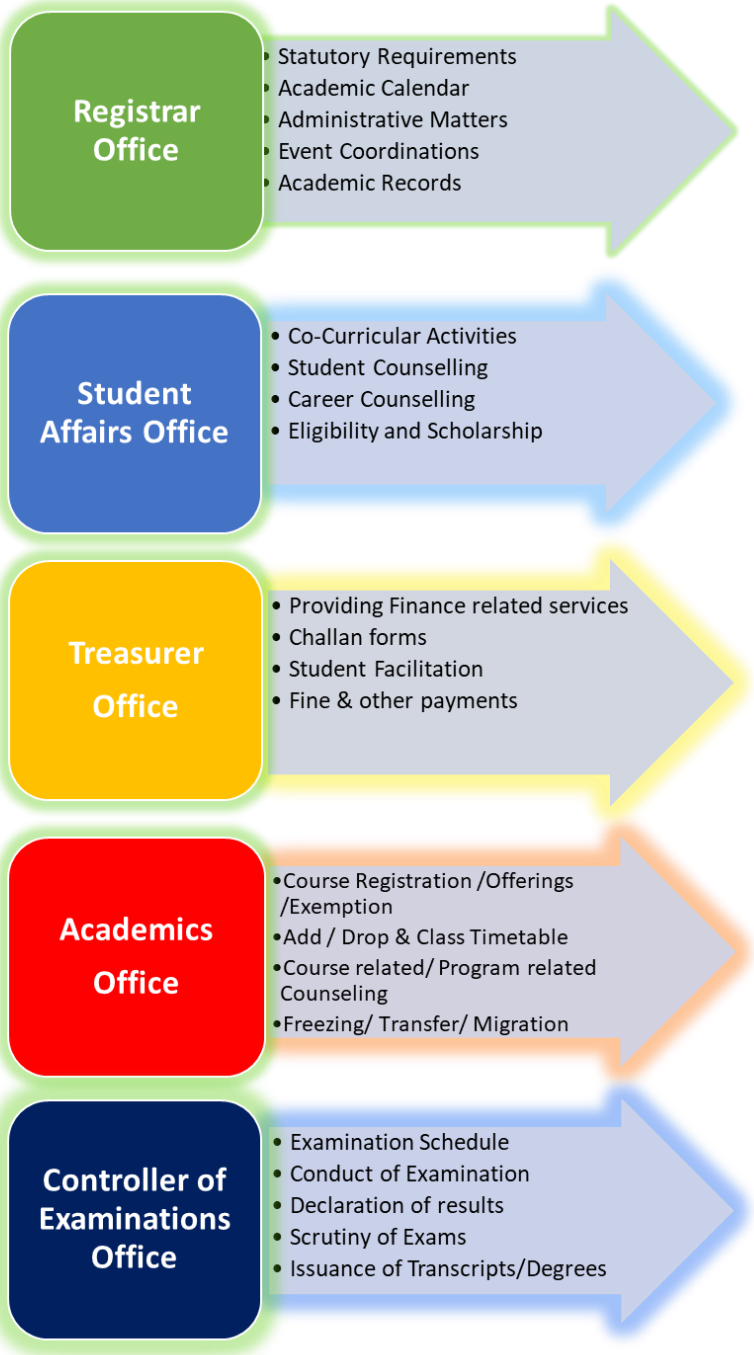
Excellence: We aim to pursue excellence in our services, encourage innovation, creativity and strive to cultivate an environment that is conducive to achieve the highest professional standards.

Commitment: We commit ourselves to support the vision of our university and pursuit of knowledge as well as to inculcate and demonstrate to our student body the virtuous spirit of hard work and unflinching dedication in service to the society.

Respect & Tolerance: We strive to build an environment characterized by a spirit of compassion, love and mutual understanding that help students from diverse backgrounds to overcome their differences and build a bond grounded in the universal value of equity and diversity.

Responsibility & Integrity: We pledge to be responsible for the consequences of our actions, constantly strive for professional development and demonstrate uncompromising academic and professional integrity.

1.6 Offices & Students' Services



1.7 IMPORTANT CONTACT NUMBERS

S. No.	Offices/Departments	Contact Numbers/Emails
1-	Vice Chancellor Office	PA to Vice Chancellor (042) 111 648 111 Ext: 109 patovc@niu.edu.pk
2-	Pro Vice Chancellor Office	Pro Vice Chancellor (042) 111 648 111 Ext: 102 pvc@niu.edu.pk
3-	Dean Academic Affairs	Dean Academic Affairs (042) 111 648 111 Ext: 113 saghir.ahmad@niu.edu.pk
4-	Registrar Office	(042) 111 648 111 Ext: 106 registrar@niu.edu.pk
5-	General Administration and Procurement	(042) 111 648 111 Ext: 107 procurement@niu.edu.pk
6-	Examinations Office	(042) 111 648 111 Ext: 117 coe@niu.edu.pk
7-	Student Affairs Department	Director Student Affairs (042) 111 648 111 Ext: 109 dsa@niu.edu.pk
8-	Admissions Department	Manager Admissions (042) 111 648 111 Ext: 105 manager.admissions@niu.edu.pk
9-	Academics Department	Deputy Registrar (Academics) (042) 111 648 111 Ext: 121 ishfaq.hussain@niu.edu.pk
10-	Library	(042) 111 648 111 Ext: 111 library@niu.edu.pk
11-	IT Department	(042) 111 648 111 Ext: 122 it@niu.edu.pk
12-	Treasurer Office	(042) 111 648 111 Ext: 110 cfo@niu.edu.pk

2 ACADEMIC CALENDAR 2023-2024

Description	Fall 2023 Semester (Existing Batches)	Fall 2023 Semester (New Batches)	Spring 2024 Semester	Summer 2024 Semester
Orientation of New Entrants	-	November 03, 2023	-	-
Commencement of Classes	**October 09, 2023**	**November 06, 2023**	**March 18, 2024**	**August 05, 2024**
Last Date of Add/Drop	October 16, 2023	November 13, 2023	April 08, 2024	August 08, 2024
Declaration of Final Class Roster	October 23, 2023	November 20, 2023	April 15, 2024	August 13, 2024
Mid – Term Examinations	**November 27 – December 01, 2023** (To be Conducted in Class)	**January 08 – 12, 2024** (To be Conducted in Class)	**May 06 – 10, 2024** (To be Conducted in Class)	**August 26 – 28, 2024** (To be Conducted in Class)
Winter Vacation	December 25,2023 – December 29, 2023	December 25, 2023 – December 29, 2023	-	-
Last Date of Withdrawal	December 11, 2023	January 26, 2024	May 24, 2024	September 04, 2024
Registration for Next Semester	January 01 – 05, 2024 (Spring 2024)	January 29 – February 02, 2024 (Spring 2024)	May 27 – 31, 2024 (Summer & Fall 2023)	-
Deadline to Declare Results of Sessional Evaluation	**January 26, 2024**	**February 23, 2024**	**June 28, 2024**	**September 23, 2024**
Submission of End Semester Feedback by Students (QEC)	January 15 – 19, 2024	February 12 – 16, 2024	June 24 – 28, 2024	-
Semester Teaching Ends	**February 02, 2024**	**March 01, 2024**	**July 05, 2024**	**September 27, 2024**

Final Examination	February 06 – 16, 2024	March 04 – 15, 2024	July 08 – July 19, 2024	September 30 – October 02, 2024
Submission of Results to the Controller of Examinations	February 23, 2024	March 22, 2024	July 26, 2024	October 04, 2024
Declaration of Results by the Controller of Examinations	March 01, 2024	March 29, 2024	August 02, 2024	October 08, 2024
Semester Break for Students Only	February 19 – March 15, 2024 (4 Weeks)	-	July 22 – August 03, 2024 (2 Weeks)	-

Iqbal Day	November 09, 2023	**Labour Day**	May 01, 2024
Quaid-e-Azam Day	December 25, 2023	**Eid-ul-Azha***	June 17 – 19, 2024
Kashmir Day	February 05, 2024	**Ashura Muharram***	July 16 – 17, 2024
Pakistan Day	March 23, 2024	**Independence Day**	August 14, 2024
Eid-ul-Fitr*	April 09 – 12, 2024	**Eid-e-Milad-un-Nabi (PBUH)***	September 15, 2024

Note: The announcement of aforementioned holidays are subject to the announcement of federal govt.

*Holiday for Islamic Festivals are subject to appearance of moon.

- The University reserves the right to make any change in Academic Calendar, as required.

Last Date to apply for Need Based Scholarship	Friday	October 20, 2023	March 22, 2024

2.1 ACADEMIC YEAR

1. There are two regular semesters (Fall/Spring) in an academic year. Each semester consists of a total of 18 working weeks, 16 weeks for teaching and 2 weeks for examinations. There shall be a semester break at the end of each semester.
2. The University may offer ***Summer Semester,*** 8 weeks of teaching and 1 week for examinations, between Spring and Fall Semesters. The Summer Semester is optional (*only for deficiency/failure/repetition purposes*). A student will only be allowed to register maximum 8 credit hours.
3. A student who has attained grade F or has not taken the examination due to short attendance or desires to improve his/her grade is allowed to register in summer semester.
4. The contact hours will be doubled during the summer semester as compared to regular semester to ensure the course completion in a semester with half of the duration of a regular (Fall/Spring) semester.

2.2 ACADEMIC CALENDAR

An academic calendar is issued by Office of the Registrar and contains the following information:

i. Semester Commencement Dates
ii. Add/Drop Dates
iii. Mid Exam Week
iv. Semester End Dates
v. Final Exam Weeks
vi. Result notification dates
vii. Holidays during the semester

Students are required to adhere to the academic calendar as mentioned above.

This calendar is available at the web page of the NIU.

3 ACADEMIC STRUCTURE AT NIU

FACULTIES	DEPARTMENTS	ACADEMIC PROGRAMS
APPLIED SCIENCES	CLINICAL NUTRITION	BS NUTRITIONAL SCIENCES
		MS FOOD, NUTRITION AND DIETETICS
	FOOD SCIENCE AND TECHNOLOGY	BS FOOD SCIENCE AND TECHNOLOGY
		MS FOOD SCIENCE AND TECHNOLOGY
NURSING AND ALLIED HEALTH SCIENCES	NURSING	BS NURSING*
		MS NURSING*
	PHYSICAL THERAPY	DOCTOR OF PHYSICAL THERAPY
	MEDICAL LAB AND IMAGING TECHNOLOGY	BS MEDICAL LAB TECHNOLOGY
		BS MEDICAL IMAGING TECHNOLOGY
	RESPIRATORY AND INTENSIVE CARE SCIENCES	BS RESPIRATORY THERAPY
		BS INTENSIVE CARE SCIENCES
	SPEECH AND LANGUAGE PATHOLOGY	BS SPEECH AND LANGUAGE PATHOLOGY
		BS OPTOMETRY
		BS OPERATION THEATRE TECHNOLOGY
		BS DENTAL TECHNOLOGY
BASIC SCIENCES	BIOCHEMISTRY AND BIOTECHNOLOGY	BS BIOCHEMISTRY
		BS BIOTECHNOLOGY
		MPHIL BIOCHEMISTRY
	PHYSIOLOGY AND MICROBIOLOGY	MPHIL PHYSIOLOGY
ARTS, HUMANITIES AND SOCIAL SCIENCES	ECONOMICS	BS ECONOMICS
		MS ECONOMICS
	APPLIED PSYCHOLOGY	BS APPLIED PSYCHOLOGY
		BS CLINICAL PSYCHOLOGY
		MS CLINICAL PSYCHOLOGY

MANAGEMENT SCIENCES	BUSINESS ADMINISTRATION	BACHELORS IN BUSINESS ADMINISTRATION (BBA)
		MBA 2 YEARS (WEEKEND/EVENING)

* Subject to the approval of Pakistan Nursing Council before launching.

3.1 HEC Undergraduate Education Policy 1.1, 2023

Implementation Plan

General Education Cluster Courses Credit Hours		
Arts & Humanities *	1	02
Natural Sciences *	1	03 (2+1)
Social Sciences *	1	02
Functional English **	1	03
Expository Writing **	1	03
Quantitative Reasoning **	2	06
Islamic Studies ** (OR)		
Religious Education / Ethics in lieu of Islamic		
Studies only for non-Muslim students	1	02
Ideology and Constitution of Pakistan **	1	02
Applications of Information Communication		
Technologies (ICT) **	1	03 (2+1)
Entrepreneurship **	1	02
Civics and Community Engagement **	1	02
Total	**12**	**30**

* University may offer any course within the specific broader subject domain / cluster to meet the given credits.
** HEC designed model courses may be used by the university.

Legends

General Courses Categories	
Expository Writing Natural Science Social Sciences Quantitative Reasoning Arts and Humanities Civilization Courses	1. Internship 2. Capstone Project 3. Quran Teaching

4 RESEARCH PROJECT/DISSERTATION

The Research Project/Dissertation is intended to provide students with an opportunity to integrate and apply what they have learned from the courses in their major programs. The project should be both creative and scholarly. It may entail theoretical or empirical research and the methods used could be either quantitative or qualitative. It should demonstrate an ability to formulate original research question/problem along with the appropriate research methods to investigate the question posed. The study should report findings and explain their implications and ramification in detail.

Students are encouraged to be creative and should come up with a project that will contribute to the existing body of knowledge. It should provide a valuable opportunity for students to work closely with faculty advisors in the process of planning and carrying out the project.

4.1 THE RESEARCH PROJECT/DISSERTATION MUST BE COMPLETED IN THE STUDENT'S LAST YEAR.

In the 4th Academic Year, as per the requirement of the academic program, students take Research Projects/Dissertation of minimum 6 credit hours.

- The process of planning the Research Project/Dissertation however, should begin by the start of the semester prior to the semester in which the student is registering for the project.
- Students taking courses in their respective majors are advised to think about the topics of study that offer valuable learning opportunity and makes worthy contribution.

1. **Select a Topic and the Potential Supervisor**
   At least one semester before students plan to begin working on the project. Selecting a topic will involve three elements:

- choosing the subject students will be working on,
- choosing the approach to the subject, and
- choosing the form, the project will take

The process of selecting a topic should involve consultation with the proposed supervisor.

Each student shall perform his/her research work under the supervision of a person appointed by the Dean. Where necessary and desirable, a co-supervisor may also be appointed by the Dean.

2. Write a Proposal

Before the semester in which students plan to complete the project. The project proposal explains what the project is all about, how students plan to carry it out, and what students hope to learn by doing it. The proposal should specify:

- What questions students want to answer or problems they want to address
- How students plan to address them, i.e., what form their project will take
- What methods students will use, e.g., statistical analysis, archival research, textual analysis, qualitative research, etc.
- What materials students will use (a bibliography will often answer this question)
- What courses & experiences have prepared students to undertake this project?
- The area that students think this proposal should be counted towards
- The number of credit hours' students are hoping to gain from project
- A rough timeline for the completion of the project

3. Work with the Supervisor

When the supervisor feels that student proposal is finalized, he or she will give the go-ahead to submit the proposal in the

Department. In on consultation with the supervisor and after the approval from the department.

4. Approval from the Department

The department will review the proposal and if needed call a meeting to discuss the proposal. Based on the results of this meeting, the department will finalize the following:

i) The number of credit hours (6) spanned over a semester for project.

ii) Any suggestions on scope of the work.

5. Mutually agree a Schedule with the Supervisor

It shall be the responsibility of the students to meet the deadlines and targets set by the Supervisor. Student should ideally meet with the supervisor at least once every two weeks. There should be a preliminary review halfway through the project. Deadline for submission of final version should be at least 2 weeks before the final grade submission date.

Students unable to complete their research work on time will be required to register again with full payment of fees.

6. Registration for Project with the Registrar's Office

The students will register for the project during enrollment phases. The department will forward the registration forms for the students to Registrar Office after taking requisite approvals from the supervisor (s) and the HOD.

7. Timeline for the Project

Should also be agreed with the supervisor with the approval from respective department. The timeline should neither be less than one semester nor greater than two semesters.

8. Grades Processing

Students are required to submit both hard and soft copies of the reports to the supervisor and the department along with the "Turnitin" summary report. The supervisor will go through the project report based on the mutually agreed expectations and will assign the grade on the grade forms provided by the department.

Note:

For MS/MPhil programs, refer to MS/MPhil Rules respectively.

4.2 PANEL OF EXAMINER

1. A panel of examiners for evaluation of project report/thesis and conduct of viva-voce examination shall be recommended by the respective Board of Studies and approved by the Vice Chancellor.
2. The examiner shall be appointed by the Dean of the Faculty concerned from the approved panel.
3. The examiner shall evaluate the project report/thesis and conduct viva-voce examination of the student on the date and time given by the Dean of the faculty concerned in consultation with the COE.
4. In case, the project/thesis is adjudged inadequate by the examiner, he/she may reject the project report/thesis or ask the student to revise the same.
5. The student shall be required to submit the revised version of the project report/thesis within a period of one month from the date of viva-voce examination. The revised version of the project report/thesis shall be examined by the supervisor and the Dean of the faculty concerned.
6. After the viva-voce examination, the successful student shall submit three hardbound copies of the project report/thesis to the department for onward transmission to the Controller of Examinations for declaration of result. A copy of the project report/thesis will be deposited by the Controller of Examinations in the Library.

