



AIR UNIVERSITY

Student Handbook (Postgraduate Programs)

Fall 2013 – Summer 2014

Air University, Sector E-9, Islamabad.

www.au.edu.pk

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The Student Handbook 2013-2014 aims at familiarizing the students with the important policies, rules and regulations, which they have to observe during their stay at the Air University. In case of any query which is not answered in this handbook, the students may contact their advisor or the Department of Students' Affairs of the University.

Air University reserves the right to change, amend, replace or annul any part or the whole of this document without notice.

This edition supersedes the Student Handbook 2012-2013, and shall become effective from Fall Semester 2013.

Note Students and guardians are requested to sign the Acknowledgement Form placed at the end of this Handbook and return this to the Registrar's office.



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1.0 INTRODUCTION

The University

(a) The Air University is a federally chartered public sector university established in 2002. The campus, located in Sector E-9, Islamabad, houses the University Headquarters, a library and modern IT facilities. Co-located with the Air University Headquarters are the Faculties of Engineering, Basic & Applied Sciences, Administrative Sciences and Social Sciences. The University is a degree awarding autonomous public sector institute. The present students' strength is approximately 3000. The Air University is envisioned to be one of the best universities in Pakistan. All Graduate and Post-graduate institutions of the PAF would become constituent/affiliated parts of the University. The University shall also be made open to and benefit the good institutions from the private sector by extending affiliation to them. The university promotes research in all disciplines. Faculty members are encouraged to help develop the education system and curricula of the University using their experience and research. Faculty development and updating of courses are given high priority and are undertaken as a regular academic requirement.

(b) Vision

Air University aspires to be among the leading national universities, excelling in teaching, learning, research, innovation and public service.

(c) Mission

The mission of Air University is to achieve excellence in teaching and research for producing graduates with sound professional knowledge, integrity of character, a keen sense of social responsibility and a passion for lifelong learning. The University shall stand committed to creating an environment conducive for attracting the best students, faculty and supporting staff for contributing to the development of a prosperous peaceful and enlightened society.



2.0 SEMESTERS

There are three semesters. The Fall and Spring Semesters are long and are considered as Regular Semesters. The shorter Summer Semester is for students improving grades below B minus or attending pre-requisite courses.

	Semester	Duration
1.	Fall Semester	03 Sep 2013 – 17 Jan 2014
2.	Spring Semester	20 Jan 2014 – 06 Jun 2014
3.	Summer Semester	09 Jun 2014 – 28 Aug 2014

3.0 STUDENT'S ADVISOR

Each student is assigned an Advisor who is a faculty member. The Advisor helps a student identify and achieve high academic goals and take advantage of learning opportunities. The Advisor must be contacted before registering in each Semester. He/She would discuss/address the registration of the students on warning/serious warning/probation with the students, Program Coordinator and seek approval of Chair Deptt. concerned and guide students to confirm their registration.

4.0 CENTER FOR COUNSELLING AND PSYCHOLOGICAL SERVICES

Psychological Counselling Center, located on the ground floor, mini block, offers professional support to students, Faculty Members and administrative staff. This center provides psychological guidance and counselling services in handling stressors as well as associated psychological distress, which could adversely affect optimum functioning, motivational level, career goals and overall well-being. AU Psychologist, Asst Professor, Flt Lt (R), Dr. Shakira Huma Siddiqui is providing Psychological Counselling services in this center since 2007. All personal information is handled in the best professional manner and in complete confidentiality.



5.0 PROGRAM COORDINATOR

There is a Program Coordinator for each Department who is responsible to both the respective Chair Department and the Registrar. He/She acts as a vital link between the Department and the Administration for transmitting and recording data on students. The Program Coordinator works in close coordination with the Chair Department and Faculty Members to help in the smooth functioning of the Department. The Program Coordinator maintains: (a) record of attendance, (b) record of all the examinations that the student takes including quizzes, and (c) helps the faculty prepare the final result.

Students are advised to bring all their academic, financial or other problems to the notice of their Program Coordinator. The Program Coordinator will either provide the necessary help or refer the matter to the relevant office to resolve the problem.

