



AIR UNIVERSITY

Student Handbook (Undergraduate Programs)

Fall 2013 – Summer 2014

Air University, Sector E-9, Islamabad.

www.au.edu.pk

Issued Aug 2013

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 whole of this document without any 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 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 Postgraduate 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 Programs and Academic Policies

2.1 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

2.2 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.

2.3 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

2.4 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, a record of all the examinations that the student takes including quizzes, and helps the faculty prepare the final result.

Students are advised to bring all their academic, financial or any 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.

2.5 Summer Semester and Break

Students are allowed to take up back-log courses during the Summer Semester in addition to registration for improvement of grades lower than “B minus” or an “F”. Other students will have a break for the duration of the Semester.

CGPA and Academic Standing will be calculated and shown on the Grade Report for courses covered in the Summer Semester. However, Academic Standing will not be counted for dismissal, warning, or serious warning. Class Advisors and Chair Departments will ensure that, for the Summer Semester, the students register for courses indicated as Pre-requisite on priority and in preference to other courses. Grade Reports will also show Course Codes, along with the names, of the subjects, to avoid historical disconnect.



2.6 *Transfer of Students From Other Institutions*

The Vice Chancellor on the recommendation of the Equivalence Committee may allow the transfer of students from other recognized institutions and reputed universities under specific conditions. A student expelled from another institution on disciplinary grounds cannot transfer to AU. Applications for transfer are submitted to the Director Academics on the prescribed form.

The transferred student must complete at least 50 percent of the required credit hours at AU to earn the degree. Courses with grades less than "B minus" cannot be transferred and will need to be retaken at AU. If admitted, the student will be informed clearly which courses may be transferred and which additional courses may be needed. The student must have at least CGPA of 2.5 to be considered for transfer. The final decision of the Equivalence Committee will also depend on the quality of the academic program of the previous institution.

2.7 *Transfer of Program within AU*

Transfer to another program is generally discouraged but under special circumstances an enrolled student may apply for transfer from one program to another, in the first two semesters of the program. The application is to be submitted to the respective Chair Department at least two weeks before the start of the semester in which the student is seeking a program transfer. Only students with CGPA of at least 3.0 may apply.

2.8 *Submission of Documents (Fresh Entrants)*

Students are to bring the following documents in original and after showing these to the Admission Office, submit attested photocopies of the same to the Registration Department at the time of "Orientation". If for some genuine reason the original certificate/degree/equivalence certificate is not available on the orientation day, the student must submit the attested mark sheets and then provide the original before the start of classes. Failure to provide these documents in the stipulated time would jeopardise the student's admission and attendance of classes.



- Secondary School Certificate
- Higher Secondary School Certificate
- ‘A’ Level/Equivalence Certificate
- National Identity Card
- Four Passport-size Photographs
- All other documents as mentioned in the Prospectus and Admission Form

3.0 Graduation, Repeating Courses and Improving Grades

3.1 *Degree Requirements*

A student must successfully complete the credits requirement as prescribed by the Department. An undergraduate must complete the degree requirement in maximum 6 years; however the normal duration is 4 years.

3.2 *Repeating Courses to Improve Grades*

A student can repeat courses, with grades lower than B minus, to improve grades. All core courses with ‘F’ grade must be improved before graduation. Elective courses may be substituted with other elective courses with the consent of Chair Department. It is the student’s individual responsibility to keep track of all courses taken or missed during a semester by keeping in touch with the Advisor and the Program Coordinator. Failure to do so would cause delay in graduating after 4 years.

3.3 *Alternative for Islamic Studies*

Non-Muslim students are exempted from taking Islamic Studies. An elective course of “Ethics” will be offered to such students.

3.4 *Auditing Courses*

Auditing a course implies that the student is allowed to attend classes and attempt assignments, but will not be awarded a grade. Taking the mid-term and final examination is optional.