5 INTERNSHIP

A mandatory component of the practical requirement will be an internship. The purpose of the internship is to expose students to real life work environments before they graduate. In order to meet this requirement, internships will be governed by the following guidelines:

5.1 **STANDARD INTERNSHIP:** The standard internship will typically be in the summer and after the fourth semester; it will be at least 9 weeks in duration; and will take place at a designated host institution.

5.2 **HOST INSTITUTION:** The following may serve as a host institution:

(i) A government organization, in any of the three main branches of government, executive, legislative, or judicial, in national, provincial, or local governments, or

(ii) An autonomous body or attached department of a government agency, or

(iii) A business enterprise, or

(iv) An academic institution, or

(v) An NGO.

5.3 **PRIOR AGREEMENT:** Universities will enter into prior agreements with potential host institutions to place students in such internships.

5.4 **CAREER AND PLACEMENT: UNIVERSITIES WILL ESTABLISH CAREER AND** Placement Offices to serve their student body, including students enrolled in their affiliated colleges.

5.5 **MONITORING AND EVALUATION: UNIVERSITIES WILL ASSIGN INDIVIDUAL** Faculty members to monitor and evaluate the quality of work of each student-internee (e.g., papers or reports submitted, employers' feedback, or other prescribed indicators of performance), and these evaluations will be made part of the students' permanent record.

5.6 **CERTIFICATION:** On successful completion of the internship, students will be awarded a certificate of completion.

5.7 **SPECIAL PROVISIONS:** In some cases, students will have the option of fulfilling their internship requirements through other means.

5.7.1. BS students are required to complete a standard internship.

5.7.2. Students in professional degree programs have the option, either to complete a standard internship, or, if their program

requires an alternate form of practical experience, to have that experience counted in lieu of the standard internship.

6 ACADEMIC POLICIES

6.1 INTRODUCTION

This handbook presents guidelines for semester system in NUR International University. It has been developed in line with the Higher Education Commission (HEC) Policy Guidelines on Semester System and Undergraduate Education Policy 1.1 of 2023.

These are the general rules and regulations for undergraduate programs ~~and MBA/MS/MPhil programs~~. The purpose of this handbook is to provide students and teachers, an overview of the semester system rules concerning courses, credit hours, assignments, examinations and result procedures.

6.2 ADMISSIONS

Students will be admitted to the university 3on the basis of a consolidated merit list.

6.2.1 University has developed a centralized and transparent university admissions system in accordance with HEC guidelines on the subject.

6.2.2 Departments will develop rules of admission to the discipline, ensuring that admissions are transparent, merit-based, and based on the fulfilment of pre-requisites, and as well are properly documented.

Admissions shall be granted purely on academic record and interview.

6.3 PROVISIONAL ADMISSIONS

Applicants who make the merit list but are waiting for the result of the qualifying examination may be granted provisional admission. If so admitted, they shall submit their mark sheets, showing all subjects of the qualifying examination passed and the required aggregate marks achieved,

within (6) six weeks of the commencement of the semester. Failure on any account –

- failure in any subject,
- failure to achieve the required aggregate marks, or
- failure to submit the marks sheet within 6 weeks of the semester start

– shall lead to disqualification from the program and cancellation of admission.

International student, on arrival to Pakistan shall be given time period till one semester after the commencement of semester to obtain necessary equivalence certificates from IBCC and HEC.

The result of student for the 1st semester shall not be declared unless the admission requirements of the program have been met completely. Consequently, the students shall not be registered for the 2nd semester and would not be able to continue studies till completion of admission requirement(s).

6.4 DEFERMENT AND CANCELATION OF ADMISSIONS

1. Candidates selected for admission may defer their admission for one semester subject to paying the admission fee and submitting all the requisite documents. The candidates desiring deferment shall apply to the Registrar within two weeks of the commencement of the semester. Fee deposited shall be readjusted in the subsequent semesters.

2. **Cancellation of Admission Due to Absence Non-Payment of Dues/Fee**
   Admission of a student will be cancelled in the following cases:

   1. A student absents without any information, without freezing the semester, without getting registered or without paying fee for the new semester.

2. The student remains absent from classes / research activity for four weeks without assigning a reason.
3. If an enrolled student does not pay fee or any dues within 30 days of the date notified by the university.
4. On account of poor Academic performance under the provisions of the Academic Regulations
5. A student faces expulsion on account of disciplinary action in which case the fee shall not be refunded.
6. In all above cases tuition fee shall not be refunded. Security will be paid back to the student concerned.

6.5 Ineligibility for Admission

1. A student who does not meet the basic eligibility for the applied program is ineligible for admission.
2. Anyone who has been rusticated or expelled by any university or college for misconduct or for use of unfair means in the examinations or any offence involving moral turpitude, or punished by law shall not be eligible for admission.

6.6 Orientation for New Students

Participation in orientation is a requirement for all new students. It is designed to provide fresh students within formation regarding University services, policies and procedures, student responsibilities and faculty expectations. Orientation generally takes place just before commencement of a new semester.

6.7 Student Academic Advisement

Student Academic Advisement is a central element of the undergraduate experience at NIU. It is intended to be a collaborative relationship between student and advisor through which students create educational plans consistent with their personal, academic, and career goals. Every student entering NIU will be assigned an academic advisor. Should any student wish to change his or her advisor during their academic career, they can do so through their head of department.

Key issues to be addressed include advice on: Selection of Major(s)/Minor(s), fulfilling distribution requirements, sequencing of courses, fulfilling practical learning requirements, freedom of speech, academic honesty, and other academic issues that may arise.

6.8 ATTENDANCE POLICY

It is important for overall that students are expected to attend all classes, laboratories, tutorials, or other class meetings officially designed for a particular course. They are expected, also, to complete all assignments.

Each three-credit hour course will have 48 contact hours (3 hours/ week x 16 teaching weeks = 48) in a semester.

1. A minimum of 75% attendance is required for a student to be eligible to take end term exams. With very few exceptions, there will be no distinction between excused and unexcused absences.
2. Students with less than 75% attendance in a course will not be allowed to take end term exams and such their registration will be cancelled from the respective course before the end term exams.
3. A list of students with short attendance will be displayed in the 14th week of the semester and student will be given one week to make up the deficiency.
4. The students will be dropped from the course by the end of 15th week in case the student failed to cope up with the deficiency.
5. Non-compliance with minimum attendance requirements will result in automatic failure of the course and may require the student to repeat the course when next offered, after paying the course fee.
6. Students may check their attendance status from their respective Faculty Members or HOD.
7. A student entering after 5 minutes of scheduled time in a lecture shall be marked absent except for any genuine reason.
8. A student who will be absent consecutively in 6 sessions in any course shall be liable to appear in front of HOD/Faculty Dean to be allowed to attend further sessions (or his/her name will be dropped from the course).

9. Exceptions to this policy will only be made on appeal to the Vice Chancellor or Pro Vice Chancellor on case to case basis on the recommendation of concerned Faculty Dean.

6.9 CANCELLATION OF ENROLMENT

If a student fails to attend any lecture during the first four weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notification.

6.10 UNDERSTANDING OF CREDIT HOURS

1. One credit hour for a theory course stands for 60 minutes class contact per week for 16 weeks per semester.
2. For independent/laboratory work, 3 hours will be considered equivalent to one credit hour.
3. The credit hours are denoted by two digits within brackets with a hyphen in between. The first digit represents the theory part while the second (right side) digit represents the practical. Thus, 3(3-0) means three credit hours of theory, while 4(3-1) means a total of four credit hours, of which three are of theory while one credit hour is for laboratory/practical work.

6.11 COURSE LOAD CRITERIA

1. Students are allowed to take a maximum of 15 to 18 credit hours each semester as per new HEC UGE Policy 1.1 of 2023. *(However, a student may take more or fewer courses in a semester with permission in writing of the competent authority as specified in the rules.)*
   Note: *The university may however offer maximum of 21 credit hours in a semester where there is a program specific requirement of the same provided.*
2. Students will be given a plan of study required to complete the undergraduate degree in four years (08 regular semesters), except for DPT for which the duration is five years (10 regular semesters). Whereas, for graduate and postgraduate program(s), the duration will be 2 years (4 regular semesters).

3. Tentatively, if a student enrolls in 15 to 18 credit hours each semester s/he will be able to complete the requirements for graduation in regular semesters.
4. Students should plan to take their courses in the prescribed time to graduate, without relying on summer semester. However, in extreme cases (physical/psychological disability), this binding can be waived off by the respective Dean on the recommendation of respective HOD and Course Coordinator with consultation of Student Affairs Department. Such decisions are made on case to case basis.
5. A student who either has failed or has not taken the examination due to short attendance or desires to improve his /her grade is allowed to register in Summer Semester.
6. A student will only be allowed to register maximum of 8 credit hours in Summer Semester.
7. For any postgraduate program, a student enrols for 9 – 12 credit hours in a regular semester.
8. The University may formulate specific policies for allowing a student to take extra courses in a semester depending on exceptional circumstances of the student.
9. In case any student wishes to enrol for one more course beyond 18 Cr. Hours s/he may be allowed by university in either of the two cases —
   1) If his/her CGPA is above 3.5 and
   2) The student needs the course to graduate on time

6.12 Registration of Courses

1. With the consultation of Course Coordinator, students must register for courses offered to them in each of the regular semesters i.e. Fall and Spring.
2. Registration is considered incomplete unless all dues are cleared.
3. It is also subject to fulfilment of pre-requisite requirements. Details of pre-requisites have been provided in the prospectus for each program.
4. Courses are classified as General Courses, Allied Courses, Major Courses and Minor Courses.

5. It is mandatory to pass the General Courses for graduation. Therefore, students must complete these courses as early as possible.
6. Allied Courses have to be chosen from the provided list.

6.13 Registration Process

The students must complete the registration process in person or online within the specified timeline by following the steps below:

1. The student will collect registration form (or online form) from the Department of Academics.
2. The student will select courses to be taken and sign the form.
3. The student will get the form verified from Head of the Department.
4. The student will take this form to Accounts Department and the fee challan will be issued upon receipt of the complete registration form. Then, he/she will submit the requisite fee of the respective courses.
5. The student will submit the registration form along with a copy of deposited fee voucher to Academics Department for course registration.
6. The student must verify registration data after the deadline.

6.14 Suspension of Registration

Registration of a student is suspended in any of the following situations

- Failure to complete registration formalities in time.
- Failure to apply for deferment of registration.
- Behavior calling for disciplinary action.
- Unsettled matters with the University.
- Approval of student's request for suspension of registration.

6.15 Restoration of Registration

A student whose registration is suspended may request for restoration of registration provided he/she has cleared all the issues that called for suspension and pays all dues.

6.16 Closure of Admission

The closure of admission results in termination of a student's studies at the University, and will not be restored except in the last case (point 5) as

mentioned below. The admission will be closed in any of the following situations:

1. Failure to restore suspended registration.
2. Failure to re-continue studies within a period of two semesters.
3. Failure to achieve required minimum standards of academic performance within the stipulated period.
4. Disciplinary action or admission obtained on false documents.
5. Request to close admission from a student for the purpose of acquiring education elsewhere.

6.17 ADD – DROP COURSE

1. A period of two weeks is allowed from the commencement of classes to add or drop courses or change a section of a course. A student registering for a course is responsible for ascertaining the requirements of the course and for completing them.
2. Students are directed to consult their respective HOD/Course Coordinator before adding or dropping a course.
3. Students may not be allowed to add-drop a course after the start of the third week of the semester.
4. Courses dropped within two weeks after commencement of classes will be eliminated from the record and fee will be adjusted.
5. For add-drop any course, the students will have to consult with Student Affairs Department.

6.18 MAJORS AND MINORS

A University majors and minors serves to broaden students' horizons and expand the range of options available to them. Students can complement the study of the major by selecting a minor in an adjacent or related area, there by sharpening their understanding and deepening the knowledge acquired in their principal area of specialization. A minor can also serve as a basis for and facilitate interdisciplinary study and inquiry.

6.18.1 Major: A Major is the academic discipline or specialized area of study selected by the student as their primary focus.

Declaration of Major: Every undergraduate student has to declare a Major. Ordinarily, a Major is associated with a department. The exceptions are interdisciplinary Majors or custom-designed Majors, which are put together by the student and allowed subject to the approval of the academic advisor and any other authority that may be specified.

6.18.2 Minor: A Minor is optional. It is a secondary concentration of courses, ordinarily in an academic discipline that complements or is in addition to the Major.

Requirements and Prerequisites for Minor/s: The requirements and prerequisites for Minors shall be determined by the departments concerned, subject to the condition that total requirements for a Minor shall not be less than 12 credits (equivalent to four 3-credit courses).

6.18.3 Beyond a Single Major: A student may opt for a single Major or two Majors (i.e., a double Major), or a Major and a Minor, or a Major and two Minors, provided that the departmentally determined credits and prerequisite requirements are met, and the permission of the academic advisor is obtained.

Note: A second major will be offered subject to the approval of the relevant statutory body upon recommendation of the concerned department. Additional semester(s) will be required to complete the degree requirements in case two majors are offered provided that the total duration to complete the undergraduate/equivalent degree program does not go beyond the maximum duration prescribed in HEC semester guidelines. Where two majors have common courses, a student can get exemption for maximum of 30 credit hours for the second major, in which case, the minimum requirement to complete the degree program with double major shall be 162 credit hours including the requirements of field experience/ internship and capstone project.

6.19 ALLIED REQUIREMENT

At least 12 credits (equivalent to four 3-credit courses) of the requirements for a degree shall be in allied courses, that is, courses in allied or complementary disciplines or departments, as specified by the department responsible, and as described below:

Specification of Allied Courses:

The department responsible for the declared Major will identify and develop a list of courses, with levels, in each of the Allied Disciplines/Departments,

which they consider can fulfil the allied requirements of their discipline. Students will have the right to choose courses from the list.

6.20 WITHDRAWALS

Withdrawal is broadly categorized as:

- Withdrawal from the program results in culmination of NIU active student status.
- Withdrawal from the semester results in deactivation of NIU active student status for that semester.
- Withdrawal from a course results in a '**W**' grade on the transcript for that particular course.

For withdrawal from the semester or program or in case of leaving the University without information to NIU, students must complete all relevant documentation and obtain University-wide clearance by applying through Academics Department or Campus Management System (Campus on Cloud). If documentation provided is based on misrepresentation, it is treated as a serious disciplinary matter and the student can be separated from the program.

Students on probation, who are allowed to withdraw from a semester, can resume their studies in the following semester with their probationary status unchanged.

First year students are not allowed to withdraw from their first semester.

6.20.1 Involuntary Withdrawal

In extreme cases, the University may insist on a student's involuntary withdrawal if, according to the judgment of the University officials, the student:

- Poses a threat to the lives or safety of him/herself or other members of the NIU community.
- Has a medical/psychological condition or demonstrates behavior that seriously interferes with his/her education and that of the members of the NIU community.

The involuntary withdrawal process is initiated after thorough verification by the faculty, student and other relevant University officials.

6.20.1.1 Involuntary Withdrawal from the Semester

In cases where it is judged that the student is able to recover/cope, the student is allowed a specified break, on the condition that s/he will provide documentation of treatment before being considered for re-joining.

The students are required to have a clearance interview with the HOD/Director Student Affairs and Course Coordinator.

The degree completion time criterion is not relaxed and an academic plan approved by the student's faculty advisor must be attached with the petition for resumption of studies.

These requirements are verified by the Student Affairs Department, and if recommended, Office of the Registrar may allow the student to resume studies.

6.20.2 Unauthorized Withdrawal

Students who leave the University without prior permission to withdraw are considered to have left the University and their admission stands cancelled.

A maximum of 3 attempts are made to contact such students who are absent from the University without prior information. A warning letter is issued to such students stating that they are required to provide information regarding their active status. If they fail to do so, they are issued an unauthorized withdrawal letter from the programme.

6.20.3 Course Withdrawal

1. Students may be allowed to withdrawal "**W**" from a course after Mid-Term Exam result (end of the ninth week of the regular semester). The parent/guardian of the student should normally countersign such a request.
2. Fee is not refunded for a withdrawn course. The consent of the student's advisor may be required in certain cases.
3. In such cases, the transcript shall record that the student enrolled in the course and withdrew. Consequently, "**W**" grade will be

awarded to the student (which has no impact on the calculation of the GPA of the student).

4. In extreme circumstances beyond the student's control, such as illness, accident or death of a parent, permission may be granted to withdraw after the withdrawal deadline (10th week). In extenuating circumstances, "**W**" will be awarded by the permission of the Vice Chancellor or Pro Vice Chancellor.
5. A student withdrawing after the 10th week will be automatically awarded "**F**" grade that will be calculated in GPA.
6. A student can withdraw from a maximum of 5 courses with W on transcript in any undergraduate program and 2 courses with W on transcript in any postgraduate program.
7. In order to withdraw any course, the students have to consult the HOD and Student Affairs Department.
8. In case of course withdraw, the student has to register the course again by paying the prescribed course fee.
9. A student is required to attend all the classes/tutorial and shall appear in all quizzes/mid semester test(s)/assignment(s)/group discussion(s)/presentations/ project(s) during the semester and terminal examination at the end of the semester.