6.0 MASTERS DEGREE PROGRAMS

6.1 Degree Requirements

a) MBA (1.5) years Degree Programs

- (i) Successful completion of credit hours of MBA (1.5) years with 6 credit hours Capstone project or thesis.
- (ii) Minimum attendance requirement is 75 % mandatory for sitting in the final examination for all subjects.
- (iii) CGPA of at least 2.50/4.00 for successful completion of the degree.



b) MS Degree Program

- (i) Successful completion of 30 credit hours (CH) of graduate work with 24 CH spread over 8 taught courses. Minimum of 75% class and 75 % Lab attendance (for subjects with labs) is mandatory for sitting in the final examination of these subjects. During the first two semesters, the minimum load per semester will be 9 CH of course work.
- (ii) Research equivalent to 6 CH, which enlarges the frontiers of the body of knowledge in the relevant discipline.
- (iii) Successful defense of thesis.
- (iv) CGPA of at least 3.00/4.00

Students with inadequate background will need to attend the non-credit undergraduate level and refresher courses before joining the main MS program.

6.2 Duration

a) MBA (1.5) Years Degree Program

Design of MBA (1.5) degree program enable students to complete degree requirement within specified years. All students are required to complete the degree program within a maximum of 3 years. Dropping courses with or without intervention of the student advisor may delay program as the same courses may not be offered in succeeding semesters.

b) MS Programs

The normal duration of the MS degree program is two academic years (4 semesters) but not more than 3 years. However, the minimum time for non-engineering Master's programs may be eighteen months' duration (03 semesters). A student may register for thesis during the 3rd semester or on completion of 18 CH of course work with a minimum CGPA of 3.00/4.00.



Note: One year extension beyond the maximum duration may be granted on the recommendation of the Faculty Board of Graduate Studies (FBGS), in exceptional circumstances.

6.3 Selection of Thesis Supervisor and Evaluation of Thesis

a) MBA Degree Program

A student of MBA will be allowed to choose 6 Cr. Hr thesis or a project, in their final semester. The student opting for thesis or project will require the consent of a faculty member to supervise his/her work. A student who fails to find a supervisor will request the Dean to assign him/her a supervisor.

There will be a committee of three faculty members to approve the research or project proposal. The committee will be notified by Dean's office.

In addition to helping and guiding the student the supervisor will see that the student sticks to the time-line during the semester. At the end of semester he/she will approve the draft of thesis or project document for presentation before the committee elaborated below. Proforma for assessing student's performance during the semester will be provided to supervisor by research office.

To evaluate the presentation and final draft of thesis or project document, there will be a committee comprising two evaluators and the supervisor. The supervisor will evaluate the student on his/her interest and involvement during the semester while the evaluators will assess the presentation skill and performance during thesis/project defense. The meeting for thesis/project evaluation will be convened by the supervisor through in charge research office.



b) MS Programs

A student may register for thesis during the 3rd semester or on completion of 18 CH of course work with a minimum CGPA of 3.00/4.00. The student opting for thesis will require as follows:-

- (i) The thesis supervisor must be a full-time/adjunct faculty member of AU holding a PhD degree. In exceptional circumstances, an assistant professor or above, or a senior professional holding an MS degree with extensive research or industrial experience, may supervise an MS thesis. The appointment of the supervisor will be approved by the Dean of Faculty on the recommendation of the Chair Department.
- (ii) Successful defense of thesis topic in front of Guidance and Evaluation Committee (GEC), in a maximum of 2 attempts. The Chair Department, with the approval of the Dean of Faculty, is to constitute the GEC.
- (iii) Students will be required to present to the GEC a review of progress six months after successful topic defense.
- (iv) Students must maintain a CGPA of 3.00/4.00. Any student, whose CGPA falls below 2.50 or who gets two probations in consecutive semesters will be removed from the program immediately and permanently.
- (v) Submission of the thesis by the student to all members of GEC, Department Chair and Dean of Faculty at least four (4) weeks prior to an open thesis defense.
- (vi) The thesis must be checked for plagiarism and a certificate to this effect must be issued in accordance with AU procedures.



- (vii) The recommendation of GEC, to Faculty Board of Graduate Studies (FBGS), for award of MS degree after successful thesis defense.
- (viii) The GEC will grade the thesis as per section 6.4.
- (ix) Submission of four (4) copies of the final manuscript with soft copy (CD/DVD), signed by the GEC Members, Department Chair and Dean of Faculty, to the University, one each for University Library, Supervisor, Department, and the Student. All significant hardware and its documentation and software developed during the course of the research will be the property of the University.