Students may audit courses in which they are not registered as regular students. In addition:

- (a) The courses should be registered as regular courses. Deadline for dropping/adding a course or courses, fee payment and refund etc. is the same as for regular courses
- (b) The audited courses may exceed the allowed workload for a semester
- (c) Students may retake the course as a regular course after auditing it in a previous semester

3.5 *Academic Standings*

A. UNDERGRADUATE: ALL PROGRAMS

Table A1: Academic Standings

	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.	$2.50 \leq \text{CGPA} < 3.00$	Fair
5.	$2.00 \leq \text{CGPA} < 2.50$	Satisfactory
6.	$1.80 \leq \text{CGPA} < 2.00$	Warning
7.	$1.50 \leq \text{CGPA} < 1.80$	Serious Warning
8.	$\text{CGPA} < 1.50$	Dismissed & ineligible to rejoin



Table A2: Explanation for Rows 6, 7 and 8 in Table A1

CGPA	Academic Status	Consequences
$1.80 \leq \text{CGPA} < 2.00$	Warning	<ul style="list-style-type: none">• Reduced load• Some new courses allowed• Student must clear F grade or retake courses with low grades.• Student on first Warning must improve CGPA to at least 2.00 within next two consecutive semesters.
$1.50 \leq \text{CGPA} < 1.80$	Serious Warning	<ul style="list-style-type: none">• Reduced load• No new courses allowed.• Student must clear F grade or retake courses with low grades.• Student on first Serious Warning must improve CGPA to at least 2.00 within next two consecutive semesters. Student earning second consecutive Warning will be informed that third consecutive Warning/ Serious Warning will result in his/her dismissal from the Program.
$1.80 \leq \text{CGPA} < 2.00$	2 nd consecutive Warning/Serious warning	<ul style="list-style-type: none">• Reduced load• No new courses allowed.• Student must clear F grade or retake courses with low grades.• Student on 2nd consecutive warning/serious warning must improve CGPA to at least 2.00 within next semester. Student will be informed that third consecutive Warning/Serious Warning will result in his/her dismissal from the Program (except in final semester where students would be allowed)



		to achieve 2.00 CGPA only in next regular semester).
CGPA < 1.50 or Three consecutive Warnings	Dismissed	<ul style="list-style-type: none">• Ineligible to rejoin AU

4.0 Courses and Registration

4.1 Registration

(a) General

Students must register for courses offered to them in each of the regular semesters i.e. Fall and Spring. Registration is not considered complete unless all dues are cleared. It is also subject to fulfilment of pre-requisite requirements. Details of pre-requisites have been provided in the prospectus for each Intake/Program.

Courses are classified as core courses, elective courses and optional courses. It is mandatory to pass the core courses for graduation. Students must, therefore, try to complete these courses as early as possible. Elective courses have to be chosen from the provided list. Optional courses may be taken to improve ones understanding of a subject. No new course can be registered for in the Summer Semester unless specifically permitted by the UFC.

A student can register in maximum of three courses in the Summer Semester. A student of BBA will be allowed to choose between a 3 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) Registration Process

The student must complete the registration process in person within the specified timelines, as follows:

- Collect registration form from office of the Program Coordinator
- Select courses to be taken and sign the form
- Get the form verified from Student Advisor and countersigned by Chair Department
- Submit form at Program Coordinator's office

The fee bill is issued upon receipt of the completed registration form. The student should verify registration data online after the deadline.

4.2 Adding a Course

From the third semester onwards, a student may register for courses in addition to the specified course load for his/her class, within the first ten



calendar days of a regular semester. The Class Advisor must be contacted before taking a decision. Additional courses are not allowed during the first two semesters.

Student must mention the subject and correct subject code in space provided for listing additional courses on the registration form. Blank forms are also available for this purpose.

4.3 *Course Drop Policy*

As per policy, dropping courses is not allowed to students in their first two semesters. However, a student could be barred from taking particular courses by the Student Advisor/Chair Deptt because of pre-requisite rules right after the 1st semester. Such cases shall be treated as if they have ‘dropped’ a course. The Problem-free students may drop a maximum of two courses from the 3rd semester onwards based upon the recommendation of the Student Advisor subject to approval of the Chair Department. For a student to be able to withdraw from a course, he/she will be required to produce evidence of a genuine reason showing the circumstances beyond his/her control. In such case, the student will be awarded ‘W’ grade instead of ‘F’. Course-drop will be subject to the following schedule and penalties:-

	Drop by	Academic / Financial Penalty
1.	End of 2 nd week of classes	No academic penalty and 100% refund of tuition
2.	End of 5 th week of classes	Award of ‘W’ grade in dropped course(s) with 50% refund of tuition
3.	Beyond 5 th week of classes	Award of ‘F’ grade with no refund

‘Not attending classes’ is not equivalent to ‘dropping a course’. To drop a course, the completed requisite form needs to be deposited with the Program Coordinator. When applicable, refund shall be processed in the



form of a revised fee bill. If a course is not dropped formally the student shall earn an 'F' grade.