6.21 Policy for Thrice Failure in a Course

A student has a maximum of two attempts to clear an "F" grade in a course. Students unable to pass a course in three attempts (including the first time a course is taken) are separated from the programme.

6.22 Semester Freezing Policy

1. Freezing first two semesters for BS and first semester for MBA/MS/MPhil is not allowed, in any case.
2. A student who wishes to take a semester break (freeze) due to illness or circumstances beyond his/her control must write an application/form for freezing the semester, approved by the HOD and Faculty Dean with consultation of the Registrar Office, and submit it to the Student Affairs Department (*one weeks prior to the commencement of classes*) for further process. The final approval will be awarded by Vice Chancellor/Pro Vice Chancellor.

3. In exceptional cases, the application may be accepted after the semester has commenced, but not later than two weeks after the commencement of classes.
4. Full tuition fee will be refunded/adjusted to the next semester if the student submits a semester freeze application within the prescribed time period and half the fee if frozen within the first 15 days of the commencement of the semester. No fee shall be refunded/adjusted if the semester is frozen after 15th day of the commencement of the semester (including Saturdays and Sundays).
5. Students shall resume their studies in the following semester, otherwise their name would be struck off the roll of NIU.
6. A student who remains absent for an entire semester without permission may not be allowed to resume his/her studies. Fee paid for that semester will be non-refundable and non-transferable in such cases and the student must seek re-admission. The student will be required to pay the admission fee again.
7. Students may freeze more than one semester (maximum two semesters), either back-to-back or staggered, in his/her entire degree program in Undergraduate program. While for MBA/MS/MPhil level, one semester freeze option is available.
8. For resuming study after semester freeze, the student must submit an application for rejoining to the respective HOD and respective Dean and then Registrar Office prior to the commencement of classes to activate her/his status at the University.
9. The option for semester freeze is not available for fee defaulters. Such students will have to submit their dues before their application for semester freeze is considered by the university.
10. Students shall only be allowed to freeze the semester within the overall degree awarding time frame (i.e. maximum time allowed for completion of the degree by NIU or Regulatory Body, as stipulated in the Table of clause 3.1.

6.23 LEAVE POLICY

1. Leave may be requested for serious illness, death of immediate family member (includes person's parents, spouses, siblings, children and first cousin), or for any serious personal reason.

2. The acceptance of leave depends on approval by the respective HOD with intimation to Student Affairs Department.
3. NIU can account the uninformed leaves as unapprised if a student remains absent for consecutive 3 days and fails to submit application for leave of absence.

6.24 RE-ADMISSION POLICY

1. A student, who neither registers any courses for a semester nor requests for freezing of the semester, shall deem to have abandoned his/her program. However, he/she may be allowed to reinstate his/her program in a subsequent semester on his/her request, provided he/she has sufficient time to complete the requirements of the program within the maximum time period allowed from the date of his/her initial admission in the program. He/she shall be required to pay the prescribed reinstatement fee along with other dues of the semester.
2. Provided also that if a student does not get reinstated after abandoning the program within the maximum time period allowed for completion of the program from the date of his/her initial admission, he/she may be readmitted on his/her request in the same program by the concerned Dean upon recommendations of the HOD Undergraduate Programs. In such a case, only 60% of the coursework of the program may be acceptable to rejoin the program. The student has to pay the prescribed re-admission fee of the program along with other dues of the semester.

6.25 TRANSFER OF CREDITS & EXEMPTION OF COURSES POLICY

Transfer of Credits shall only be allowed from the universities/institutions recognized by the HEC and the concerned Regulatory Bodies. The concerned Dean and HOD shall recommend the determination of acceptability of credit for course work completed at another recognized institution of higher learning to University Equivalence Committee. The Vice Chancellor shall endorse the acceptance of transferred credit hours. The evaluation of any course work or exam from another institution for acceptance by the University will be based only on an official transcript from the institution originally offering the course work or exam:

1. Students wishing to transfer to NIU shall produce a NOC from their previous HEIs.
2. Credit is not given for grades lower than C+ in case of undergraduate program and B in case of postgraduate program.
3. All prospective transfer students must complete NIU entry requirements.
4. Migration will not be allowed if the CGPA of the student is less than 2.00 (in undergraduate program) and 2.50 (in postgraduate program).
5. Maximum credits transfer shall not exceed 50% of the total credit hours required for the degree program in which the applicant has sought admission in NIU.
6. The courses allowed to be transferred shall have at least 80% similarity of the course contents for the core courses on the current scheme of study of the program and for the elective courses, the Committee shall evaluate the courses and recommend the transfer on the basis of comparable and identical courses.
7. Remedial, vocational, technical, highly specialized and personal development courses are not accepted for credit.
8. Students are advised to check with the Admission Office and Head of Department to determine the acceptability of credit from other Institutions. Acceptability of transfer credits to a student's academic curriculum is determined by the Head of the Department/ University Equivalence Committee where the application is being made.
9. The transfer course must be similar in content and scope to a NIU course, or must conform to the same competency level of a similar course taught at NIU.
10. A lower level degree course is non-transferable to higher-level degree program such as a course done at Bachelors level is non-transferable to higher-level program.
11. A course exempted elsewhere is non-transferable until and unless it is pursued as a regular course.
12. The transferred/exempted courses and their credit hours shall appear on the NIU transcript. The grade and the grade point of the transferred course shall not be used in calculating the CGPA.

13. Applicants expelled from other Institutions, for whatsoever reasons, shall not be considered for credit transfer.

6.26 Intra – Department & Inter – Department Credit Transfer / Major Change

1. A student Dropped from a program on academic grounds, or otherwise wishing to change the academic program, shall be permitted to join any other program, in the same department or another department, depending on the criteria of the program.
2. A student registered in a program may not be transferred to another program in the University until he/she has obtained the permission of both of the HOD and concerned Dean.
3. A student on probation will not be allowed to transfer to another program.
4. The permission to transfer will be granted in writing using the form provided for this purpose.
5. A student who seeks transfer to another program will have to follow all the requirements and polices (such as fee etc.) of the new program.
6. Whenever a student's application for transfer to another program has been approved and all requirements related to such transfer are satisfactorily fulfilled, the Student Affairs Department shall inform the concerned departments and forward the original documents to the student's personal file.
7. A re-admitted student shall be entitled to full transfer of credits in those common courses, or equivalent courses as determined by the Equivalence Committee.
8. A re-admitted student shall be exempted from payment of the admission fee.

6.27 Role of a Student for Effective Advisement:

- Use your Undergraduate Handbook to:
    - Understand your program plan and policies,
    - Review the majors/minors offered and their requirements,
- Read all correspondence sent by the university via email or any other channel. Seek advice in case of any ambiguity.

6.28 WAIVER FOR ISLAMIC STUDIES

Non-Muslim students are exempted from taking Islamic Studies, which is the general course for all undergraduate programs. These students can take the course of "Religious Studies" or any other course to complete the general course requirement alternatively.

7 GRADING POLICY

Assessment in NUR International University is criterion-referenced, i.e. judgments about the quality of students' performance will be made by reference to explicit predetermined criteria and standards. The following grading scheme and grade points will be applicable to all NIU graduate programs.

7.1 GRADING SCALE

Performance	Letter Grade	Grade Points	Marks (%)
Distinction	**A+**	**4.00**	**85%-100%**
Excellent	**A**	**4.00**	**81% - 84%**
	A-	3.70	78% - 80%
Good	B+	3.33	75% - 77%
	B	**3.00**	**71% - 74%**
	B-	2.66	68% - 70%
Adequate	C+	2.33	64% - 67%
	C	**2**	**61% - 63%**
	C-	1.66	58% - 60%

Inadequate	D+	1.30	54% - 57%
	D	**1**	**50% - 53%**
Fail	F	0	0% - 49%

Other Letter Grades:

I	Incomplete
W	Withdraw

7.2 STUDENT EVALUATION

1. Students are formally evaluated by the faculty through appropriate assessment methods as specified in the course outline and used in grading the course.
2. All course instructors will inform students about the weights assigned to the assessment methods for grading student performance in their respective course outline.
3. The performance of students is assessed during the semester through mid-semester examination, assignments, quizzes, case studies, projects, practical, or any other method considered appropriate by the course instructor and university.
4. Normally, semester assessment will contribute 60% while the final examination will contribute 40% toward the final grade.
5. All semester assessments are time bound. It is mandatory for all the students to follow time lines.
6. It is compulsory for all students to attend every session regularly. Only those students will be allowed to take examinations maintaining classroom attendance 75% of above.
7. The eligibility of students for the exams will be identified on account of low attendance by 14th week of each semester. In case of failure, they will be dropped from the course by the end of 15thweek.

Computation of Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

The GPA and CGPA calculation ensures a continuous scale for the respective grades. These figures ranging from 0.00 to 4.00, used to indicate the performance of a student. GPA is the weighted average of grade point earned in a semester. GPA is calculated using following relationship;

$$\text{GPA} = \frac{\textit{Sum of all courses in a semester (Course Credit Hours X Grade Point Earned)}}{\textit{Total Semester Credit Hours}}$$

CGPA is the average of Grade Points obtained for all semesters and courses completed up to a given academic term. CGPA is calculated using following relationship;

$$\text{CGPA} = \frac{\textit{Sum of all taken courses in all semester (Course Credit HoursXGrade Point Earned)}}{\textit{Total Credit Hours in all Semesters}}$$

7.3 COURSE REPEATING

1. The course(s) with "**F**", and "**W**" grade(s) may be repeated in regular semester(s) as well as in summer session (if offered), subject to registration by the concerned student within due dates.
2. An '**F**' grade course (either University core course or major core course) must be repeated as per graduation requirement.
3. A student is allowed two attempts to clear an '**F**' grade in a core course after the first attempt.
4. Students must repeat a core course in the next two regular semesters.
5. Undergraduate students may be allowed to repeat a course in which s/he has obtained Grade '**C-**' or less. In such a case both the course and the grade obtained**,** will be written on the transcript. However, only the better grade will be considered in the calculation of CGPA**.**
6. A graduate student (MBA/MS/MPhil) with a '**C+**' or less grade can repeat a course if (s) he desires to improve the grade. In such a case, the course and the grade obtained will be written on the transcript. However, only the better grade will be considered in the calculation of CGPA**.**
7. Students will not repeat any course in which they have obtained a grade above C- in case of undergraduate program and above C+ in

case of postgraduate program, except with the permission of respective faculty Dean.

8. A maximum of 15 credit hours can be repeated in undergraduate program. This limit is 6 credit hours in case of any MBA/MS/MPhil program.
9. In case of repeating a course(s), student will pay full fee without any financial benefits and students will be required to complete all the regular semester activities (Class Attendance, Assignments, Quizzes, Mid-Term and Final-Term Examination).

Advice on Grades Earned

Program	Must Repeat	Student Not on Probation	Student is on Probation
BS/BBA/DPT	**F**	C- or Lower	**C- or Lower**
MBA	**F**	B or Lower	**B or Lower**
MS/MPhil	**F**	B or Lower	**B or Lower**

7.4 Provision of Incomplete Grade

1. Incomplete grade indicates that, although a considerable part of the course requirement has been met but the student failed to complete all course requirements by the end of the semester.
2. The '**I**' grade will be awarded to the student only if the instructor considers that the student, either (i) has been in good standing; or (ii) is facing an emergency situation beyond his/her control.
3. A student must submit the required work within six (6) weeks of the following semester.
4. If the work is not completed then the '**I**' grade will automatically be changed to '**F**' grade without any intimation to the concerned student.
5. An Incomplete grade will not be assigned to a student who has performed poorly during the entire semester and wants extra time to improve the grade.

7.5 GRADE REVIEW POLICY

1. If a student believes that there is a discrepancy in his/her final grade(s) s/he needs to contact the course Instructor.
2. If the Instructor does not agree, the student can make an appeal to the HOD and then to the Dean of the faculty within two weeks after the final grade is displayed.
3. Grade will only be reviewed in case of computational error.

7.6 GRADE CHANGE POLICY

1. In grade review process, if the student's request is justified and change in grade is required then only the instructor of the course can file a grade change petition with the approval of COE to Office of the Registrar within the deadline, using the Grade Change Form available at Office of the Registrar.
2. Approval of the HOD and Dean is mandatory for the grade change to come into effect.
3. In case the instructor is no longer associated with NIU, HOD/Dean is authorized to review the grade change request.

8 PROBATION & PROGRAM SEPARATION POLICY

Academic performance of a student is closely monitored by respective HOD and Dean along with Office of the Registrar through Students Affairs Department, especially during his/her warning and probation period. Students who fail to demonstrate a marked improvement in their academic performance while on probation are separated from their respective academic programmes.

8.1 UNDERGRADUATE PROGRAMS

Nomenclature	Minimum CGPA Required for Good Standing
1st Year	1.70 (GPA for 1st semester only)
2nd Year	1.90

3rd Year and onwards	2.00

1. Students are required to secure at least 1.70 GPA at the end of FIRST semester.
2. If GPA of a student in first semester falls below 1.00 then s/he will either be separated from the University or will be placed before the respective Dean for final decision/reconsideration.
3. GPA < 1.70 will lead to probation by the end of FIRST semester.
4. A student on probation can't register in a subsequent semester without approval of the relevant Head of Department and Dean.
5. At the end of SECOND semester, probation will be removed if the probationer secures CGPA $\geq$ 1.70. In case of failing, the student will be separated.
6. Students are required to secure at least 1.90 CGPA by the end of THIRD semester.
7. CGPA < 1.90 will lead to probation by the end of THIRD semester
8. At the end of FOURTH semester, probation will be removed if the probationer secures CGPA $\geq$ 1.90. In case of failing, the student will be separated.
9. Students are required to secure CGPA of 2.00 or higher at the end of FIFTH semester.
10. CGPA < 2.00 will lead to probation by the end of FIFTH semester
11. At the end of SIXTH semester, probation will be removed if the probationer is able to secure CGPA $\geq$ 2.00. In case of failing, the student will be separated.
12. Students who fail in general electives but maintain a CGPA of 2.00 will be graduated provided that all graduation requirements are met including the total credit hours of the program.
13. A minimum CGPA of 2.0 is required for undergraduate degree.
14. In case of failing to maintain prescribed CGPA twice in an academic year, the student will be separated from university. However, (s) he will be eligible for re-admission in that particular academic year once only.
15. Re-admission will be allowed only once during 4 years / 5 years BS degree program, after the payment of full admission fee.
16. In case of a valid reason/excuse, the duration of study may be extended for two additional years (four semesters) in all University programs. The student(s) who will not complete studies within

stated duration including extension shall be struck off from the rolls of the university.

Note:

- A student failed in a course has to pay full fee to register.
- Per credit hour fee will be charged in case of course repeat for grade improvement or any other course registration in addition to the specified program credit hours.
- The students who have been given the right to extend the duration of study for two additional years are required to pay new registration fee along with normal fee for that academic year.

8.2 GRADUATE PROGRAMS

Nomenclature	Minimum CGPA Required for Good Standing
1st Semester	2.50 (GPA for 1st semester only)
2nd Semester & onwards	2.50

1. Students are required to secure at least 2.50 GPA at the end of FIRST Semester.
2. GPA < 2.50 will lead to probation by the end of FIRST semester.
3. At the end of SECOND Semester, probation will be removed if the probationer secure CGPA $\geq$ 2.50. In the case of failing, the student will be separated.
4. Minimum CGPA of 2.5 is required for graduate degree.

Note:

1. A student failed in a course has to pay full fee to register.
2. Per credit hour fee will be charged in case of course repeat for grade improvement or any other course registration in addition to the specified program credit hours.
3. In case of a valid reason/excuse, the duration of study may be extended for one additional year (two semesters) in all University programs. The student(s) who will not complete studies within stated duration including extension shall be struck off from the rolls of the university.

8.3 Probation and Separation Letters

Students who are placed on probation or are separated from the Programme are informed via email. Probation and separation letters are also dispatched to parents through courier service on their mailing addresses.

8.4 Curb on Co/Extra-Curricular Activities for Students on Probation

For students on probation, involvement in co-curricular activities should be limited until the regaining of good academic standing. Students on probation cannot take part in extracurricular activities and events, which will result in them missing graded instruments at NIU.

Students on probation cannot serve as office bearers or shoulder responsibility in any student club, society or extracurricular activity.

It is the student's responsibility to inform the respective clubs or society and resign from such a position. Failing to act responsibly may expose student to disciplinary proceedings.

9 EXAMINATIONS & ASSESSMENTS

In each semester, students may be required to appear in quizzes, tests, midterms, final examinations, presentations (individual/group), group discussion, and submit projects/assignments/lab reports etc. These assessment marks (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percent marks. This weightage may be determined on the basis of following guidelines:

Nature of Examination	**Weightage (Min/Max)**
Quizzes	5 – 10%
Mid Semester Examinations	20 – 25%
Assignments/Presentations/Practical	5 – 25%

Sessional Examination	10 – 15%
Final Examinations	40%

In the beginning of a semester, the Instructor of each course should hand out a course outline providing information to students that defines attendance policy, grade distribution policy, assessment criteria, paper specification, examination dates, schedule of material to be taught, take home assignment policy, required and recommended reading materials and any other information important for the successful completion of the course and its requirements.