In case of change of thesis topic with the consent of the supervisor, some of the above relevant steps will be repeated.

Air University provides an HEC-supported in house facility for checking plagiarism. The supervisor and the GEC must ensure that references in proper format are provided when citing the work done by others. Plagiarism, if detected and proved, will lead to the immediate removal of the student from the program.

6.4 Assessment of Academic Performance

a) MBA (1.5) Program

TableA1:

	CGPA	Academic Standing
1.	$3.75 \leq \text{CGPA} \leq 4.00$	High Honors
2.	$3.50 \leq \text{CGPA} < 3.75$	Honors
3.	$3.00 \leq \text{CGPA} < 3.50$	Good
4.	$2.50 \leq \text{CGPA} < 3.00$	Satisfactory
5.	$2.00 \leq \text{CGPA} < 2.50$	Warning
6.	$\text{CGPA} < 2.00$	Dismissed & ineligible to rejoin



Table A2: Explanation for Rows 5 in Table A1

CGPA	Academic Standing
CGPA \geq 2.50	Promoted to next semester
2.00 \leq CGPA < 2.50	Warning
First Instance	<ul style="list-style-type: none"> • Student must clear all Fs or may retake courses with low grades. • Allowed to take up to semester load. • Student must bring CGPA to 2.50 after the 1st warning to stay with the program.
Second Consecutive Instance	<ul style="list-style-type: none"> • Dismissal (except in the final semester where students would be allowed to achieve 2.50 CGPA in the next regular semester only)
CGPA < 2.00	Dismissal (Ineligible to rejoin AU)

MBA (1.5) students with two consecutive warnings or failing to complete the degree with in stipulated time will be dismissed from the program.

‘W’ and ‘I’ grades will be awarded according to the University guidelines for the undergraduate studies.

b) MS Programs

The following letter grades will be used to grade the performance of students in taught courses:



Grade	Weightage
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
F	0

CGPA	Academic Standing
3.75 - 4.00	Honor
3.50 - 3.74	Good
3.00 - 3.49	Satisfactory
2.50 - 2.99	Probation
<2.50 or two consecutive probations	Dismissed

'W' and 'T' grades may be awarded according to the University guidelines for undergraduate studies.

6.5 Transfer of Credit Hours

A maximum of 50 % of relevant courses with a minimum "B" taken in another HEC recognized institution and a minimum CGPA of 2.5 may be transferred on the recommendations of Dean of Faculty and approval of FBGS.



6.6 Leave

In exceptional circumstances a student may take up to one semester off from his/her studies on the recommendation of Dean of Faculty and approval of FBGS. Such leave will not be counted towards the maximum period stipulated for the completion of the degree requirements.

6.7 Merit Scholarships

The University awards merit scholarships to students as per the following criteria:-

- (i) Students in all AU programs may be considered for the award of merit scholarships subject to attaining a $SGPA \geq 3.50$.
- (ii) Students receiving financial awards, or fee waivers, from AU or any private/public sector organization will be excluded from the above.
- (iii) The total award for students from a department may constitute 20% of the gross revenues from the program in that department and may be computed on a running scale based on the CGPA for the batch under consideration, as follows:-

S.No	%	CGPA
1	15	3.50 → 3.59
2	20	3.60 → 3.69
3	25	3.70 → 3.79
4	30	3.80 → 3.89
5	35	3.90 → 3.99
6	50	4.00



- (iv) In case the computed scholarship amount is greater than the available amount (20 % of fee collected), the percentages shown above may be decreased accordingly.

- (v) A student eligible for the Merit Scholarship under this policy but excluded under the conditions described in clause (ii) above, may only receive one financial award during a semester. In case of a merit scholarship award from AU which is larger than any other award, only the difference will be given by AU.

Note: Students availing Scholarship/Fee concession found involved in use of unfair means or any act of indiscipline, will not be considered for the Scholarship/Fee Concession in the next semesters.

6.8 HEC Needs Based Scholarship

HEC also offers Needs Based Scholarship for the needy and deserving students pursuing their MS and MBA programs. The details of HEC Needs Based Scholarship are available with student Financial Aid Officer and also on the AU Web.