The design of the degree program enables the student to complete degree requirements within four years. Dropping courses with or without the intervention of the Student Advisor may delay graduation as they may not easily be taken in succeeding semesters. All students are required to graduate within a maximum of six years after joining the University. It may also be kept in mind that all courses that are repeated, failed, or withdrawn shall be indicated in the final transcript. At AU, the transcript gives the history of the academic record of a student.

5.0 Withdrawal from Program

A student may withdraw from the university at any time. With it all courses are dropped with academic and financial penalties according to section 4.3.

If a student is unable to continue in the semester because of illness or any other grave reason, an application in writing should be made to Chair Department with a copy to Program Coordinator. If the student is not able to initiate a withdrawal, the Chair Department may do so through proper notification. The academic standing for withdrawal/freeze of semester will not be calculated and shown on the grade report.

If a student is dismissed for failing to meet required academic standard or for non-academic reasons, the Director of Examinations shall inform the concerned Chair Department and Registrar's office. If the student fails to initiate a withdrawal, the Registrar's office may do so after proper notification.

Unless on approved semester leave, a student not registering for consecutive regular semesters is liable to be dismissed.

The policy is not applicable in first semester.



5.1 Semester Leave

A student may take leave for a maximum of three semesters during a 4-year program. A student cannot avail more than two semesters leave at one time.

Students requesting for Semester Freeze/Leave should submit their application to Registrar's Office within seven weeks from commencement of the semester. Such applications will only be processed if fee bill for that semester is paid.

Before taking leave of absence, the student must consult the Student Advisor, and obtain the approval of the Chair Department.

Leave after start of semester for which the fee has been paid shall be entitled to refund as shown for course drop in Section 4.3.

A rejoining of program fee of Rs. 3,000/- will be charged.

A student proceeding on semester leave may not be able to complete the program in the stipulated time, and may have to join one of the junior classes on rejoining. The student must plan the leave to ensure that degree requirements are completed as per the rules.

If semester leave (medical leave for serious sickness) is taken during the first semester the student would then have to rejoin a year or 6 months later with the new class, as the case may be.

5.2 Prolong Absence of Students

Program coordinators will inform the registration department regarding prolonged absence of the students. The registration department will change the status of such students from



'enrolled' to 'pending'. The result should be declared only for the enrolled students.

6.0 Attendance Policy

Minimum Attendance Requirement

Students are expected to attend all classes to take full advantage of the learning opportunities including quizzes, tests, home assignments, projects and presentations.

A minimum of 75 % class and 75 % Lab attendance in each subject is mandatory to sit in the final examination of every semester.

No allowance whatsoever shall be given on this account unless the student has missed the classes because of reasons attributed to the department.

If a student has been barred from taking the final examination but has scored 50% or more marks in internal/progressive evaluation the student will be awarded an 'I' grade. A student earns 'F' grade if the score is less than 50% in internal/progressive evaluation. These grades shall be awarded on the recommendation of the Chair Department. Students getting 'I' or 'F' grade due to short attendance will have to repeat the course. 'I' grades shall not be counted towards calculation of GPA; however, 'F' grade shall be counted towards calculation of GPA. **However, provision/flexibility of repeating a course/s is not applicable to the dismissal cases.**



7.0 Fee Schedule

7.1 Annual Tuition Fee

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 Cr. Hr.)	Estimated Total Cost of Degree Program (Rs)	Credit Hours 1 st Semester	Tuition Fee as Rs Per Cr. Hr. for 1 st Semester
BE Electrical Engineering	142	4,100/-	582,200/-	19	77,900/-
BE Mechatronics Engineering	142	4,100/-	582,200/-	16	65,600/-
BE Mechanical Engineering	142	4,100/-	582,200/-	17	69,700/-
BS in Computer Science	136	2,703/-	367,608/-	16	43,248/-
Bachelor of Business Administration (BBA-Honours)	142	3,604/-	511,768/-	17	61,268/-
BS Economics & Finance	136	3,604/-	490,144/-	18	64,872/-

In addition to the above referred fees the 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>