9.1 EXAMINATION RULES

1. Students with default fee or less than 75% of attendance will not be allowed to take the exam. In case of failure, the students have to repeat the entire course after paying the prescribed fee.
2. Students must take both mid-term exam, final exam and perform practical (if applicable) with required grades in order to proceed to the next semester.
3. Students must take all the examinations as per the examination schedule with reference to the academic calendar.
4. Students should display their NIU student identity card in the examination. Students are not allowed to enter the examination without NIU student identity card.
5. Students are asked to reach examination hall well in time. In exceptional case, students are allowed to enter the examination room/hall with in ten minutes after the commencement of examination.
6. Students arriving more than ten minutes but less than twenty minutes after the start of the examination are required to get a written approval by the controller of examination. Grant to the approval is dependent upon the severity of condition/s.
7. Students are not allowed to leave the examination hall less than thirty minutes after the commencement of the examination.
8. Books, papers, briefcases and cases must be left outside the examination hall. It is a violation against university discipline for a candidate to have in his/her possession in the examination any

material relevant to the work being examined unless this has been authorized by the examiners.

9. Candidates are not allowed to carry electronic devices especially Mobile Phones/smart watches/communication-gadgets, except allowed models of calculators- if allowed, in the examination halls.
10. Students must take the seats allocated to them and must not communicate with other candidates either by word or by sign, nor let their papers be seen by any other candidate.
11. Students wishing to attract the attention of an invigilator shall do so without causing a disturbance. Any candidate who causes a disturbance in an examination room may be required to leave the room.
12. Answers should be written in the script book provided. Rough work, if any, should be completed within the script book and subsequently crossed out.
13. Examination script books, used/unused extra-sheets, question papers etc. are strictly prohibited to be taken out the examination hall at any time.
14. At the end of the examination script books, used/unused extra-sheets, question papers etc. must be handed over to invigilator.
15. Students are not allowed to leave the examination hall without the permission of invigilator. Only one student can leave the examination hall.
16. In case of an emergency during the examination, a student may be allowed to leave the examination hall escorted by the invigilator.
17. It is a violation against University discipline for any student knowingly to make use of unfair means in examination, to assist a candidate to make use of such unfair means, to do anything prejudicial to the good conduct of the examination, and to impersonate another student or allow another student to impersonate him/her.

9.2 MAKEUP EXAMINATIONS

1. Students can only be allowed to take the make-up exam (of Mid and Final Term) if they miss the due exam only in situations of self-hospitalization and bereavement in the immediate family (parents, grandparents, siblings, spouse and children) or visa cases.

2. Makeup exam shall be held one week before the final examinations as notified by the Controller of Examinations.
3. Student and the Instructor cannot make a private arrangement for makeup examination.
4. Any arrangement regarding makeup exam must be done in consultation with the respective HOD/Dean and Controller of Examinations.
5. Students missing a scheduled makeup exam will not be given another chance and he/she will repeat the entire course again.
6. Neither fee to students nor honoraria for examiners shall apply to makeup examinations.

9.3 Academic Dishonesty

NIU exercises **Zero Tolerance** Policy for use of Unfair Means during exam and quizzes. A student found using unfair means or assisting another student during the examination is liable to face severe disciplinary action.

1. Cheating/using or obtaining unauthorized information in order to obtain personal benefit or academic credit during exams and quizzes.
2. Student found guilty will result in cancellation of the test or examination and will be dealt accordingly.

9.4 Penalties of Academic Dishonesty

#	Types of Misconduct	Penalty	Authority
1	Attempt to retrieve examination material prior to examination	Expulsion from the University	DC/VC
2	Arguing with Invigilator or misbehaving after being caught for using unfair means	a. Rustication for one semester. b. Grade 'F' in the course c. Fine up to Rs. 3,000/- d. Warning, copy to parents.	UMC/VC
3	•Possession of written material, relevant or irrelevant to the paper concerned. •Writing on palm, armor anywhere on the candidate's body or clothes whether the	a. Grade 'F' in the course. b. Fine up to Rs. 1,500/- c. Warning, copy to parents.	UMC

	written material is relevant or irrelevant to the concerned paper. • Possession of Mobile phones, PDAs and other electronics accessories, whether carrying or not any relevant or irrelevant material in the memory		
4	Giving/Receiving assistance or allowing any other candidate to copy from his/her answer books	a. Cancellation of the relevant Paper. b. Fine up to Rs. 1,500/- c. Warning, copy to parents.	UMC
5	Exchange of Answer Book / Question Paper with cheating material	a. Cancellation of the relevant Paper. b. Fine up to Rs. 3,000/- c. Warning, copy to parents.	UMC
6	Attempt to cheat outside exam room / seeking clarification from another student inside / outside the exam room	a. Cancellation of the relevant Paper. b. Fine up to Rs. 3,000/- c. Warning, copy to parents.	UMC
7	Borrowing of calculator or any other device during examination	a. Warn verbally, b. Fine Up to Rs. 1,500/-	Invigilator
8	No ID card/Proof of being student of NIU not held by student	Not allowed to sit in the exams unless verified by the HoD	Invigilator
9	Oral communication, whispering, looking around	a. Warn verbally b. Fine up to Rs. 1,500/-	Invigilator
10	Solving Paper in Place of another Student	a. 'F' in subject b. Expulsion from the University	DC/VC
11	Repeat / Habitual case of cheating (repetition of any of the major offence)	a. 'F' in all Subjects b. Expulsion from the University	DC/VC
12	Possession of fire arms, knives etc. inside and in the close vicinity of Examination Hall	a. Expulsion from the University b. Fine Rs. 5,000.	DC/VC

Note: All penalties except expulsion will include a **'WRITTEN WARNING'**.

In a situation not covered in above Table, the seriousness of the offence committed shall be compared with those in the table and penalty awarded accordingly and proportionally.

10 GRADUATION REQUIREMENTS

1. In order to graduate from NIU, students must complete their academic tenure with least allowed minimum requirement of academic standing, i.e. a CGPA of 2.00 or above for undergraduate program and CGPA 2.50 or above for postgraduate program.
2. Students must complete their academic requirements including the university core courses, general electives and major core and elective courses.
3. A student cannot graduate, if placed on academic probation.

10.1 CLEARANCE REQUIREMENTS

1. In order to get clearance for graduation, students are required to return all University items to the issuing departments before the deadline.
2. Return all issued books to the library.
3. All dues must be cleared before convocation date.
4. Students, who do not fulfill above requirements, will not be allowed to attend the convocation and receive degree.

10.2 PROCEDURE FOR ISSUANCE OF TRANSCRIPT

10.2.1 Interim Transcript

1. The students, who are in campus, will submit applications on specific Proforma to for the issuance of Interim Transcript once the result of the semester has been announced /uploaded. This does not include final semester Transcript, as its procedure is separate.
    1. Students will be awarded degrees in person on the convocation day.
    2. After one week of the convocation day, authorized representatives may collect the degree on student's behalf during working days – Monday to Friday between 10:00 am to 02:00 pm.
2. For ordinary requests, Transcripts will be issued to the applicants within (10 working days) after receipt at Examination Department.

3. In case of outstanding dues, students will not be issued transcripts.
4. Any additional (Duplicate) number of Interim Transcripts will be issued upon payment of prescribed fee.
5. A copy of the Interim Transcript will also be placed in the students file, maintained at NUR International University Examinations Department.
6. Interim Transcript will depict the words "Interim Transcript" and "Program Status Incomplete" across the transcript.
7. Overseas students desirous of Transcripts are to pay prescribed fee for each through any mode.
8. If a student is in Pakistan and desires Transcript(s) to be mailed overseas, he/she may deposit prescribed fee through any mode along with urgent handling charges.

10.2.2 Final Transcript

1. Final Transcript will only be issued to the students once they have completed all the prerequisites for the award of degree i.e. their required credit hours are complete.
2. Students must clear their outstanding dues prior requesting for the final Transcript.
3. The students who have completed their final semester but not their degree requirements (project/thesis/internship etc.) and are desirous of final semester transcript would be issued a plain paper Semester Result Intimation, clearly depicting remarks "Program is Incomplete".

10.3 Degree Supplementary Form (DSF)

1. This Form will be another document issued to the students in addition to their Transcripts and Degrees. It will provide a description, the nature, level, context, content and status of the studies that were pursued and successfully completed by an individual.
2. The DSF will be issued to the students by the Controller of Examinations on completion of their degree requirement. Students shall be required to submit DSF application form to respective Controller of Examinations Office.

10.4 Award of Degrees

1. Degrees will be prepared in the Controller of Examination Department of NIU. Degrees will be forwarded to the Registrar's

Office along with the list of the successful candidates and concerned Gazette notification.

2. The Registrar will submit the degrees to the Vice Chancellor and Chairperson's for signatures. The Registrar will affix the NIU Seal on the degrees after their signatures. Students will be awarded degrees at the Convocations. Degrees can also be collected personally by the students in case they could not attend the Convocation.

10.4.1 Degree Request Procedure

1. A graduating student shall be titled to collect his/her degree subject to completion of the program, declaration of the final result, fulfilling all the degree requirements, notification in the gazette and clearance of all dues and liabilities. Application for award of degree shall be made to the Registrar. Before issuing the degree, it shall be ensured that the graduate has no outstanding liability from the University or the Regulatory Authority to clear. The degree shall be applied for on the prescribed form.
2. Normal processing time for issuance of the degree shall be 3 months after receipt of the degree request. However, if desired and subject to the same conditions, a graduating student may apply for urgent issuance in which case the degree shall be issued within 15 working days after receipt of the degree request. There shall be a processing fee of Rs. 6,000 for urgent issuance of the degree as mentioned on the degree request form.

10.5 DUPLICATE DEGREE

1. In the case of loss of original degree, an alumnus/alumna may apply for duplicate award of degree, for which the procedure shall be as follows:
    a. Declare the loss in a newspaper.
    b. Lodge an FIR with the nearest police station on loss of original degree.
    c. Prepare a sworn and notarized statement (affidavit), giving complete details of the loss.

d. Prepare a demand draft for US$50 by overseas students in favour of NUR International University, as the duplicate degree fee.
e. Submit an application to the Registrar of NIU along with the newspaper clipping, copy of the FIR, the affidavit, the demand draft and attested copy of the CNIC.

2. Before issuing the duplicate degree, the original degree shall be cancelled and de-notified, and the new degree notified. The University shall not respond to any query on the cancelled degree.

10.6 Procedure for Verification of Degree Transcript and Issuance of NOC/Migration Certificate

Documents for verification and requests for NOC/Migration Certificate are to be forwarded to the Controller of Examinations, NUR International University, 17 KM, Raiwind Road, Lahore along with payment of prescribed fee at the Campus.

10.7 Prescribed Fee

Since rates of fee are subject to change from time to time therefore students are to consult account office for prevailing rates, of all prescribed fees/ charges. University reserves the right to increase the fee rates as and when decided without any prior notice.

10.8 Security Refund

1. The security refund can be availed within one year from the date of graduation.
2. After one year, the security will be deducted to the extent of 50%.
3. After two years, no security will be refunded.

11 HONORS AND AWARDS

The academic honors encompass end of semester recognition, end of the year recognition and all the way up to honors and medals at the time of graduation on those students who have timely completed their degree

requirements before the University Convocation Ceremony. The University has defined policies to recognize high achievers and best performing students as discussed in detail below:

The Vice Chancellor's and Dean's Honors List are the Honors conferred during the course of studies.

11.1 Basic Eligibility Criteria for Honors & Awards

A student shall be eligible for an Academic Honor if he/she: -

1. Has completed the program with in the Regular program duration;
2. Has taken full semester load for the entire degree program without having withdrawn or repeated any course prescribed for any semester;
3. Do not have any Incomplete, Credit Transfer/Migration or Summer Session Course to his/her credit; and
4. Has never been penalized in any disciplinary case at the University.
5. The gold medal will not be awarded to transfer students of universities other than NIU who transferred more than 20% of the total credit hours.

11.2 Rules Relating to Award of Medals

Subject to the rules, graduates shall be awarded Gold and Silver medals as enunciated:

11.2.1 Gold Medal

A gold medal may be awarded to a student who has in:

1st. Degree Examinations:

1. secured the highest CGPA (number of marks) in the aggregate of Examinations in all the courses of study prescribed for the degree;
2. passed Examination in each course of study in first attempt;
3. obtained CGPA 2.00 or more in each Semester in the aggregate of all the courses; and
4. completed all requirements for the degree program during the minimum prescribed period.

11.2.2 Silver Medal

The silver medal may be awarded to a student who has:

1. secured the second highest CGPA (number of marks) in the aggregate of Examinations in all the courses of study prescribed for the degree;
2. passed Examination in each course of study in the first attempt;
3. obtained CGPA 2.00 or more in each Semester in the aggregate of all courses;
4. completed all requirements for the degree program during the minimum prescribed period.

Note:

1. Gold medal will be awarded to the student who achieve highest CGPA within the same batch.
2. Silver medal will be awarded to the student who achieve second highest CGPA within the same batch.
3. In case of a tie between two or more students on their CGPA, the total marks obtained during the whole academic period covering the mandatory course requirements should be considered as the tie-breaking criterion.

11.3 Academic Honors

At the end of each regular academic year (Fall and Spring semester only), students who have performed exceptionally well are placed on the End of the Year VC/Dean's Honor List. The following criteria must be met by the students for academic recognition.

1. The students, who earned any F grade or placed on probation, will not be entertained any academic honor.

2. The academic performance is evaluated on the following criteria:

Honor/Medal	CGPA Requirements
Vice Chancellor's Honor Roll/Gold Medal	3.80 to 4.00
Dean's Honor Roll/Silver Medal	3.70 to 3.79

11.3.1 Semester (Regular) Recognition

1. Students who have successfully completed at least 16*credit hours in a regular semester and have achieved a CGPA of 3.80 or above (computed based on the courses taken in Fall or Spring semester, not applicable in case of Summer semester) are placed on Vice Chancellor's Honor Roll.

2. Students who have successfully completed at least 16*credit hours in a regular semester and have achieved a CGPA of 3.70 or above (computed based on the courses taken in Fall or Spring semester, not applicable in case of Summer semester) are placed on Dean's Honor Roll.

   There is no University ceremony for such a recognition.

   **Not applicable in case of final semester before graduation.*

11.3.2 End Of The Year Recognition

Top position holders with the best academic performance are recognized, as per University policy.

In case of a tie in end of the year award for overall top position, the following University defined criteria is followed:

- CGPA is extended up to 6 decimal places for comparison; the student with the highest CGPA thus established, is eligible for the medal.
- If the ties till remains, highest number of A or A- grades obtained in 3-4 Cr. Hr. courses are counted. The student with highest number of A or A- grades will qualify for the medal.

11.4 MAXIMUM DEGREE TIME FRAME

The total duration of the undergraduate, graduate and postgraduate degrees are given as follows. Maximum duration is inclusive of availing semester freeze/leave, repeating course, dismissal on disciplinary grounds, extensions etc.

Programs	**Total Duration of the Program for Full Time Students (Minimum)**	**Maximum Duration of the Program for Full Time Students**	**Extendable with the Approval of Statuary Bodies for Full Time Students**
Undergraduate	4 Years or 8 Semesters	6 Years or 12 Semesters	1 Year or 2 Semesters
Undergraduate	5 Years or 10 Semesters	7 Years or 14 Semesters	1 Year or 2 Semesters
Graduate	1.5 or 2 Years 3 or 4 Semesters	3 Years or 6 Semesters	1 Year or 2 Semesters
Postgraduate	2 Years or 4 Semesters	3 Years or 6 Semesters	1 Year or 2 Semesters

All extensions granted shall be in continuation to regular/ maximum time limit of the respective degree program.

1. Students unable to complete the degree requirements within the maximum/extended duration of the program shall cease to be university student.
2. Postgraduate students unable to complete the degree with in minimum time period are liable to pay additional charges for semester extension at prescribed rates along with regular semester fee.
3. Completion of degree requirements within defined time period includes the thesis defense where applicable.
4. The time limits in above-mentioned table shall include all cases of semester freezing, dropping, rustication, or any other unavoidable contingencies.

12 FEE POLICY

1. A student's registration for a semester is not complete until all dues are paid or acceptable payment arrangements are made by the Financial Assistance Committee within the framework of the policy.
2. Students will get the Fee Challan from the Accounts Office and deposit their respective fee directly in the given Bank Account in any relevant branch of the bank. Fee may also be deposited online in below mentioned account.

Bank	Faysal Bank Ltd.
Account Title	NUR International University
Account No:	3166307900224194
Bank Branch	DHA Phase IV Branch, Lahore
Branch Code	3166
IBAN	PK24FAYS3166307900224194
Swift Code	FAYSPKKA

Note: *In case of online transfer copy of the deposit slip from the student would be required. Give deposit slip at NIU finance department or email the scanned copy at accounts@niu.edu.pk*

3. Income Tax or any other taxes levied by the Government will be charged separately w.e.f. the date of its application.
4. Tuition fee and other charges may be increased up to 10% annually.
5. In case of delayed fee payment, the following financial charges will be charged on the balance amount.