7.0 PhD DEGREE PROGRAM

7.1 Course Requirements

Eighteen (18) CH are spread over 6 courses, followed by PhD dissertation work. Up to 3 courses (9 credit hours) may be taken at another institution under exceptional circumstances when the same are not being offered at AU. The approval for this shall be given by the FBGS on the recommendation of the Department Chair through the Dean of Faculty. The student must get at least 3.00/4.00 CGPA or equivalent in every taught course in at most two attempts.



7.2 Duration

The PhD degree is expected to be completed in 4 years. It can be extended to a maximum of 6 years on the recommendation of GEC and subsequent approval of FBGS. A student with CGPA of 3.00/4.00 or more may take leave of up to one semester after the completion of his/her course work. Such leave will not be counted towards the duration of PhD studies.

7.3 Assessment of Academic Performance

Letter grades and accompanying weightage for taught courses will be the same as for the Master's Program as given in section 6.4. The grading for dissertation work will be done by the supervisor on the basis of satisfactory (S) or unsatisfactory (U) grade. The 'S' and 'U' grades will not be used for computation of the Cumulative Grade Point Average (CGPA). Students are required to maintain a CGPA of at least 3.00 to remain in good standing. Any student getting two probations in two consecutive semesters, or whose CGPA falls below 2.50, will be removed from the program immediately and permanently.

7.4 Other requirements

- (i) Pass the written Comprehensive Examination (CE) of the department. For Engineering, the student is required to obtain **70%** aggregate marks in the examination and at least 60% marks in each subject in at most two attempts. For non-engineering, the student is required to obtain 60 % aggregate marks in the examination and at least 50 % marks in each subject in at most two attempts.
- (ii) Obtain a CGPA of at least 3.00/4.00 in course work.

7.5 The Proposal Defense Examination (PDE)

Defend his/her research proposal in a Proposal Defense Examination (PDE) in front of the GEC in at most two attempts.



7.6 Research Evaluations

During the first year of PhD research, monthly research reports and subsequently quarterly research reports by the student duly signed by the supervisor are to be submitted to GEC and the Office of the Registrar.

7.7 Final Defense Examination (FDE)

A student will be eligible to submit the PhD thesis and request for Final Defense Examination (FDE) in three (3) years after the date of admission provided that;

- (i) He/She has successfully completed course work and has passed the Comprehensive Examination.
- (ii) He/She has published (or has acceptance for publication of) at least one article in an HEC-recognized peer reviewed journal.
- (iii) He/She has received satisfactory reports about his/her dissertation from at least two international subject experts from technologically advanced countries.

The supervisor will certify that the above-mentioned requirements have been completed and the dissertation is based on original work carried out by the student individually and has not been submitted for any other or similar degree anywhere else.

Copies of all relevant documents duly certified by all GEC members will be sent by the department to the Office of the Registrar.

A candidate will submit nine (9) draft copies of the dissertation to the FBGS for each member of the GEC at least six (6) weeks prior to the FDE.

At the end of the student's open presentation, GEC will make one of the following recommendations to the Vice Chancellor through FBGS:-



- (A) **Pass without reservation.**
- (B) **Pass with minor changes:** After making the suggested changes the GEC, on the supervisor's recommendation, will send the student's name to FBGS for further action.
- (C) **Withhold passing due to major changes:** In this case the dissenting member(s) will record the need for major changes and candidate will have to retake FDE after carrying out the suggested changes.
- (D) **Failure:** This is the case where the student's entire research work is rejected by the GEC and may;
 - Recommend the student's termination from the program in case of detection of plagiarism or falsification of results, or
 - Refer his/ her case to FBGS for necessary action

It is understood that the student will acknowledge in his/her thesis and publications the University, the source of external funding or grant, his/her supervisor(s) and any other individual(s) , who may have significantly contributed to his/her research. Publications must carry the name of the University. He/She must obtain prior permission of the supervisor for submitting paper(s) to a conference or a journal.

A student removed from the doctoral program will not be eligible for any other doctoral program at Air University.

The successful candidate must submit 5 copies of the thesis, duly signed by all members of GEC, and its soft copy on CD/DVD to the University for distribution to the main library, the supervisor(s) and the HEC. All significant hardware and its documentation and software developed during the course of the research will be the property of the University.