7.2 Merit Scholarship

a) University awards merit scholarships to its students who will have taken the full load of subjects for that Semester and who fulfil the following criteria:

- 1) $SGPA \geq 3.50$
- 2) The amount of award will be determined from a linear scale; with 30 % of the Fee Bill amount for SGPA 3.50 and 60 % for SGPA 4.00
- 3) The total amount given to students should not exceed 10 % of the semester revenues

b) University also awards scholarships to outstanding candidates securing admission to an undergraduate program after appearing in AU Entrance Test subject to the following conditions:-

- 1) Candidates who meet eligibility conditions stipulated in the university prospectus
- 2) Candidates who are selected through the specified admission procedure
- 3) The candidates must obtain first and second position for each degree program with an aggregate score of at least 70% in the AU



Merit List. A maximum of two candidates per degree program (first and second position holders) may be awarded scholarships

- 4) The same condition will hold for candidates who have cleared SAT, with marks as stated in the prospectus, and are thereby exempted from the AU Entrance Test. Percentage obtained in SAT will be considered as equivalent percentage in the AU Entrance Test
- 5) The award will cover full tuition fee, initially for the first semester
- 6) The award will continue for the entire duration of the degree program, provided that the student maintains as CGPA ≥ 3.50

7.3 *AU Need Based Scholarship*

Needy students may apply for Need Based Scholarship on the prescribed form available at the Department Coordinator's Office after the second semester.

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.

7.4 *HEC Need Based Scholarship*

HEC offers Need Based Scholarship for needy and deserving students. Such students may apply for HEC Need Based Scholarship on the prescribed form as and when applications for the scholarship are invited by concerned office. The application forms are available on AU Web and also with Student Financial Aid Office (SFAO). These scholarships will be awarded subject to availability of funds from HEC. The scholarships, however, will be discontinued in case the funding by HEC is stopped due to paucity of funds or any other reason.



7.5 *Payment of Fee*

Tuition Fee are to be paid only upon collection of the bill from the Program Coordinator's office. The fees must be paid by the deadline given on the bill.

7.6 *Fee payment deadline*

All students are required to deposit their dues in each semester according to the schedule announced by the University. Fee will be accepted up to 30 calendar days after the announced deadline. There will be a fine of Rs 200 per day for each day beyond the deadline.

If no payment is made within 30 days after the deadline, the student's name shall be struck off the University rolls.

Reinstatement is permitted at the discretion of the Faculty Dean, and on payment of **Rs 20,000/-** as Readmission Fee in addition to the dues and fine.

7.7 *Payment Method*

The student is to collect the fee bill from the Program Coordinator's office after having registered for the courses. The fee is deposited directly into the university bank account as instructed on the fee bill.

Evidence of payment must be retained by the student and provided if required. The paid fee bill marked "Air University Copy" is to be submitted to the Program Coordinator's office. Students with outstanding dues cannot attend classes or sit in the exams.

7.8 *Fee Refund Policy on Admission*

New entrants may withdraw their admissions. Fee refund in such cases will be allowed, if the application for refund is submitted to Admission Office within the stipulated period as mentioned below:-



- 100 % Tuition Fee Refund Up to 7th day of convene of classes
- 50 % Tuition Fee Refund From 8th – 15th day of convene of classes
- No Refund of Tuition Fee From 16th day of convene of classes

Note: Admission Fee, Sports Charges and Student Activity Fund are not refunded in any case.

7.9 *Queries*

In case of any query the student may contact the Program Coordinator and/or his/her Advisor.

8.0 **Assessment Policy**

8.1 *Grades*

The award to the student based on academic performance is called a Grade.

A student may be awarded one of the following grades:

Grades

Pass Grades

Definitions

Grade Points corresponding to the Pass Grades are:

Subject Letter Grade	Grade Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D	1.00



- ‘F’ (Fail Grade), ‘F’ grade implies that the student has not been able to secure passing marks. Such a student is given zero grade points in the course and is required to repeat the whole course whenever offered.
- ‘I’ (Incomplete Grade), ‘I’ grade is awarded in one of the following cases:
- (a) When a student is barred from taking the final examinations due to short attendance (less than 75% attendance), provided the internal assessment is 50% or more
 - (b) 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
 - (c) For any lapse on the part of the University/Faculty due to which the student’s complete results could not be entered in time, the student may be awarded an ‘I’ grade for the purpose of announcing the results in time. In such cases the ‘I’ grade will be immediately replaced with the earned grade on removal of the anomaly

Note: Students getting ‘I’ or ‘F’ grade due to short attendance will have to repeat the course. However, this provision (flexibility) will not be applicable to dismissal cases.