Fee Challan Due 1st Time	5.00%
Fee Challan Due 2nd Time	7.50%
Fee Challan Due 3rd Time	10.00%

- If student's fails to submit fee after 3rd time, he/she will be separated from their respective program and need to get readmission in their respective programs.

6. Other Services Charges shall be as per "Other Fee and Examination Fee Charges" issued by the COE/Registrar/CFO Office from time to time with the prior approval of the competent authorities.

Sr. No.	Particulars	Fee in Rs.
1	Examination fee per semester	2,000
2	Practical Fee per semester	1,500
3	Examination form fee per semester	300
4	Thesis Evaluation fee (PG)	35,000
5	Thesis/Project Binding Charges	3,000
6	Final Certifying Exam (PG)	25,000
7	Provisional Transcript of Academic Record (on demand)	500
8	Supervised Clinical Practice Certificate (on demand)	750
9	Certificate of Bonafide Studentship (on demand)	500
10	Character Certificate (on demand)	500
11	Internship Certificate (on demand)	500
12	NOC (For Migration)-(on demand)	1,000
13	English Proficiency Certificate (on demand)	500
14	Attestation Charges (on demand)	500
15	House Job/Internship Certificate Fee (on demand)	2,000
16	Degree Fee(Including Alumni function & Convocation)	7,500
17	Degree Fee - 1st Duplicate	7,500
18	Degree Fee - 2nd Duplicate	10,000
19	FT/Degree Correction Fee	2,500
20	Final Transcript	1,500
21	Final Transcript- Duplicate	2,500
22	Admit card Duplicate	500
23	Document Fee (Urgent) within 5 working days	1,000
24	Semester Extension Fee (MS/ MPhil, equivalent) per semester	10,000
25	Semester Freezing Fee	10,000
26	Percentage Mark sheet	2,000

7. The students will be charged the course fee if they have to repeat for improvement of grades.
8. The fee structure for respective program given at http://niu.edu.pk/fee-structure-2023-2024/ is applicable.

12.1 Fee Refund Policy

The fee refund policy approved by HEC will be implemented in NIU; the details of NIU Fee Refund Policy is as follows:

Fee Component	Deadline	Amount of Fee Refund
Admission Fee*	Non-Refundable	Non-Refundable
Advance Tax	Collected under section 236 (I) of the Income Tax Ordinance 2001	Non-Refundable
Tuition Fee and all Other Charges**	Up to 7th day of the commencement of the classes	100% refund of the paid amount
	From 8th – 15th day of commencement of the classes	50% refund of the paid amount
	From 16th* day of commencement of classes	0% refund of the paid amount
Security Deposit	Within One (1) year from the date of withdrawal	100% refund in case of No deductions

**Provisional Admission Fee (Upon 1st year of intermediate results) shall be non-refundable after date of issuance of confirmation letter by the Student's Affairs Department upon declaration of 2nd year intermediate results.*

** Timeline shall be calculated continuously inclusive of weekends

12.2 Fee Installment Policy

1. In principle, tuition fee for each semester is payable in Full but those students' who are not able to pay the due fee in full, may apply to Financial Assistance Committee through Students' Affairs

Department for installments. However, admission fee and other funds have to be paid in full.

2. Tuition Fee may be collected in two (02) equal installments subject to the recommendation by the Financial Assistance Committee, as follows;
    - 1st installment at the time of course registration and
    - 2nd installment during the first week of the start of the semester

    (These installments must be paid within the same semester period.)
3. If any student wants to deposit fee in installment then he/she will be charged additional 2% installment charges on the total semester fee.
4. The fee installment plan can be availed for active semester fee only. Installment of fee arrears or defaults is not permissible under this option.
5. For new admissions, two (02) equal installments subject to approval by the Financial Assistance Committee, as follows;
    - 1st installment at the time of course registration
    - 2nd installment after four weeks of the start of the semester
6. Fee installments must be paid within the same semester period.
7. Student will have to apply for fee installment for each semester separately.
8. Any student who fails to deposit the installment within a due time, the above mentioned (see Section 12.5) financial charges will be charged on the balance amount.

Scholarship Committee shall comprise of the following members, who will assess the need of the installment plan to the student and forward its recommendation to the Vice Chancellor for approval:

- Dean FAS (Convener)
- Registrar Office (Member)
- Director Admissions & Student Affairs (Member)
- Treasurer Office (Member)
- Representative of QEC (Member)

- Manager Student Affairs Department (Secretary)

12.3 FEE RECOVERY POLICY

Accounts Department, Student Affairs Department and Deans Office will work in close co-operation to collect the pending dues from the students. Following courses of action shall be taken for recovery of each installment:

1. All the students must pay full semester fee within the one month of commencement of the classes.
2. After that the Accounts Department will share the list of defaulters through the Student Affairs Department with Deans Office after one day of due date.
3. The students will not be allowed to take the Mid Term Examinations in case the student fails to clear his/her dues before the Mid Term Examinations, and will be dropped from the role.
4. The student would be required to pay the entire course fee to register for the dropped courses in coming semesters.
5. The Pro/Vice Chancellor may waive a part or whole of the policy subject to any conditions or restrictions, as they may deem fit and appropriate.

12.4 ON WITHDRAWAL

If a student wants to withdraw from a program because of a personal issue, then 12.1 policy will be applicable.

1. The student must inform about the program withdrawal to NIU Student Affairs Department after taking the approval from concerned Dean.
2. A written application with reason and evidence should be submitted to the Student Affairs Department.
3. Upon approval from the concerned Dean, a clearance form should be filled and submitted to the Student Affairs Department.
4. 14 days are required for the refund process.

5. In case of semester freeze (with in stipulated time frame), fee once deposited will be adjusted in next semester.
6. If student leaves, the University after freezing his or her semester the fee will not be refunded.
7. The University reserves the right to change its policies and fee structure at any stage.

12.5 Cancellation of A Course/Program

Full tuition fee will be refunded to the students if the course after being offered is cancelled by NIU for any reason. In case a program is cancelled, the entire charges including admission fee will be refunded to the student.

12.6 Conflict Resolution in Fee Conflict

In case of any conflict or interpretation of the aforementioned rules on refund of fee and other charges, the matter will be referred to the Pro/Vice Chancellor through the Registrar Office whose decision will be considered final.

13 SCHOLARSHIPS POLICY

13.1 Merit Based Scholarships

These scholarships are awarded initially according to the performance of applicants in Intermediate level and later on the basis of CGPA of the preceding semester.

Merit Scholarships shall be offered to the students with following criteria:

For Undergraduate Programs

For Fresh Intake / 1st Semester Only

a) Scholarship on the basis of BISE Examinations *(Fresh Intake For 1st Semester Only)*

• 96% and above marks	100%
• 91% to 95% marks	70%

• 86% to 90% marks	50%
• 81% to 85% marks	25%
• 76% to 80% marks	20%
• 71% to 75% marks	15%
• 66% to 70% marks	10%
• 60% to 65% marks	5%

b) Scholarship for DPT and BSNS Programs

• 96%-Above	30%
• 91%-95%	25%
• 86%-90%	20%
• 81%-85%	15%
• 75%-80%	10%

c) Scholarship for A-Levels

• Three A's	60%
• Two A's & One B's	50%
• One A's & Two B's	40%
• Three B's	30%
• Two B's & One C	20%
• One B & Two C's	10%

d) Scholarship for Postgraduate Programs

• CGPA 3.91 to 4.00	20.00%
• CGPA 3.71 to 3.90	15.00%
• CGPA 3.51 to 3.70	12.50%
• CPGA 3.25 to 3.50	7.50%

For Subsequent Semester

For Under Graduate Programs

• CPGA 3.91 to CGPA 4.00	25.00%
• CPGA 3.81 to CGPA 3.90	20.00%
• CGPA 3.61 to CGPA 3.80	17.50%
• CGPA 3.41 to CGPA 3.60	15.00%
• CGPA 3.21 to CGPA 3.40	12.50%
• CGPA 3.00 to CGPA 3.20	7.50%

ii. For DPT and BSNS

• CPGA 3.91 to CGPA 4.00	17.50%
• CPGA 3.81 to CGPA 3.90	15.00%
• CGPA 3.61 to CGPA 3.80	12.50%
• CGPA 3.41 to CGPA 3.60	10.00%
• CGPA 3.21 to CGPA 3.40	7.50%
• CGPA 3.00 to CGPA 3.20	5.00%

iii. For Post Graduate Programs

• CGPA 3.91 to 4.00	20.00%
• CGPA 3.71 to 3.90	15.00%
• CGPA 3.51 to 3.70	12.50%
• CPGA 3.25 to 3.50	7.50%

The Research Thesis/Dissertation fee i.e. 40% of gross tuition fee, shall be charged in full from all MS/MPhil. students. *(Scholarship shall be awarded for theoretical subjects only).*

13.2 NEED BASED SCHOLARSHIPS

A limited number of Need Based Scholarships are available to the students of Undergraduate Programs who demonstrate need, to be supported by a completed Financial Assistance Form (available from the Student Affairs Department) along with supporting documents i.e. home utility bills, rent agreement, salary slips etc.

Financial Assistance Committee will decide the deserving candidates on case to case basis on its own upon assessment of the student financial condition, interview with the student/guardians or through home verification by member of Student Affairs Department.

Need Based Scholarships shall be awarded up-to 30% of tuition fee excluding any other scholarship with the recommendations of the Financial Assistance Committee and approval of the Vice Chancellor. The scholarship will be terminated in the following conditions:

4. If the student fails to maintain CGPA 3.00 in a semester;
5. If a student does not qualify for scholarship for a semester due to CGPA lower than the required CGPA, she/he may again apply for need based scholarship after attaining the required CGPA. However, no refunds/adjustments shall be made for the full fee paid in the previous semesters.

13.3 Special Person (Disabled) Scholarship

All certified special persons (Disabled) enrolled in Undergraduate programs of the University shall be awarded up-to 50% concession in tuition fee in case of need. Financial Assistance Committee will assess the disability and shall approve the percentage of Special Person (Disabled) Scholarship.

13.4 Kinship Scholarship

Kinship Scholarship of 20% of the tuition fee shall be awarded to each kin of Alumni (only real brother, sister, mother, father, son, daughter, husband and wife). This scholarship shall be allowed for the whole undergraduate program. Such student shall be not be eligible to avail any other kind of financial assistance during the whole undergraduate program.

13.5 Alumni Scholarship for MS/MPhil Programs

Each Alumni of the University shall be awarded with concession of 50% in the admission fee and 20% in tuition fee. However, they shall be also be entitled to merit-based scholarships for post graduate programs as mentioned above.

13.6 NUR-FMS ALUMNI AND EMPLOYEE SCHOLARSHIP

For NUR-FMS Alumni and Employees, 50% scholarship in tuition fee shall be awarded in first semester for all programs. However, they shall be also be entitled to merit-based scholarships later on basis of CGPA of the preceding semester as mentioned above.

CGPA	Scholarship (%)
3.00 to above	50%
2.75 to 2.99	30%
2.50 to 2.74	10%

13.7 OUTREACH REMOTE AREA/MINORITIES SCHOLARSHIP

For remote area students (list below) or minorities, 30% scholarship in tuition fee shall be awarded in first semester for all programs. However, they shall be also be entitled to merit-based scholarships later on basis of CGPA of the preceding semester as mentioned above.

Applicant being resident of any of the following areas:

Gilgit Baltistan
AJK
Baluchistan
Sindh
KPK
South Punjab
Minorities

14 CORPORATE LINKAGE SCHOLARSHIP

Sr.	Corporate Linkage Status	Scholarship
1	Applicant being current employee of NIU's MOU partner	20%
2	Applicant being a working professional (Only for weekend programs)	20%

14.1 Policy Principles & Rules Governing Scholarships

NIU is committed to provide an open, fair and transparent process based on the following vigorous and justified policies and procedures:

1. Only full-time students enrolled in Undergraduate & Post graduate programs of the University shall be eligible for all kinds of scholarships as per their criteria.
2. A participant will only avail one type of scholarship or financial assistance. However, need based individual cases will be recommended by the Financial Assistance Committee to the competent authority for final approval.
3. Members of the Financial Assistance Committee shall disclose their conflict of interest, if any, with the applicant before evaluation.
4. Scholarships shall be awarded as per the approved Financial Budget provided by the Finance Department.
5. Any kind of scholarships will not be awarded for the Summer Semester.
6. It is mandatory for every scholarship holder to finish their enrolled program in the PRESCRIBED DURATION of the program. No extension of award will be provided beyond the standard duration of the course/degree;
7. If participant getting scholarship or financial assistance repeats a course, no scholarship shall be awarded for that particular course;
8. The University reserves the right to review or cancel awards due to changes in financial standing, country situation, academic or program status. Any change in policy shall be applicable to all the students enrolled in the University with retrospective as well as prospective effect.

All kinds of financial assistance and scholarships shall be withdrawn for subsequent semesters:

1. If the student defaults his/her installment plan agreed with the University;
2. If the student fails to maintain the required CGPA for each kind of scholarship in subsequent semesters;

3. If a student does not qualify for scholarship for a semester due to CGPA lower than the required CGPA, she/he may again apply for the relevant attaining scholarship after the required CGPA. However, no refunds/adjustments shall be made for the full fee paid in the previous semesters.
4. In case of any disciplinary breach, involvement in activities political, unethical, and/or against the interest(s) of the University or its authorities shall be liable to disciplinary action and shall result in withdrawal of all scholarships and financial assistance.

15 PLAGIARISM POLICY

All Students registered in NIU are required to follow the plagiarism policy for all assignments, projects and thesis:

1. Plagiarism can be defined as the act to claim or present the work deliberately or by error, as their own, which was not done by that student or group of students.
2. Any work submitted in soft or hard form, which constitutes data, which is not written by the student, is considered as plagiarism and an attempt to deceive the instructor.
3. The maximum acceptable similarity index is 19% with not exceeding than 5% from a single source.
4. Plagiarism can be of the following types:
   - Replicating or copying work of one and other.
   - Reproduction of course materials.
   - Copying and pasting material from internet.
   - Directly copying and presenting contents from a textbook or journal.

15.1 GROUP BASED WORK

1. Where a group work is suspected of plagiarism offence or involves a mutual consent of the students working together to plagiarize, and it is not evident who is answerable for the work plagiarized, a plagiarism meeting would be held individually with each student.
2. After investigating and on the basis of the available evidence, the department would be able to differentiate between the group members and be able to avoid penalizing the group.

15.2 PENALTY

Student Affairs Department maintains the record of such students reported by the instructors.

1. The University reserves the right to legitimately detect plagiarism based on the inclusion of the evidence based on:
   - The academic level of the student.
   - Percentage of the assignment affected.
   - Any previous documented occurrence of plagiarism by the same student.
   - Referencing style being used in the document.
2. For a poor academic performance, the student should be informed and proper guidelines should be given to avoid any future instances.
3. For a minimal level of plagiarism, the student may be advised to resubmit the work, which was plagiarized.
4. For moderate level of Plagiarism, the student would be given a lower grade as per the grading scale system.
5. For a serious level of plagiarism, that accounts minimum 60% of the work being copied or misrepresented; the work of the student can be completely rejected and grade "F" can be awarded.

15.3 HOW TO AVOID PLAGIARISM?

1. Compile all the work daily until the final document is submitted.
2. Gather data from various resources.
3. Do not borrow, replicate or copy any material from the final document of another student.
4. Do not work on a paper/project with another student without proper division of contents.
5. Always create backup of the work on USB, CD or Hard Drive and make a hard copy of the work progress.
6. Always maintain a file of the resource material in hard or soft form before the project/paper is accepted.
7. Keep in touch with the facilitator to avoid any issue about workload or timelines.
8. Always use a right referencing style even while taking notes.
9. Always credit the work being taken from resource material.

10. Do not copy carelessly and change a few words. Always maintain notes separately.

16 ANTI – HARASSMENT POLICY

Scope

This policy is applicable to all students enrolled in NIU's academic programs, including undergraduate or postgraduate programs, including anyone participating in NIU's academic activity.

Definitions

No policy document can give an exhaustive description and/or definition of behaviors that fall within the ambit of harassment. This set of definitions is meant to serve as a guide for acts that will be considered as contravening the spirit and intent of the University's Guiding Principles.

Harassment

Any unwelcome conduct, verbal and/or physical, towards a student because of his / her age, level, marital status, national / ethnic origin, sex, creed, caste, color, religion, disability, gender identity, sexual orientation or any other reason when such conduct creates an intimidating, hostile or offensive learning environment. Targeting student(s) because of being physically or mentally challenged shall also constitute an act of harassment, examples of which may include but are not in any way limited to:

- Ridicule, derogatory comments, inappropriate jokes and insults
- Unwarranted behavior that is shown towards a student that has the impact of making that student feel that her / his respect and dignity has been violated
- Display or circulation of materials and / or pictures, physically or electronically (e.g., via email, SMS, social media, etc.) which are degrading, sexually promiscuous and intimidating

- Shouting at a student, using insulting and abusive language, humiliating or publicly condemning / criticizing her / his competence
- Quid pro quo - "something for something" (demanding a favor, act or service, that the recipient states they will repay in some way)

16.1 SEXUAL HARASSMENT

Higher Education Commission (HEC) have issued very strict policy guideline against "Sexual Harassment in Higher Education Institutions (HEI)". All such policies are strictly applicable and followed in NUR International University. All students are therefore required to go through the entire policy's contents, which is available with campus (concerned HODs) and University/HEC website (www.niu.edu.pk).