8.0 REGISTRATION AND TUITION FEES

All postgraduate and PhD students must be registered with the Office of the Registrar before they are permitted to start classes. The prescribed registration fee is payable at the time of registration and the prescribed tuition and other fee at the beginning of each semester. Tuition fee for the last semester will



also include courier charges and honoraria for the external referees. In case of funded projects, or AU Scholars, these expenses will be borne by the sponsoring agency.

8.1 Fee Schedule

The rates of tuition at the University are liable to be reviewed annually before the start of every academic year. For academic year 2013-2014 starting from September 2013, the University authorities have decided the following fee structure:-

Program	Total Credit Hours	Tuition Fee Rate (Rs per CH)	Estd. Total Cost of Program (Rs)	Credit Hours 1st Semester	Tuition Fee as Rs. Per Cr. Hr. for 1st Semester
Masters of Business Administration (MBA) 1.5 Year	33	3,732/-	123,156/-	12	44,784/-
Masters of Business Administration (MBA) 3.5 Year	96	3,732/-	358,272/-	15	55,980/-
MS in Management Sciences	30	4,400/-	132,000/-	12	52,800/-
MS Engineering Programs	24+6	3,000/-	90,000/-	09	27,000/-
PhD Programs	18+30	3,000/-	144,000/-	09	27,000/-
MS/M.Phill English	30	3000/-	90,000/-	12	36,000/-
MS in Mathematical Modeling & Scientific Computing	30	4,400/-	132,000/-	09	39,600/-
MS in Applied Physics	30	4,400/-	132,000/-	09	39,600/-



In addition to the above referred fees following charges are also payable:-

- | | |
|--|---|
| <i>i. Admission Documents (Prospectus)</i> | <i>Rs. 2000/- Non- Refundable</i> |
| <i>ii. Admission Fee (One time)</i> | <i>Rs. 20000/- Non-Refundable</i> |
| <i>iii. Security Fee</i> | <i>Rs. 10000/-Refundable</i> |
| <i>iv. Sports Charges</i> | <i>Rs. 300/- per semester (Non-refundable)</i> |
| <i>v. Student Activity Fund</i> | <i>Rs. 550/- per semester (Non-refundable)</i> |
| <i>vi. Convocation Charges</i> | <i>Rs.5000/- payable at the start of final semester</i> |
| <i>vii. Evaluation Fee for Thesis</i> | <i>Rs.5000/- payable at the start of 3rd semester</i> |
- (MS/MPhil English only)*

9.0 AUTHORITIES OF THE UNIVERSITY INVOLVED IN THE POSTGRADUATE PROGRAM

9.1 Vice Chancellor

The Vice Chancellor will approve PhD supervisor on the recommendation of the FBGS. A PhD Supervisor will be a full-time/adjunct faculty member of Air University, holding the status of HEC-approved PhD Supervisor. The Vice Chancellor will also approve the award of PhD degree or the dismissal of a student from the program, and sanction all financial expenses associated with the PhD studies of the student.

9.2 Registrar

All correspondence regarding the academic matters related to the student will be communicated by the Office of the Registrar. The Office of the Registrar takes care of admission/registration, keeps student records, issues degree certificates and handles all associated administrative matters. Students must register here during the first week before the start of each semester.



9.3 Faculty Board of Graduate Studies (FBGS)

The FBGS will be constituted by the Vice Chancellor. The Vice Chancellor will also appoint its Chair.

The FBGS will serve as the prime focus of all issues relating to Postgraduate Studies and will therefore advise the Vice Chancellor and the Registrar on all matters regarding the postgraduate programs. The FBGS will comprise the following members:-

1. Senior Dean
2. DG IAA
3. Dean, Faculty concerned
4. Chair, department concerned
5. Two senior faculty members appointed by the Vice Chancellor

9.4 Guidance and Evaluation Committee (GEC)

Guidance and Evaluation Committee (GEC), to be constituted within one month of the appointment of MS or PhD Supervisor, comprising the following members:-

a) GEC: MS Programs

1. Supervisor (Chairman of GEC).
2. Co-Supervisor (optional).
3. One internal examiner from Air University with expertise in the relevant research area.
4. One external examiner from outside Air University with research interests in the relevant field.

b) GEC: PhD Programs

1. Supervisor (Chairman of GEC).
 2. Co-supervisor (optional).
 3. Two internal examiners from Air University with expertise in the relevant research area.
-



4. One external examiner from outside Air University with research interests in the relevant field.

9.5 International Evaluators

The PhD dissertation shall be evaluated by two experts from technologically advanced countries to be appointed by the FBGS on the recommendation of the GEC. FBGS will communicate the names to the Registrar at least three months before the dissertation is to be submitted.