‘W’ (Withdrawn), ‘W’ grade is awarded as an academic penalty to students for dropping a course between the 3rd and 5th week of classes. Dropping after the 5th week will result in ‘F’ grade.

8.2 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.

8.3 Weightage of Examinations

Following distribution of marks is to be followed for determining a student's grade:-



Subjects with Practicals

	<u>Exam</u>	<u>% Weightage</u>
(a)	Final	45
(b)	1 Mid Term Test	20
(c)	Quizzes /assignments.	15
(d)	Practical/Lab/projects	20

Subjects without Practicals

	<u>Exam</u>	<u>% Weightage</u>
(a)	Final	45
(b)	1 Mid Term Test	35
(c)	Quizzes /assignments	20

The number of quizzes (if more than 4) and assignments and their specific marks are decided by the course instructor. The overall subject percentage thus obtained will be rounded up by the examiner. The fraction of 0.5 or more is rounded off to the next higher digit.

Success in practical/lab part of the course is essential.

8.4 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.



8.5 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	'F' in Subject or Any other penalty suggested by UMC and	UMC/VC	- // -



	on the Answer Book	approved by 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'.**

9.0 Dismissal on Academic Grounds

A student may be dismissed from the University on the following academic grounds:-

- (a) Failing to maintain the CGPA as required in section 3.5
- (b) Failing to complete the Degree Program within 6 years from the date of first Registration

A student once withdrawn on weak academic record (as per para 3.5) will not be enrolled at a later stage. A student dismissed on academic grounds will be given an official transcript.



10.0 Award of Degrees

The names of the successful candidate will be forwarded by the Dean/Chair Department to the Registrar, after ensuring that the student has:

- (a) Completed required courses and credits of the academic program
- (b) Cleared all 'F' grades, if any
- (c) Completed and achieved at least minimum required grade in project and practical work
- (d) Successfully completed internship, where required
- (e) Good moral character

Registrar will verify this information and issue gazette notification announcing names of those who have completed degree requirements.

11.0 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.

11.1 University Identity Cards

Students must be in possession of the University Identity Cards whenever they are on the University Campus and they must display it on person prominently AT ALL TIMES. They can be denied entry to the campus



and fined for not carrying the ID cards. It is the student's 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 Incharge Administration immediately and a new card made at the prescribed cost. The card is not transferable and neither shall it be duplicated or photocopied and used as a replacement.

11.2 Car Stickers

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

11.3 Dress Code

AU students are expected to be decently and neatly dressed. They must observe our cultural norms in their attire and bearing. Students are not allowed to wear joggers, slippers, jeans, T-shirts, jackets, shorts etc. on the Campus. In the summers, boys must wear black or brown shoes, and dress shirts with full or half sleeves tucked inside trousers. In winters, (1 October to 1 March) a tie must be worn. A blazer and/or pullover with V shaped neck only, of sober colours may be added to the summers dress outlined earlier. Girls are to wear shalwar and kameez with dupatta.

Note: IMPROPERLY DRESSED STUDENTS SHALL BE EITHER FINED ON THE SPOT OR ASKED TO LEAVE THE PREMISES.

11.4 Display of Banners and Posters

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



11.5 *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 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

12.0 *Discipline*

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

12.1 *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

12.2 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 8.4)
- (j) Instigating others and indulging in undesirable propaganda creating academic deterrence and polluting academic environment
- (k) Indulgence in unlawful activities



12.3 *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 value 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 Vice Chancellor

12.4 *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.

12.5 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 VC will be final.

12.6 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

13.0 Air University (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.



14.0 List of Abbreviations

Abbreviations	Term
AU	Air University
CH	Credit Hours
CGPA	Cumulative Grade Point Average
SGPA	Semester Grade Point Average
UFC	University Functional Committee
UMC	Unfair Means Committee
VC	Vice Chancellor
HoD	Head of Department
DG	Director General
IAA	Institute of Avionics & Aeronautics



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	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 acknowledgements are to be signed and returned to the Registrar's Office.