All students are required to educate and familiarize themselves about the act/actions categorized as "Sexual Harassment" may it be physical, verbal or while utilizing electronic media and refrain from it being a punishable offence.

“Sexual Harassment” means any unwelcome sexual advance, request for sexual favors by verbal, written or other means of communication, physical conduct of a sexual nature or a sexually demeaning attitude that interferes with the victim’s work/ academic performance; or creates an intimidating, hostile, offensive work/study/learning environment in which continuation of a course of study is conditional to compliance and refusal results in punitive action.

Sexual harassment includes but is not limited to inappropriate gazing at a person’s body, unsolicited physical contact including but not limited to touching, patting or pinching.

- Verbal conduct of a sexual nature may include but not limited to:

o Unwelcome verbal advances, sexually oriented comments about physical appearance, requests for sexual favors and continued suggestions for private social activity after it has been made clear that such requests and suggestions are unwelcome. It also includes:

a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual participation in any activity at the HEI;

b) Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decision affecting that individual; or

c) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or working environment.

1. Sexual harassment may be overt or subtle, and can range from visual signals or gestures to verbal abuse to physical contact along with hand or sign language to denote sexual activity, persistent and unwelcome flirting.

2. The following behaviours are specifically prohibited under this policy. However, it is not an exhaustive list, and other behaviours that fall within the scope of the definition above shall also be prohibited.

a) ***Especially Egregious Non-Consensual Acts***: Acts that would be included in the category of rape. While such situations will be covered under the laws of the country, and law enforcement institutions and the courts will investigate and adjudicate accordingly, the HEI administration has a special obligation to take preventative measures, offer immediate assistance and take interim measures when required.

b) ***Non-Consensual Sexual Contact***: Includes sexual contact with another person without consent.

c) ***Sexual Exploitation:*** Taking of actions that violate the sexual privacy of others or taking sexual advantage of another without their consent. For example, taking pictures, videotaping, viewing or distributing explicit images or sexual information of another person without their consent.

d) ***Other Pervasive or Severe Behaviours***: It is not necessary that there be actual sexual contact for a behaviour to be categorized as sexual

harassment. Other unwelcome behaviours are also prohibited if (i) they are based on an individual's sex or gender (ii) are persistent or highly serious and (iii) create an atmosphere, which is intimidating or hostile. These include but are not limited to lewd remarks or gestures, highly offensive jokes of a sexual nature, commenting inappropriately about another's body, and stalking.

e) ***Sex Discrimination***: Adverse treatment of individuals based on their sex or gender rather than on merit. This would include instances such as the singling out (for such adverse treatment as lower salary or grades, or more severe punishment) of person(s) on the basis of sex or gender.

3. All the actions categorized as sexual harassment when done physically or verbally would also be considered as sexual harassment when done electronically such as through the internet, e- mails, social media, texting, telephone, voicemail etc.

4. All actions of harassment or discrimination may be taken by a person of any gender against a person of the same or another gender, and would need to be considered by the HEI if the act qualifies as a prohibited act under the policy.

5. Sexual harassment is especially offensive when perpetrated by persons in authority, and when submission is made a condition toward any HEI activity or benefit (for example, when submission is made the basis of the evaluation of an individual).

6. Sexual harassment will be considered especially egregious when the accused knew or reasonably should have known that the victim was in an impaired or incapacitated state. However, impairment of the accused, such as a result of the use of any illegal substances, shall not diminish their responsibility for harassment under this policy.

16.2 BULLYING / RAGGING / HAZING

- Bullying means offensive, abusive, intimidating or insulting behavior, abuse of power and/or unfair punitive sanctions, which makes the student feel upset, threatened, humiliated and /or vulnerable, which undermines the student's self- confidence and/or reduces the student's feelings of self-esteem and self-worth, and which may cause the student to suffer stress.

- Ragging and /or hazing means the practice of using rituals and any other acts, conduct or practices by which the dominant power of senior students, former students or alumni, is brought to bear on students who are in any way considered junior by other students. Ragging and /or hazing includes individual or collective acts or practices, which include, but are not limited to:

    - Involvement in physical or psychological assault or threat or use of force or wrongful confinement or restraint
    - Violating the status, dignity and honor of such students or Exposing students to ridicule and contempt and affect their self-esteem
    - Verbal abuse and aggression, indecent gestures and obscene behavior

- Breaching the confidentiality of any information related to the student (e.g. grades, health issues, fee etc.)

16.3 CYBER-BULLYING

- Cyber-stalking is the use of the internet and mobile technology such as email, SMS text, social media or other electronic communications, to stalk and generally refers to a pattern of threatening or malicious behaviors, including communicating a credible threat of harm.

- Cyber-harassment usually pertains to unconsented conduct such as threatening or harassing email messages, instant messages, or to social media and blog entries or websites dedicated solely to torment an individual. Cyber- harassment differs from cyber-stalking in that it is generally defined as not involving a credible threat.

16.3.1 Reporting

- NIU encourages the reporting of all incidents of harassment, regardless of who the alleged offender may be. The University assures that all complaints that are reported will be taken seriously, will be investigated thoroughly and expeditiously and that all parties will be treated with respect.
- As harassment usually occurs when individuals are alone, it is often difficult to produce evidence. It is strongly recommended that members of the University community report any offensive behavior immediately to, or someone they trust, or seek guidance / help.
- Students, who either believe that they have become the victim of harassment or have witnessed harassment, should immediately report their concerns through any of the following routes: Report to the Students Affairs Department, Coordinator /Academic Head of their programs.

16.4 JURISDICTION

This policy applies to actions by students, faculty, staff, other members of the HEI community (such as interns, residents etc.), or third parties (such as service providers, visitors etc.), when the misconduct occurs:

a) on the HEI property (i.e. on campus) or in its immediate vicinity;
b) off the HEI property, if (i) the conduct occurs in connection with an HEI recognized program or activity or (ii) the conduct may create a hostile environment or pose a safety risk on campus; and
c) using the university's computing or network resources accessed from an off-campus location, which shall be deemed to have occurred on campus.

16.5 DESIGNATED RESOURCES

The HEI shall designate at least two members of the HEI administration (the "**Focal Persons**"), at least one of whom shall be a woman, to offer support and immediate assistance to those who have experienced sexual harassment. Contact information of such individuals shall be easily

available, including on the HEIs website.

The HEI shall also constitute an Inquiry Committee to investigate and adjudicate any allegations of prohibited conduct (the "**Inquiry Committee**") in accordance with the provisions of Policy. Those who have experienced sexual harassment may also contact members of the Inquiry Committee for support and advice.

16.6 RESOLUTION PROCEDURES

16.6.1 Informal Resolution

Informal resolution is aimed at bringing together the parties to discuss and resolve the complaint. A student who believes that s/he has been harassed may choose to discuss the matter with the person who has engaged in the behavior and / or request that a member of his / her academic entity act as a liaison for an informal discussion with the involved student or member of faculty to resolve the matter.

16.6.2 Formal Resolution

Where a student does not wish to pursue the informal resolution procedure or where the informal resolution procedure is unsuccessful, the formal resolution procedures should be undertaken. Students could lodge a formal complaint with any of the following offices: Dean of Students or University Registrar, as applicable, for assistance in pursuing the matter or use the Safe Disclosure process to lodge a complaint.

16.7 INQUIRY PROCEDURES

The procedures noted in this section of the policy deal with formal inquiries where the harassment has taken place between students or where the harassment has taken place between a student and a member of faculty or staff. All matters related to the review and investigation of any charge of harassment will be undertaken in strict confidence. Also, refer to the Safe Disclosure Policy for a description of procedures to ensure confidentiality.

Reports /complaints of harassment from students must be made in writing and signed by the person preparing the complaint within 10 working days of the incident. It should include a factual description of the incident, including quotations of any offending language used. The complaint should then be submitted to any of the following offices: Students Affairs Department or the University Registrar (or her/his representative), as applicable.

The office receiving the complaint, in coordination with the respective academic entity head, will review the information provided by the student. Once it has been determined that all of the relevant information has been provided, the Students Affairs Department, the Dean of Students, University Registrar, as applicable will convene an Investigating Committee to consider the case. In cases where the student is charging another student with harassment, the student members of the Committee must be selected from another academic entity. In cases where the student is charging a member of faculty, the faculty members of the Committee must be selected from another academic entity.

Wherever possible, within five working days, from the day the charge is communicated, the respondent shall be requested to appear before the Investigating Committee for an interview, or submit a written defense. On her / his failure to appear before the Committee or to submit a written defense, without a reasonable cause, the Committee shall proceed ex-parte. The Investigating Committee may request the attendance of appropriate individuals to appear before the Committee in order to provide information pertinent to the case.

Both parties, the complainant and the individual who has been charged with harassment, shall have the right to be accompanied by a colleague/friend from within the institution. The Investigating Committee shall give its findings and recommendations in writing with appropriate reasons within 10 working days of the initiation of inquiry.

16.8 Communication and Compliance with the Policy

The University Registrar office and the Student's Affairs Department, as applicable, in cooperation and coordination with the University's academic

entity heads, shall be responsible for wide dissemination of this policy. The Student Anti-Harassment Policy will be available on the Office of the Students' Affairs, NIU.

17 SOCIAL MEDIA POLICY

NIU 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.

The NIU 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. Excessive browsing of sports websites, in particular those whose content is updated periodically (e.g., cricinfo.com).
4. Browsing sites with pornographic, obscene content and downloading pornographic material.

17.1 BROWSING LOG

NIU 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.

17.2 PENALTY FOR ABUSE

Internet access facility is provided to the NIU 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. The user will be held responsible for any activity done with his/ her username.

18 FIRST AID POLICY

First aid is given to the student on campus if they suffer from any health concern such as headache, fever or any minor injury. First aid box is maintained and placed under the supervision of Senior Manager Student Affairs and by the Guidelines by MBBS doctor. The basic first aid medication or procedures will be administered after proper checkup and a due signed permission document by student.

1. Fatima Memorial Hospital is a designated Hospital for the University. In case of extreme emergency 1122 can be contacted and student may be carried to the nearer hospital (it is subject to change as well based on location).
2. First Aider will manage all the medications to students by asking some questions regarding their medical condition. In case of any physical injury / Accident in campus, the student must be referred to student affairs department before taking any further action.
3. In case of a condition, which requires attention, Student Affair Manager will recommend the student to available MBBS doctor on campus for further treatment and give immediate help.
4. Ensure that an ambulance or other medical help is called when necessary; and
5. Ensure that an accident report form is completed and given to the senior first aider.
6. Communication with emergency contact in case of an emergency.

Communication with Parents/Guardians:

Where a student has been treated or taken to the Hospital the university should report the treatment to the child's parent/guardians. Depending upon the nature of the incident this could be by telephone or letter.

19 FACILITIES AT NIU

19.1 CAMPUS

NIU's campus is located at 17 KM Raiwind Road, Lahore. State of the art classrooms, comprehensively stocked libraries, up-to-date computer labs, mosque, ground, well-furnished/staffed subject specific labs, hygienic canteens and offices for faculty and administration are purposefully placed at the campus. It is believed that all these facilities are essential for a compact educational experience.

19.2 AUDITORIUM

The auditorium is equipped with all the modern facilities, with a capacity to seat more than 200 people. It is perfect for lecture series, plays and media presentations. This room features a digital projector, projection screen and a computer to use with the projection equipment. The auditorium has adequate lighting and low maintenance.

19.3 MULTI-DISCIPLINARY LAB (MDL)

NUR international University is a general university where different programs are the part of the curriculum. Each department give opportunity of hands on practice to their students. No matter what are the nature of the work. Same as NIU has many medical related programs like Doctor of Physical Therapy, Medical Lab Technology, Speech and Language Pathology, Biochemistry & Nutrition. Medical Lab Technology and Biochemistry are the key areas in which the students can make their future brighter if they get Hands on Practice. To achieve this goal NIU has labs to make their students more professional. Labs have the advanced and up to date instruments for the practical as well as research purposes. Following areas are covered in the Lab:

- Biochemistry
- Microbiology
- Haematology
- Blood Banking

- Histotechnology

Following are the lists of the tests that performed for practical as well as research purposes to train the undergraduate students:

- ✓ Blood collection
- ✓ Blood grouping
- ✓ Cross matching
- ✓ Antigen antibody reactions
- ✓ Slide preparation
- ✓ Microscope operation
- ✓ Staining techniques including Geimsa, Gram, H&E and ZN.
- ✓ Sterilising techniques
- ✓ Haemoglobin estimation
- ✓ Chemical parameters body testing
- ✓ Water testing
- ✓ Agar preparation
- ✓ Culture of microbes
- ✓ Biochemical Testing of microbes
- ✓ Food testing
- ✓ Aerobic and Anaerobic growth of microbes

19.4 PRACTICAL SKILLS TRAINING LAB

As an essential component of training physical therapists, it is imperative that DPT coursework includes practical training in labs so the students are competently prepared with skills needed for hands-on treatment of patients. Practical skills labs have been established to make DPT professionals more skilled and knowledgeable. Kinesiology, Therapeutics, Musculoskeletal and Neuro Labs are well equipped with all the necessary tools and resources to fulfill this purpose.

19.5 CLINICAL SKILLS TRAINING

Clinical skills training is provided to students of faculty of Applied Sciences at well-established hospitals including Fatima Memorial Hospital (a 510 plus bedded tertiary care teaching hospital), Hijaz Hospital (a 200 plus bedded hospital) and Khair-un-Nisa Hospital (a 70 plus bedded hospital). These clinical facilities are well staffed with best practitioners in the region

to offer inpatient and outpatient services in Physical Therapy, Speech, and Language Pathology, Applied Psychology, Nutrition and Medical Laboratory Technology.

19.6 COMPUTER LABS

The computer lab is the popular spot to work on projects outside of class. The lab is fully air-conditioned with technical staff to help and equipped with current-model, high-end PC computers, high-speed network and storage, an extensive collection of software - including statistical, financial, accounting, programming, and simulations software - printers, scanners and other equipment to meet student needs. There are workstations in library and the campus corridor with Wi-Fi.

19.7 LIBRARY

The Library in the university campus provides excellent services and facilities to support the academic and research needs of students, faculty and staff. Students are encouraged to participate in the learning process using all available resources to gain knowledge. Thus, library serve as an integral part in the learning process. The University library is expanding facility, presently equipped with well-stocked reference books. Latest methods are being used for cataloguing and classification in the library.

The library also provides electronic access through the internet to databases throughout the world. Special access rights have been obtained from many database sources to ensure that students have the most up-to-date information available to back their course requirements. University library is equipped with state-of-the-art systems and technologies.

19.7.1 Library Rules

The students are bound to follow the following:

1. The Library shall remain open according to timings notified from time to time.
2. A valid University card is must for borrowing the Book(s) and other material.

3. Mobile Phones/iPods/laptops should be kept on silent mode. Sleeping, listening/ watching drama and music etc. while staying at library is prohibited.
4. Personal belongings such as handbags, briefcases, etc., are to be left outside the library entrance.
5. Eating, drinking and smoking etc. are not permitted within library premises.
6. Silence must be strictly observed in the library except for brief and subdued talk with the library staff at the Circulation Desk.
7. Submit any book for inspection, when requested by the library staff.
8. Library will receive only one copy of the final Project Report/Thesis of each graduating student sent by exam department.
9. Do not write, underline or mark any book. Library books are carefully examined on return and the borrower will be held responsible for any damages.
10. Please leave books on the table or on the book trolley after reading. Please do not shelve the books.
11. Reference books are not issued to any faculty members or students.
12. Do not change configuration of computers or any other equipment in the library.
13. NIU IT code of conduct must be observed while using IT applications in library.

19.7.2 Library Facility

Following Library facilities are available in the university library.

a. Integrated Library System (KOHA)
b. DSpace Repository
c. HEC Digital Library Access
d. Online OPAC Facility
e. Book Request Facility
f. Research Support Facility
g. Wi-Fi Network Facility
h. Social Networking Services
i. Computer Terminals
j. Book Fairs / Exhibitions

19.7.3 Borrowing Privilege

Following types of memberships are available to students for borrowing the library material:

Membership Category	Borrowing Limit	Duration
UG Students	03	15 Days
Master/MS/MPhil	05	15 Days

19.8 CAFETERIA

Cafeteria is situated in the campus. The food is hygienically prepared in a well-equipped kitchen. It offers scrumptious meals; snacks, cold drinks, tea and coffee.

19.9 PRAYING AREA

A very beautiful mosque is constructed for praying in the University.

Proper ablution arrangements have been

19.10 HOSTELS RECOMMENDATION

The University recommends separate hostels for male and female students. The hostels have wardens as well as support and security staff available round the clock. The provision of hostel accommodation is subject to availability and preference given to candidates from outside of Lahore.

19.11 TRANSPORT FACILITY

University provides transport facility on subsidized rates on a predetermined route. Students can use university transport if it touches their residence on its route. All students are required to abide by the transport facility policies of the university. Route - maps, charges, timings details are available at Student Affairs Department. Transport is handled by Operations Department while forms are available at Student Affairs Department, charges are according to mileage.