Note: Whenever required the Vice Chancellor may reconstitute FBGS/GEC or may introduce other such amendments to facilitate postgraduate studies.

10.0 TESTS AND EXAMINATIONS

During each semester the student will be assessed as follows:

(a) Quizzes

A minimum of 2 quizzes/Credit Hour and minor tests will be conducted in each course unannounced throughout the semester

(b) Mid-Term Test

There will be one such test in each semester. Marked papers will be shared with the student.

(c) Home Assignments

The instructors will design and assign homework, individual/group assignments and projects. They shall check and return the same regularly. Presentation and discussion in the classroom may be held if required.



(d) Missed Quizzes, Assignments and Mid-Term Exams

As a general policy, there shall be no make-up for missed quizzes, assignments or a Mid-Term Examination. However, in extreme cases a make-up for Mid-Term Exam may be allowed. A student missing a Mid-Term Examination for unavoidable reasons may file a request for make-up to the AU Review Committee. The Review Committee consists of the following members:-

- (i) Senior Dean
- (ii) Chair Department concerned
- (iii) Senior Faculty Member or Class Advisor
- (iv) Director Academics

The Review Committee would review the case and decide whether to grant permission for make-up.

(e) Final Examination

The last comprehensive examination will be held in each course at the end of the semester. The mode of the examination will be determined by the instructor according to the nature of the subject, in consultation with the Chair Department and Director Examinations. Examinees will not be allowed to join the examination 30 minutes after commencement or leave the examination hall before half the time has elapsed. The solved paper shall be displayed on the Web/Notice Board by the concerned Faculty Member immediately after the exam. Answer scripts will be shared with the students before finalizing the result.

When a student misses the final examination for an unavoidable reason, as judged by the Chair Department and approved by VC. In such cases, the internal grades will stand intact and the final examination will have to be re-taken when subjects are offered. To avail this concession the student must apply within one week of missing the exam; otherwise an 'F' grade shall be awarded.



(f) Practical/Lab

In the courses/programs where practicals are part and parcel of the study scheme, the examinations will be held according to the schedule prepared by the Chair Department.

11.0 USE OF UNFAIR MEANS IN EXAMINATION

AU exercises **Zero Tolerance** Policy for use of Unfair Means during exams. A student found using unfair means or assisting another student during an examination is liable to face severe disciplinary action. If the invigilator considers a student a source of disturbance in the examination hall, the student will be asked to leave the examination hall. A student found guilty of using unfair means will be referred to the Unfair Means Committee. The Unfair Means Committee will consist of three members nominated by the Vice Chancellor.

11.1 Guidelines for Dealing with use of Unfair Means

S #	UNFAIR MEANS	PENALTY	AUTHORITY	REMARKS
1	Attempt to know contents prior to examination	Expulsion	UMC/VC	Case to be reported to UMC during / after the exam
2	Arguing with Invigilator/being rowdy after caught for using unfair means	'F' in subject or Expulsion	UMC/VC	- // -
3	Possession / Use of external material, mobile phone, any other unauthorized device	'F' in subject Mobile phone / electronic device to be confiscated	UMC/VC	- // -
4	Exchange of Answer Book / Question Paper with cheating material	'F' in subject and Fine up to Rs. 3000/-	UMC/VC	- // -
5	Attempt to cheat outside exam room / seeking clarification from other student inside / outside the exam room.	'F' in subject	UMC/VC	- // -



6	Borrowing of calculator or any other device during examination	Warn verbally, Upto Rs 3000/- fine for non-compliance	Invigilator	- // -
7	No ID card/Proof of being bonafide student of AU not held by student	Not allowed to sit in the exams unless verified by Coordinator / Dy. Supdt	Invigilator	
8	Oral communication, whispering, looking around	Warn verbally, Fine Rs.3000/- for non-compliance	Invigilator	Case to be reported to UMC during / after the exam
9	Solving Paper in Place of other Student	‘F’ in subject or Expulsion	UMC/VC	- // -
10	Any deviation from laid down instructions on the Answer Book	‘F’ in Subject or Any other penalty suggested by UMC and approved by VC	UMC/VC	- // -
11	Repeat / Habitual case of cheating (repetition of any of the offences at S/N 2,3,4,5 and 9)	‘F’ in all Subjects or Expulsion	UMC/VC	- // -
12	Plagiarism in Projects, thesis, Computer Sciences Coding etc	‘F’ in Subject	UMC/VC	-//-

Note:

1. Exam means any method used by FM for assessment of academic performance (Quiz, Assignment, Presentation, Mid Term Exam, Final Exam, Practical work, Project related to Subject (Group or individual).

2. All penalties except expulsion will include a ‘WRITTEN WARNING’.

12.0 CODE OF CONDUCT

AU has laid down a code of conduct for all students studying at the campus. This code is meant to ensure high moral standards and an academic atmosphere of peace and harmony. At AU male and female students study



together. They have to learn, discuss, participate and interact with one another very frequently. They are therefore required to exhibit high moral standards, decent manners, and responsible behaviour. The cultural norms of our society must be observed.

12.1 University Identity Cards

Students must be in possession of the University Identity Cards whenever they are on the University Campus. They must display them prominently AT ALL TIMES. Students can be denied entry to the campus and fined for not carrying the ID cards. It is their responsibility to get the ID card issued during the orientation period or latest by the first week of the first semester. For further details they are to contact the Program Coordinator's office. Loss of card must be reported to the Administration Officer immediately and a new card made at the prescribed cost. The card is not transferable and neither shall it be duplicated or photocopied for use as a replacement.

12.2 Car Stickers

Parking inside the University premises requires a Security Car Sticker which must be obtained from the Registrar's Office/Administration Officer at a nominal price. Cars without stickers will not be allowed to enter the Main Gate. The Car Sticker is not transferable.

12.3 Dress Code

The AU students are expected to be decently and neatly dressed. They must observe our cultural norms in their attire and general bearing.

12.4 Display of Banners and Posters

The University prohibits display of any kind of banners and posters that reflect association with any religious, political, ethnic, and regional or a 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.



12.5 General Prohibitions and Provisions

- (a) Smoking is prohibited within the AU premises except the area falling north of student gate. Violators will be fined heavily.
- (b) Mobile phones should be kept silent in classrooms.
- (c) Playing of cards on the Campus is strictly prohibited.
- (d) Policies regarding use of library, labs, and cafeteria are displayed on notice boards etc. from time to time and must be followed.
- (e) Carrying of any kind of weapon or prohibited drugs on the campus is strictly forbidden.
- (f) No pets are to be brought to the University.
- (g) Motorcyclists must wear crash helmets. Violators may be denied entry and/or fined heavily.

13.0 DISCIPLINE

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

13.1 Discipline Committee

- (a) The Discipline Committee consists of two or more members nominated from among the University staff by the Vice Chancellor/Senior Dean.



- (b) The Discipline 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 to the Vice Chancellor/Senior Dean.

13.2 Acts of Indiscipline

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

- (a) Breach of decency, including the use of indecent language, undesirable remarks, gestures and disorderly behaviour.
- (b) Defiance of University or Faculty authority.
- (c) Impersonation or giving false information or wilfully suppressing, changing, replacing or distorting information, cheating or deceiving.
- (d) Indulging in or inciting violence.
- (e) Misusing or damaging University property.
- (f) Consumption, sale and distribution of alcohol, prohibited drugs, controversial or banned items on campus and hostels.
- (g) Indulgence in political, ethnic, racial or sectarian activity or use of students' organization for furthering the cause of a political party.
- (h) Use of unfair means in class tests and examinations (dealt with in Section 11.1)
- (j) Instigating others and indulging in undesirable propaganda creating academic deterrence and polluting academic environment.



- (k) Indulgence in unlawful activities.

13.3 Disciplinary Action

Disciplinary action may comprise any combination of the following:

- (a) A warning in writing.
- (b) Probation for a specified period.
- (c) A fine, the amount of which shall be determined by the Discipline Committee.
- (d) Withholding a certificate of good moral character.
- (e) Cancellation of the examination result.
- (f) Expulsion or rustication from the University.
- (g) Non-conferment of degree.
- (h) Any other penalty suggested by the Discipline Committee and approved by the Vice Chancellor.