19.12 Girls Common Room

A common room has been exclusively reserved for female students, where they can meet their classmates and friends and engage in discussions in a peaceful and quiet environment. The room is equipped with comfortable furniture and an adjacent washroom. The room is properly ventilated, well lit, neat and clean to provide a friendly ambience to its users.

19.13 Photocopying

Photocopying facility is available in the campus on payment.

19.14 Career Counseling and Advisory Services

The primary responsibility of the career services at NIU is to enhance the professional skills portfolio of students by organizing a wide range of career related activities such as workshops, individual advisory services, comprehensive job posting, on-campus recruitment facilities, and opportunities to meet industry professionals. The staff within the office is dedicated to help in all aspects of career planning and development and works closely with faculty, staff, and employer to ensure that the requirements of both the industrial and corporate sector and those of the students are being met.

It also helps students identify the career that best suits their interests and skills. It encourages students to take personal responsibility to utilize its services to develop their career-oriented skills from freshman through senior year and beyond. Moreover, it teaches students the skills necessary to formulate successful job search strategies and facilitate career progression. It is dedicated to meet student needs and is open to provision of individualizing services. It is a comprehensive unit that assists students in a variety of ways throughout their stay at the University and even after graduating. Career Counselors are available to provide counseling and assistance regarding career development to students, and alumni in accordance with the University's mission of providing caring and nurturing environment. The commitment to serve potential employers in particular and participants in general InshaAllah, will continue with zeal and vigor. In short, office of career services also serves as a pathway for employers to get NIU students recruited.

The core functions of this office are:

- Job Placements (fresh graduates and alumni)
- Personality Development and Training Workshops
- Career Counseling
- Mock Interviews
- Jobs Notification
- Job Fairs

19.15 Learning Management System (LMS)

NIU provides students and faculty with Learning Management System (LMS), a secure online portal developed by university for online teaching and learning, course management, and collaborative learning.

LMS allow instructors to create an online class, add assignments, assessments, and communicate with students. LMS allows students to access the course and course resources online, complete assignments, and communicate with the instructor. LMS can be used to facilitate online courses, or to foster a blended learning experience.

19.16 Campus on Cloud

NIU provides a dynamic and integrated education solution to run smoothly and streamline its educational operations. It is a suite combining and handling all portals of the institute from one end; it is a one-stop solution for all the users – students, faculties, admin, etc. Students can have Admissions and program registration, Course enrollment, Calendars, messages and notifications, Course participation and evaluation, Timetable, Online Access to Attendance, Access to Fee Vouchers etc.

Faculty can have Course management, Attendance management, Assessment, Rapid attendance taking Electronic grade book, Progress report etc.

19.17 SECURITY

NIU Campus is well guarded by the round-the-clock-security services through active security guards, fenced boundary walls and equipped with the CCTV cameras to ensure safe environment for all the stakeholders.

20 CO – CURRICULAR ACTIVITIES

University provides opportunities to all students to join and participate in the activities of various clubs. Members of these clubs work closely with the staff and faculty to arrange for events. You are advised to become a member of at least one of these clubs that meets your interests as they contribute to personal and professional growth.

20.1 CLUBS & SOCIETIES

1. Each club & society under the Convener is required to conduct at least one activity in a semester. The purpose of activity is enhancement of general knowledge in the student body.
2. Full details of decisions to conduct an activity must be published by the club/society and the notice made available to all students and to the management of the University.

20.1.1 Composition

The composition of the Club & Society will be as under:

- Convener (two faculty members)
- President
- Vice President
- General Secretary
- Finance Secretary
- Four Executive Committee Members

(All positions from each department of the bachelor/master level, senior to junior)

Office bearers of the society shall be:

- All students must have a cumulative GPA of 2.0 and above.
- Must not be involved in any unethical activities (according to the University regulations).

- Must not have been fined/penalized or punished at the University for any Offence.
- Must be able to spare time for organizing various events and be capable of coordinating with other members of the society on regular basis.
- Any member of a society shall not work for another society at the same time.
- Obeying other regulations may be relevant authority.

The Convener of the club/society shall get approval from the administration for an activity 15 days before the scheduled date.

20.1.2 Removal of Members

The club/society has the power to remove the name of any member from the club/society list giving reasons to the member; but such member has the right of appeal to the Registrar.

20.2 Sports Club

The sports club organizes various sports events. “Sports Day” is celebrated in which all the players of each sport compete with one another for prizes and a great spirit of sportsmanship is witnessed.

20.3 Dramatic Club

This club lets you release your artistic talents through a series of activities and competitions. These include drama competitions, mime, etc. Through dramatic club, students interested in acting and showcasing their art are identified. A “Play Contest” is organized annually.

20.4 Debating & Literary Society

The society is dedicated to bring together debates for holding and participating in HEC, interuniversity and national debates competitions. The members of the society have made a name for themselves by participating in the different debating competitions and by holding regular in-house debates and Annual Debating Gala.

20.5 MEDIA SOCIETY

Media society helps in covering all the events happened in University or outside. All the social media is handled under this team. **Media** Society is a comprehensive, compelling and critical working of the digital **media** and communication technologies for university promotion and its students to enhance their extra-curricular skills.

20.6 ENVIRONMENTAL SOCIETY

It helps in organizing different events regarding improvement of environment.

20.7 MUSIC & ARTS SOCIETY

The main objective of the Music & Arts Society is to expose and nurture talent of the student's representation of the university nationwide, providing a platform for painting competition, musical experiments etc. Music society holds regular sessions.

20.8 CHARACTER BUILDING SOCIETY

Character Building Society has been established on the working principle of incorporating a sense of caring and serving other people with honesty, love, responsibility, and other important traits among students, that make for an upstanding citizen. This serves as a lifetime guide for them and helps to prepare the students to face the many opportunities and unknown dangers that are in today's society.

20.9 NIU EVENTS SOCIETY

The society hosts a variety of informational, entertaining and social activities throughout the semester including seminars, trips, concerts, spring gala, annual dinner etc.

20.10 NUR STUDENT LEADERSHIP PROGRAM (NSLP)

1. NUR Student Leadership Program has established its repute as one of the leading Internship opportunities providing platform.
2. Every year around 500 students join NSLP for training. Students at NIU are given first priority to intern at Fatima Memorial System

under NUR Student Leadership Program. This way they nourish their personality and to work towards national benefit.

3. A set of activities take place throughout the program. Further details can be obtained from the office of Student Affairs.

20.11 NIU ALUMNI ASSOCIATION

The Alumni are the real and latent strength of every great educational institution. The Association of the alumni is always a vital indicator of their true potentials. Keeping in view the significance of the alumni and their Association, the NUR International University has initiated the process of developing "NIU Alumni Association" (NIUAA) or ***Nurians***. All those who have awarded a degree by NUR International University is eligible to acquire membership of the NIUAA so that the interactive activities may be started as soon as possible

The NUR International University Alumni Association has been formed to fulfill the following objectives:

1. To promote interaction among the members of NIUAA to enable them to enhance social and intellectual relationship among them.
3. To provide a conducive environment to the members of NIUAA to enable them to establish professional networks among them.
4. To keep the alumni updated about the latest progress and trends in the University.
5. Keeping the alumni associated with the University and help, they take ownership of the vision of the university.
6. Encourage the alumni to support their University through active participation and contributions.

21 STUDENTS' CODE OF CONDUCT

Every student shall observe the following code of conduct in the University premises, in the University administered hostels (on and off-campus) and places of other activities being held under the auspices of the University: -

a. Loyalty to Pakistan and refraining from doing anything which is repugnant to its honor and prestige in anyway;

b. Respect for convictions and traditions of others in matters of religion, conscience and customs while observing own religious duties/customs;
c. Truthfulness and honesty in dealing with other people;
d. Respect for elders and politeness to all, especially to women, children, elders, the weak and the hapless;
e. Special respect for teachers and others in authority in the NIU;
f. Cleanliness of body, mind, speech and habits;
g. Helpfulness to fellow beings;
h. Devotion to studies and prescribed co-curricular activities;
i. Observance of thrift and protection of public property; and
j. Observance of the rules and regulations of the NIU in force from time to time.

21.1 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 NIU.

All faculty members, administrative staff, support staff and participants are expected to monitor this code of conduct and report any disregard or violations for taking appropriate measures.

The purpose of the dress code is to provide basic guidelines for appropriate work dress that promotes a positive image of NIU besides allowing flexibility to maintain good morale, respect, cultural values and due consideration for safety while working in laboratories. Following dress code is promulgated for the students:

21.2 Male Students

- Dress/casual trousers.
- Jeans (plain blue) without any images, graphics or write-ups.
- Dress/casual shirts (half/full sleeves).
- T-shirts without any images, messages graphics or write-ups.

- Dress/casual shoes or joggers with socks (no sandals/slippers).
- Shalwar Kameez with shoes/Sandals (only on Friday).
- Suit/combination.
- Coat/pullovers/sweater/jacket (in winter)

21.3 FEMALE STUDENTS

- Shalwar Kameez (no sleeveless)
- Hijab, abaya, chaddar etc.
- Full-length jeans/trousers with long (knee length) shirt/kurta (no tights).
- Light jewelry & light makeup.
- Shoes, sandals & joggers.
- Dupatta/scarf compulsory with all dresses.

Following dress code is not allowed and strict action will be taken if found (For Male & Female Students):

- Wearing tight or see-through dress.
- Wearing shorts or sleeveless shirts.
- Wearing Tee-Shirts/dress bearing language or art, which appears to be provocative, indecent and is likely to offend others.
- Wearing shabby or torn clothing.
- Wearing jogging or exercise clothing during classes.
- Putting on excessive makeup or wearing expensive jewelry.
- Wearing untidy, gaudy or immodest dress in classrooms, cafeteria and University office.
- Wearing unprofessional attire in formal programs and interviews.

21.4 DISPLAY OF NIU IDENTITY CARDS

1. The University ID card identifies a participant as a current member of the NIU student body. Therefore, participants are encouraged to receive their ID cards from Student Affairs Department, immediately after admissions.
2. It is mandatory for all students to properly display NIU ID Cards on while entering the premises of the University and while on Campus, AT ALL TIMES must display . If a participant does not possess NIU

ID card, s/he will be fined Rs. 200 every time this happens. If someone misuses the ID card, s/he will be fined up to Rs. 2,000.

3. The NIU ID card is non-transferable, must be carried at all times, and presented upon demand by a University Official or Security Guards, failure to do so may subject the participant to disciplinary action. Lost and stolen cards must also be reported promptly to the Student Affairs Department. SAD shall issue a new ID card upon submission of ID issuance application and a non-refundable ID card replacement fee payable by cash.
4. ID cards found should be returned to the Student Affairs Department as soon as possible. Any transfer, alteration, falsification, or forgery of a Student ID card constitutes a violation of University policy and may result in an appropriate disciplinary action to be determined by the Office of Registrar. In addition, fraudulent or illegal use of the campus identification card may result in criminal charges and/or civil proceedings.
5. This card is void upon termination or interruption of enrollment. The participant is supposed to surrender the ID card upon the request of a University Official/ or in case of breach of the University code of conduct.

21.5 Mobile Phones Use

Students are not allowed to use mobile phones inside the classrooms/labs at any time. They are asked to be courteous if using the phone inside the academic blocks so as not to disrupt classes being held. Phones should be switched off during class. Students using phones during class for calls, texting or disrupting class in any way will be warned and then fined. Repeat offenders may have their mobile phone confiscated. Mobile phones will not be allowed into an examination room for any reason. The instructor may collect the phones and contact parents to collect them if they are found in the room.

Camera phones are not to be used to take pictures of anyone without their knowledge and permission. Posting of pictures on the Internet without the consent of EVERYONE in the picture is a serious offence and will be dealt with severely. Students caught taking these pictures will have their phones confiscated and their parents called.

If this behavior falls into the category of harassment, students will be dealt with accordingly.

21.6 Code of Ethics

1. The acceptance of an admission offer by students is an undertaking to submit themselves to follow all University's regulations at any time during their period of study.
2. NIU expects all its members to follow the ethical behavior and its core values excellence; commitment; respect & tolerance; responsibility; and integrity.

21.7 University Property Protection

1. All students are expected to take care of University property all the time during their presence on campus.
2. Any damage caused by a willful act or gross negligence of the student will be charged in full to the student.
3. If the student does not pay such compensation within a specified period, the Registrar will proceed against the student in the manner as prescribed in these rules.

21.8 University Parking Car/Bike Stickers

Parking inside the University premises requires a Security Car/Bike Sticker, which must be obtained from the Operation Department at a nominal price. Cars/Bikes without stickers shall not be allowed to enter the Main Gate. The Car/Bike Sticker is not transferable.

21.9 Classroom Behavior

All students are expected to arrive at classes on time and conduct themselves in an appropriate manner during class, laboratory sessions and field visits. During the class, a certain level of decorum benefits the learning environment. Therefore, the students should:

1. Come prepared to the class and carefully read all the class material shared with them to participate in discussions and completing any assignments that are due.
2. Be attentive and responsive in class.
3. Maintain respectful atmosphere in the class.

4. Contribute to the class by making subject and class specific comments as appropriate.

The following behavior shall be considered unethical:

5. Talking, sleeping, or distracting members of the class.
6. Using electronic devices in class without permission or in a manner that disrupts others.
7. Disturbing and argumentative behavior.
8. Failing to show respect towards peers and instructors.

21.10 Suspension of Admission

A student may request for suspension of admission, provided there are reasonable grounds for it. Suspension of admission is not allowed for more than one semester. Such requests can be made only once. All fees except the tuition fee are payable for the semester in which the admission is suspended.

21.11 Rustication

1. Rustication may be awarded up to a maximum of 1 year. The penalty when imposed on a student shall always mean a minimum loss of one semester as far as his/her appearance in the examinations is concerned. The actual period of absence from the Campus will, however, depend upon the time of the academic year when the penalty is imposed. Period of rustication shall have no effect on the maximum duration of the program as per table of clause 11.4. No student shall be rusticated from the Campus unless he/she has been allowed a reasonable chance of defense against the accusations.
2. No fee shall be charged from a rusticated student for the time period during which his/her name remained struck off the rolls. However, the previously deposited fee shall not be refunded.
3. A student under rustication shall have the right of readmission after the period of suspension and subject to availability of the missed courses in the normal semester list of courses being offered.

21.12 EXPULSION

1. The Registrar shall report the name of the student who has been found guilty of an offence warranting expulsion to the Vice Chancellor stating the reasons for the proposed action, who will then have the authority to sanction expulsion after allowing reasonable chance to the student to defend him/herself against the expulsion.
2. The name of the expelled student shall immediately be removed from the Campus rolls, and fee for remaining month(s) of the semester shall not be refunded.
3. Cases of expulsion shall be registered in NIU records and notified.

21.13 RE-ADMISSION

1. A former student (whose admission was cancelled due to any reason but not expelled from the university) of the university seeking readmission can do so by taking the admission test. After qualifying for admission on merit, the student is admitted as a new student.
2. A former student who has been on disciplinary warning shall not be re-admitted.
3. Only credits of relevant courses are transferable, and not the points earned in transferred courses.
4. Credit is given for those courses, where the points earned are equal to or more than the points required in that degree program to avoid academic warning. For under-graduate programs, this means courses with 2.0 or more points are transferable. If a course is transferred, then all its pre-requisite courses also stand transferred.

21.14 RIGHT TO STUDY

Students entering NIU are here to gain an education. No student will be allowed to interfere with another student's opportunity to do so. Any behavior that interferes with the study of another student or students will be dealt with severely. These behaviors include, but are not limited to, classroom misconduct, intimidation of faculty, staff or other students, and

behavior outside of classroom spaces that interfere with classes being conducted inside. Possible penalties for this include fines, detention, suspension or, in severe cases, expulsion from the University.

21.15 VIOLATIONS

Actions that violate local laws or ordinances or that violate other University policies may also be violations of the student code of conduct.

21.16 INTERACTION BETWEEN MEN AND WOMEN

As a coeducational institution, NIU is committed to providing a comfortable and safe environment for all of our students. We know that young men and women will be in classes together and will socialize as well. However, there are cultural norms that should be observed.

The following guidelines should be observed:

- Young men and women may sit together in public places on campus but NOT in secluded or isolated places. This includes parked cars, empty classrooms, behind buildings or behind bushes or hedges
- Men are not allowed in the Women's Common Room
- The nature of any interaction between men and women on campus must be in keeping with cultural norms. This means an appropriate distance should be maintained between them and there should be no touching

21.17 BRIBERY OR COERCION

Our faculty and staff are expected to maintain honesty and integrity in all grading and record keeping. Any student found guilty of attempting to bribe or coerce a faculty or staff member into doing anything dishonest in this regard may be suspended or expelled from the University. Bribery is defined as offering money or other payment in return for something. Coercion is defined as threatening to cause personal or professional harm if the desired outcome is not given. For example, threatening to give a poor evaluation of the instructor if a student is not marked present when he or she was not in class.