13.4 Processing of Disciplinary Cases

The disciplinary cases shall be dealt with by the Dir of Students Affairs, Senior Dean or DG IAA (for cases pertaining to IAA) on behalf of the Vice Chancellor. The three officers are 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 approval.

On receipt of a complaint from the Senior Dean, DG IAA (for cases pertaining to IAA) or Director Students Affairs, if the Vice Chancellor feels that the allegations require no further evidence, he may approve, enhance or lower the



recommended penalty provided that the penalty does not exceed a fine of Rs 5000/- and/or 7 days suspension.

Senior members of the administration and faculty may fine a student for minor offences by reporting the matter to the Dean and the Director Student Affairs. The latter may enter this in the student's record.

13.5 Appeal Against Discipline Committee's Decision

A student may make an appeal to the Vice Chancellor against any decision within three days. The decision of the Vice Chancellor will be final.

13.6 Jurisdiction for Legal Issues

- For AU Campus Islamabad, only the courts at Islamabad shall have the jurisdiction to adjudicate any legal issue
- For AU Campus Multan, only the courts at Multan shall have the jurisdiction to adjudicate any legal issue

14.0 AIR UNIVERSITY'S (AU) POLICY ON HARASSMENT

Harassment is defined as an unwelcome behavior from a person who holds some kind of power or authority over the person who is being harassed. These advances may include, but may not be limited to verbal or physical communication with some sort of overtones, that makes the victim uncomfortable and affects their performance. This becomes particularly problematic for students or employees when:

- (1) Submission to such conduct is made a term or condition for employment or participation in an educational program.
- (2) Submission to or rejection of such conduct is used as a basis for employment or academic decision directly affecting the individual.



- (3) Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or student's academic performance creating an intimidating, hostile, or offensive work or learning environment.

In order to facilitate an environment that is conducive to learning and is free from all types of harassment. AU has zero tolerance for any form of harassment that interferes with the work performance of a student or an employee. In order to prevent sexual and all other types of harassment on its campus AU has a policy, whose aim is to make the campus free from all sorts of harassment. This policy is being followed in letter and spirit and since 2011 AU has established a "Harassment Monitoring Cell". If anyone (be it a student or employee) in the AU community feels that they are being harassed, they can either approach their class advisor, department Chair/Dean or send an email to harassment.cell@mail.au.edu.pk All cases are handled and resolved in a professional manner so that the confidentiality of all parties is maintained.



15.0 Academic Calendar 2013-14

03 Sep 2013	Fall Semester Classes Commence
16 – 18 Oct	Eid-ul-Azha*
28 Oct – 01 Nov	Mid Term Exams
09 Nov	Iqbal Day
10 – 11 Nov	Ashura*
25 Dec	Quaid Day/Christmas
30 Dec 2013	Last day of classes
01 – 09 Jan 2014	Final Examination
10 & 13 Jan	Showing of Papers
14 Jan	Eid Milad un Nabi*
17 Jan	Declaration of Result
20 Jan	Spring Semester Classes Commence
05 Feb	Kashmir Solidarity Day
03 – 07 March	Students week
23 Mar	Pakistan Day
24 – 28 March	Mid Term Exam
01 May	Labour Day
20 May	Last Day of Classes
22 – 30 May	Final Examination
02 – 03 Jun	Showing of Papers
06 Jun	Declaration of Result
09 Jun	Summer Semester Classes Commence
07 – 09 July	Mid Term Exam
28 – 30 July	Eid-ul-Fitr*
12 Aug	Last Day of Classes
14 Aug	Independence Day
15 – 21 Aug	Final Examination
22 & 25 Aug	Showing of Papers
28 Aug	Declaration of Result

* Subject to the sighting of moon



16.0 ACKNOWLEDGEMENT FORM

Acknowledgement by the Student

I have read and understood the contents of Student Handbook 2013-14 and undertake to abide by all the policies, rules and regulations mentioned therein.

Name _____ Reg No _____

Programme _____ Signature _____

Date _____

Acknowledgement by Father / Guardian

I have read and understood the contents of Student Handbook 2013-14 and undertake that my son/daughter/ward will abide by all the policies, rules and regulations mentioned therein.

Name _____ Signature _____

Date _____

The acknowledgement is to be signed and returned to the Registrar's Office.