21.18 THEFT/THREATS/BULLYING

1. An act in which personal, private, or University property is intentionally taken without the owner's consent or permission is theft.
2. Any person found supporting such act will also be accounted as guilty.
3. Violations of this nature include robbery and embezzlement. It would account for serious legal action leading to repulsion.
4. Any kind of threat to cause harm, injury or damage the student or any other person for gaining personal benefit at the University is strictly condemned.
5. The student threatening others would be treated under a conducted violation.
6. It includes bullying (physically; written or oral expression; through electronic means) that has the effect or will have the effect of physically or mentally harming a student, damaging a student's property.
7. Bullying in a way that is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive environment.

21.19 POLITICAL ACTIVITIES

1. Students are strictly prohibited to take part in any political activity.
2. Any student found violating will be referred to the Disciplinary Committee and may be expelled from the university.

21.20 ANTI – DRUG POLICY

As part of the University's commitment to the health, comfort and safety of all members of its Community while respecting individual choice, the HEC Anti-Drug Policy have been implemented on-campus, which will apply to the students, faculty, staff and the visitors (including individual associated with outsourced services) in the premises (campus, class rooms, hostels, play grounds, libraries, laboratories, cafeteria & university transport etc.) of the campus in all HEIs of Pakistan.

21.20.1 SMOKING

Prohibition of Smoking in Enclosed Places and Protection of Non-smokers Health Ordinance, 2002 (Ordinance No. LXXIV of 2002):

i. Section 5: “No person shall smoke or use tobacco in any other form in any public place work or use”. Therefore, smoking publicly in the vicinity of the University is strictly prohibited.

ii. Section 6: “No person shall smoke or use tobacco in any other form in a public service vehicle”. Therefore, smoking in the premises of DAI and transport (buses, shuttle etc.) is strictly prohibited.

Penalties

Penalties for students and visitors involved in violations are as under. These penalties will be imposed on the recommendation of the DAIs Anti-Drug Committee.

Categories	Penalties
For Students: If a student is found smoking tobacco publicly in the DAI following penalties may be imposed:	**First time:** a warning letter/email from the Head of the ADC.
	Second time: A fine of minimum Rs. 2,000/-.
	Third time: A fine of minimum Rs. 5,000/-. For this offence, the DAI has the right to debar the student for one week from the DAIs premises along with officially communicating such to the parents of the student.
For Visitors	In case a visitor is found smoking publicly in the university premises, he/she would be fined a minimum of Rs.1000/- and would be made to leave the DAI premises immediately.

21.20.2 DRUGS

If a student is found involved in drugs consumption or under influence, the parents of the student need to be informed via a letter and a phone call.

Categories	Minor Penalties	Moderate Penalties	Major Penalties
For Students: Depending on the drug type, quantity consumed or found in possession, disciplinary violations and number of repetitions of violation, if a student is found guilty.	i. On campus social service of a minimum 24 hours (library, record maintenance assistance, tree plantation, etc.), to be completed within one month. ii. A fine of minimum Rs. 5,000/-.	i. On campus social service for a minimum of forty-eight hours (library, record maintenance assistance, tree plantation, etc.), to be completed within two months. ii. A fine of minimum Rs. 10,000/-.	i. A fine of minimum Rs. 20,000/-. ii. Student will be suspended from the university or the semester will be frozen (as per the university rules) until he/she has recovered.
Recommendations	i. A warning letter. ii. A total of six hours of counselling provided by a student counsellor available on campus/ ANF rehabilitation centers/ model drug abuse centers by social	i. A meeting with the parents/guardians. ii. A total of twelve hours of counselling by a registered counsellor, specialized in drug addiction to be completed within two months.	i. Parents will be asked to admit the student in a registered rehabilitation center. ii. ANF will be provided with the details of the student who has been given a major penalty.

	welfare centers etc. within one month.		iii. The student will be allowed to rejoin the university, once the rehabilitation center certifies him/her as fully recovered.
For Visitors:	In case the visitor's reference/connection to any of the student/faculty member/staff is established, he/she should be issued a warning & disciplinary action would be initiated against them along with that accused visitor. Such visitor should also be reported to local police station.		
For Faculty/Staff:	The anti-drug committee will investigate the matter, and penalize the faculty/staff member in case he/she is found guilty. The penalty may be a warning letter, suspension from service, demotion, termination of service or referring the case to the LEAs, subject to type and quantity of drug found/consumed etc. as recommended by the committee.		

IMPLEMENTATION

Effective implementation of the policy depends upon the courtesy, thoughtfulness, respect, and consideration of all members of the NIU community. It is the responsibility of all members of the University community to comply with and help implement this Policy. Relevant members of the campus community have the responsibility to communicate this policy to new members or visitors, vendors, contractors or other temporary staff visiting the campus.

21.21 CONVOCATION

In order to be eligible to graduate and participate in convocation, the student must:

1. Have met all program requirements;
2. Have the thesis (if applicable) successfully completed and defended and necessary documentation submitted prior to the stated deadline;
3. Be currently registered in the term in which program requirements were completed, including the defence and completion of necessary revisions to the thesis (if applicable);
4. Ensure all outstanding fees are paid to the University.
5. Have submitted an Application to Graduate

21.22 DISPLAY OF BANNERS AND POSTERS

The University prohibits display of any kind of banners and posters that reflect association with any religious, political, ethnic, regional or sectarian party. Similarly, notices calling meetings of any religious, political, ethnic or any prejudiced regional party are also totally prohibited. Slogans, propaganda, noise of any sort liable to cause disorder are prohibited.

21.23 VISITORS POLICY

NIU Students are not allowed to bring along any visitors/ guests without seeking prior permission. Students are requested to cooperate with security staff during the entry of their guests and parents. In case of any event/program all staff, faculty and students are advised to submit information about the schedule of their guests and visitors in advance. If the stated purpose of visit differs from the actual activity a visitor is found to be involved in, strict disciplinary action shall be taken. During the whole time of stay at NIU Campus, the visitor card shall be on proper display; failure to do so is subjected to disciplinary action.

22 ON – CAMPUS WORK

Students availing Financial Aid (Need based Scholarship) have mandatory responsibility of providing voluntary services at the University in order to comply with the Financial Aid Policy. Students can also visit the Student

Affairs Office to find out more and apply for any available position. Mostly the opportunities will be available in Summer Semester so that the academic schedule may not be affected.

23 GRIEVANCE POLICY

Grievance policy is in place is to ensure that no matter stands unresolved or disputed.

23.1 SCOPE

Occasionally a case may happen, where a student believes that he/she is has not been fairly treated by a university representative or has a complaint against any such faculty and staff member or grades disputes. This policy is deemed to respond to all such issues.

23.2 COMPLAINT (ACADEMIC SETTING)

If such a scenario arises, a student can directly talk to the faculty member. If the issue remains unresolved, the student can seek assistance of the Head of the Student Affairs Office. The Head will act as the arbitrator, between both parties, and facilitate them to reach a resolution.

23.3 GENERAL COMPLAINTS

If students have complaints other than academic setting, they can reach the resolution with directly communicating with the individual, and if they have been unable to resolve the matter, they may channelize the complaint to the Head of Student Affairs Office.

23.4 INFORMAL PROCEDURE

Before filing a formal complaint under this policy, a student should attempt to resolve the matter informally with the person alleged to have committed the violation and/or with the Head of the Department in which the alleged issue occurred. The student may contact the Office of Student Affairs for assistance with informal resolution. Attempts to resolve the matter informally should be completed within ten (10) days from the time at which the student knew or could reasonably be expected to have known of the action needing resolution.

23.5 FORMAL PROCEDURE

If the incident is not resolved at the informal and/or departmental level, the student may file a formal student grievance. If a student wishes to do so, he/she must do so within the ten (10) days as defined above regardless of the progress of the informal and/or department level process

23.5.1 Reporting Method

- The detail, date, time, and place of the issue (the resulting injury or harm)
- Witnesses if any who have understanding of the conflict
- Any evidence available in writing
- Detail of any method already adopted to reach a resolution.
- The decision on the case shall be taken within 10 days of the hearing and will be communicated verbally and in written
- All official communication in regard to the complaint will be sent via the University's official communication channels

All grievances originating outside of academics and all cases of discrimination, harassment, or assault, should be led with the Student Affairs Office.

23.5.2 Initial Review

Upon receipt of a formal student grievance, the Student Affairs Office as is applicable will promptly appoint an impartial Grievance Resolution Officer (GRO). The GRO shall review the grievance and make an initial determination regarding whether the grievance is complete, timely, within the jurisdiction of the Disciplinary Committee, and alleges that, if true, would constitute a violation of law or University policy. The GRO shall complete initial review of the grievance and notify the complainant of the determination in writing within seven (07) working days of the receipt of the complaint.

If the GRO determines that the grievance is incomplete, is untimely, outside the jurisdiction, or factually insufficient, the grievance will be dismissed. If the grievance raises multiple issues, the GRO will make a determination described above with regard to each issue individually and may investigate some issues and dismiss others pursuant to this review process. If dismissed, the GRO will provide the student with a written

explanation of the basis for the dismissal within next ten (10) working days after receiving the formal complaint.

23.5.3 Investigation and Decision

The GRO will forward the initial review to the Grievance Committee. The Committee will review or investigate the matter from GRO. The GC Secretary send a copy of the written grievance to the member against whom the grievance has been led asking for a written response. The respondent shall confirm or deny each fact alleged in the grievance. The Committee will call the meeting in three (03) days after receiving the written response. The Committee will give their decision and if a resolution satisfactory to both the grievant and the respondent is reached, the Secretary will notify both parties of the voluntary resolution in writing and the grievance will be dismissed.

23.5.4 Appeals

Parties to the decision, either grievant or respondent may submit written requests for appeal to the Vice Chancellor's Office within five (05) working days from the date of the original decision, except for reasons of new evidence, outlined below, which should be led within 10 days of the original decision notice. The student should outline the specific issues and rationale for the appeal in his/her written request. Requests for appeal will be considered only when based on one or more of the following:

1. Occurrence of substantial procedural irregularity based upon a violation of student rights;
2. Decision influenced by bias by the GRO or Committee, resulting in a violation of standards of fairness used in disciplinary hearings; OR
3. Evidence not available at the hearing which, had it been available, would in all reasonable likelihood, have produced a different decision.

Once a completed appeal is received, as is applicable for review. VC will first determine if the student or organization has sufficient basis for appeal, according to the criteria above. If basis exists the case will be referred to the Grievance Committee. The GC may choose to modify the finding of responsibility, modify the sanctions, or modify both; remand the case for a new hearing; or uphold the original decision. Appellants will typically be notified of the decision within ten (10) working days of their submission. The decision of the Vice Chancellor is final.

24 DISABILITY POLICY

24.1 INTRODUCTION

This Policy aims to enable an environment in the Higher Education Sector, which not only motivates students with disabilities to undertake higher education, but also facilitates their participation in all academic and extra-curricular aspects of a university education.

The Policy recognizes that disability covers a wide range of impairments and different disabilities can have varying impacts on study, work and other aspects of life, warranting special considerations in the Higher Education Institutions (HEIs) for persons with disabilities to successfully acquire higher education. (www.niu.edu.pk)

Definition of Persons with Disabilities

Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments, which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.

Declaration of Persons with Disabilities

A person certified as a disabled person from the National/Provincial Council for the Rehabilitation of Disabled Persons or carrying a Computerized National Identity Card (CNIC) with the disability logo.

24.2 SCOPE OF THE POLICY

This policy applies to all public and private sector Higher Education Institutions of Pakistan. HEC expects all Higher Education Institutions to be aware of this policy and the related code of conduct.

Through this policy, it is stipulated that persons with disabilities at the HEIs including students, faculty and staff will be treated fairly, with respect and will not be subjected to discrimination2at any stage during their academic or professional pursuits.

The main focus of this policy are all students with disabilities that engage with Higher Education Institutions; including enrolled students, prospective students and students that acquired disability during their course of study.

24.3 Disability Services

All students and staff of the University shall have access to a disability advice and support service, which includes to:

I. Offer information and advice students with disabilities and work to identify their support requirements.
II. Provide Support Service including referrals for psychological.
III. Arrange for non-medical assistance: note-takers, readers, lecture recording and enablers
IV. Provide specific advice and recommendations in areas including admissions, accommodation, access to study and examinations etc.
V. Development of policy and procedures for supporting students and staff with disabilities
VI. Work in collaboration with local and national organizations to enhance University capacity and facilities for access to persons with disabilities.

24.4 Students Who Become Disabled During Studies

The University will take all reasonable steps to ensure that a student who becomes disabled (or becomes aware of their disability) during their course has every opportunity to complete their course through the provision of the same level of adaptations and support as for a comparable student who was disabled at the start of their course and through a constructive approach to the interpretation of degree regulations.

For further details, consult HEC Policy for Disabled Students.

24.5 Exam Writer for Special Students

A visually impaired student may be allowed to attempt the Mid/Final Exam on braille, computer or any other means of facilitation.

A physically handicapped/ visually impaired student may be provided a writer for Tests/ Exams. Procedure/ conditions will be:

k. Apply to the HoD two weeks in advance, with medical certificate proof of disability.
l. Qualification of the writer shall be at least step lower than that of the student. (e.g. for level 6 student, the writer should be level 5 or less).
m. Student shall be allowed 45 minutes (max) extra time to solve the question paper.

25 DISCIPLINE

Serious disciplinary matters shall be investigated by the Discipline Committee, which shall forward its recommendations to the Vice Chancellor for final approval.

25.1 Acts of Indiscipline

The following, among others, shall constitute acts of indiscipline on which the Discipline Committee will take action:

1. Breach of decency, including the use of indecent language, undesirable remarks, gestures and disorderly behavior.
2. Defiance of University or Faculty authority.
3. Impersonation or giving false information or willfully suppressing, changing, replacing or distorting information, cheating or deceiving
4. Indulging in or inciting violence.
5. Misusing or damaging University property.
6. Consumption, sale and distribution of alcohol, prohibited drugs, controversial or banned items on campus.
7. Indulgence in political, ethnic, racial or sectarian activity or use of students' organization for furthering the cause of a political party
8. Use of unfair means in class tests and examinations.
9. Instigating others and indulging in undesirable propaganda creating academic deterrence and polluting academic environment

10. Indulgence in unlawful activities.

25.2 Processing of Disciplinary Cases

1. The disciplinary cases shall be dealt by the Disciplinary Committee. The Committee is authorized to fine a student up to Rs 1,000 and/or suspension for a maximum period of three days. Any penalty higher than this must be referred to the Vice Chancellor for his/her approval.
2. On receipt of a complaint from the Disciplinary Committee, if the Vice Chancellor feels that the allegations require no further evidence, he/she may approve, enhance or lower the recommended penalty provided that the penalty does not exceed a fine of Rs 5,000/- and/or 7 days suspension.
3. Senior members of the administration and faculty report the matter to the Secretary Disciplinary Committee (nominated member of the Student Affairs Department). The Secretary calls a meeting with both parties and after hearing both sides decides whether the matter can be settled or not. If both parties agree a settlement is reached, (which can include an apology letter and an undertaking that such behavior will lead to serious consequences). If not, then the Secretary Disciplinary Committee calls a Disciplinary Committee meeting.
4. The SA department will keep record of such disciplinary actions in the respective student's file.

25.3 Disciplinary Committee

1. The Disciplinary Committee consists of three or more members from among the University staff including Secretary and a senior student of the university nominated by the Vice Chancellor.
2. The Disciplinary Committee shall accord full opportunity to the student to plead the case. Statement made by the student and cross-examination by the Committee will be recorded and recommendation made by the Secretary Disciplinary Committee to the Vice Chancellor.

25.4 Disciplinary Action

The DC may recommend the following penalties to the VC/PVC after carrying out a thorough investigation:

Minor Misconduct

1. Issuance of a warning letter
2. Monetary fine up to Rs. 10,000
3. Letter of apology to be solicited from the student/parents
4. Meeting between parents and DC
5. Suspension from classes for a week
6. Removal from elected or appointed positions in student societies

Major Misconduct

1. Probation for a specified period
2. A fine, the value of which shall be determined by the Discipline Committee Assignment of failing grade (F) in course
3. Barring from appearing in an exam
4. Suspension for one or more semesters
5. Expulsion or rustication from the Institute
6. Non-conferment of degree

The final decision on the penalty to be awarded rests with the VC/PVC. Students who wish to dispute the VC/PVC's decision must file a written appeal to the Appellate Committee of the NIU Board of Governors through the Secretary BoG within 15 academic working days following notification of the VC/PVC's decision. This appeal may then be heard by the Appellate Committee appointed by the Board.

Disciplinary action may comprise any combination of the following:

1. A warning in writing.
2. Probation for a specified period.
3. A fine, the value of which shall be determined by the Discipline Committee.
4. Barring from appearing in an exam.
5. Cancellation of the examination result.

6. Expulsion or rustication from the University.
7. Non-conferment of degree.
8. Any other penalty suggested by the Discipline Committee and approved by Vice Chancellor.

25. VICE CHANCELLOR/PRO VICE CHANCELLOR'S AUTHORITY IN SPECIAL CASES

Not with standing anything contrary to these Regulations/Rules/Policies, the Vice Chancellor shall have the power conferred by the University Act and Statutory Bodies to issue orders, directions or instructions for the smooth working of Academic Affairs of this University and on the issue(s) where the regulations/rules/policies are silent and in cases of ambiguity or discrepancy regarding the interpretation of these regulations/rules/policies, the decision of the Vice Chancellor shall be final.