

STUDENT HANDBOOK



Admissions, Registration, Withdrawal of Courses and Credit Transfer

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Admissions, Registration Withdrawal of Courses and Credit Transfer

Admission Regulations:

- 1.1 Admissions will be conducted twice a year.
- 1.2 Applicants for admission must meet the relevant academic qualifications required for the program being applied for. These qualifications will be determined by the Academic Council and will be notified from time to time.
- 1.3 Admission will be granted subject to the following conditions:
 - 1.3.1 Applicants who are waiting for the declaration of their FSc / A-level results will be granted admission provisionally / conditionally, based on the result of FSc (Part – I) or AS - Level already completed successfully.
 - 1.3.2 Applicants admitted conditionally will have to submit their marksheet within one month of declaration of the results and upon declaration of the result, if the applicant fails to meet the basic eligibility criteria, he/she will stand automatically disqualified and his/her admission will be cancelled.
 - 1.3.3 ‘Supplementary in any subject’ will be considered as failing the examination even if the candidate has fulfilled the minimum requirement of division/grade and, therefore, admission of such students will be cancelled immediately on declaration of result.
 - 1.3.4 All admissions will remain provisional till the successful verification of the original academic documents submitted by the applicant with his/her admission application.
 - 1.3.5 The University reserves the right to cancel any course due to low enrollment or non-availability of faculty. Minimum required strength for offering Elective/Summer courses will be ten students.

1.3.6 The University reserves the right to form new sections and adjust / transfer students to other sections at any stage of the course.

Eligibility:

1.4 A candidate for admission to a Degree program must fulfill the eligibility criteria prescribed by DHA Suffa University and, as applicable, those of Higher Education Commission (HEC) / Pakistan Medical & Dental Council (PMDC) / Pakistan Engineering Council (PEC), National Computing Education Accreditation Council (NCEAC), National Business Education Accreditation Council (NBEAC) and other relevant regulatory bodies, as amended from time to time. Pre-requisites for eligibility of candidates for admission shall be announced through the prospectus / newspapers or website. It shall be the candidate's own responsibility to get the equivalence established through Inter Board Committee of Chairmen, Islamabad (IBCC) or its Camp Office in Karachi. The University follows the HEC guidelines for establishing the eligibility of a candidate for its Graduation programs.

1.5 A candidate for admission to a Degree program is expected to meet the medical standards which shall allow the student to go through intense studies and training at the University.

Selection Criterion:

1.6 Merit for admissions shall be determined on the basis of the University's Entrance Test and the applicant's past academic record. If required, an interview along with any other criteria, as laid down from time to time by the University, may also be prescribed.

1.7 All admissions shall be recommended by the University Admissions Committee for the approval of the Vice Chancellor. The University Admissions Committee shall comprise of the following:

Dean of the Faculty	President
Heads of all Departments in the Faculty	Members
Registrar	Member/Secretary

1.8 Each selected candidate will be issued an "Admission Offer Letter" by the Registrar Office.

Migration and Credit Transfers:

1.9 Migration of a student will only be allowed from HEC recognized institutions / universities with minimum CGPA 2.50/4.0, subject to the approval of the University. Migration will not be allowed in one-year programs. Students desiring to migrate to the University are required to produce an NOC from their previous institute / university.

1.10 Transfer of Credits for courses taken at other institutions will be considered on the basis of course contents, credit hours and basic eligibility criteria. The Equivalence Committee will make a recommendation on the case to the Dean of the Faculty. Credits will be transferred subject to following conditions:

1.10.1 A maximum of 50% of the total credits in the program to which transfer is sought can be transferred.

1.10.2 Only those courses will be transferred where the original earned grade is 'C' or better for undergraduate programs and 'B' or better for graduate programs.

1.10.3 Transferred courses are not to be used in calculating the student's CGPA at DSU.

1.10.4 Students with transferred courses will not be eligible for award of medals except where exempted as per rules.

1.11 The 'Migration and Transfer of Credits' policy shall not violate the regulations of HEC / PEC or any other accreditation body.

1.12 Cases for Migration will require approval of the Vice Chancellor and Transfer of Credits will require the approval of the Dean of the Faculty. In both cases, the Registrar will issue notification of approval.

Registrations:

1.13 At the beginning of his / her studies, every student shall register with the University in the discipline for which he / she has been recommended for by the Admissions Committee.

1.14 All admissions shall remain provisional until the submission of:

1.14.1 Original, along with attested copies of academic documents from previous studies.

1.14.2 Payment of fee / charges.

1.14.3 Any other supporting documentation that may be required.

1.14.4 Submission of attested copies of academic certificates within one month of declaration of results is mandatory, otherwise the University may cancel the candidate's admission.

1.15 At the time of registration, candidates will be required to produce their original academic certificates, which will be photocopied and the originals will be returned to the candidate.

1.16 A Verification / Confirmation fee would be charged by the University for the Verification of original academic documents.

1.17 The Registrar's Office, on completion of admission formalities shall allot registration numbers to successful candidates, notify them of their registration and issue them registration cards.

Academic Calendar of the University:

1.18 Students may download the Academic Calendar from the DSU website or obtain a copy of the same from Registrar's Office.

Scheme / Duration of Studies:

1.19 The University shall follow the semester system of instruction for its degree programs. An Academic Year at the University shall consist of two regular semesters and one short semester. The regular semesters shall be called Fall Semester and Spring Semester, respectively. The short semester shall be called the Summer Semester. The duration of a regular semester shall be a minimum of 18 weeks including 16 weeks of teaching and two weeks for examinations. The short summer semester shall be of 8 weeks total duration inclusive of the classes and examinations. A course taught in the summer semester will be taught at twice the pace i.e. for a 3 credit hour course, the lecturing time per week will be 6 hours. However, for calculating the student's GPA, it will be considered as a 3 credit hour course.

1.20 After each regular semester, there shall be a Semester Break of 3 weeks duration. The starting dates for each semester in any given Academic Year shall be notified through the Academic Calendar. The Summer Semester is mainly meant for a limited number of optional courses and for removing academic deficiencies.

Maximum Period to Complete a Degree Program:

1.21 Maximum time period to complete a degree program for each type of degree offered by the University is mentioned in the table below. Furthermore, minimum duration of the degree program is also specified:

Degree	Minimum Duration (Years)	Maximum Duration to complete
Bachelors	4	7
MS/MBA/Equivalent	i) 1.5/2 years for full time students ii) 4 year for part time students	i) 3 years for full time students ii) 6 year for part time students (Further extendable by 01 year with the approval of Statuary bodies)
PhD	3	7

Semester Enrollment:

1.22 Enrollment by each registered student shall be mandatory in each semester on the dates notified in the University's Academic Calendar.

1.23 Enrollment forms will be made available at the respective Dean's Office or an online interface may be provided for students to make their course enrollment choices for a semester. Students failing to enroll in a semester shall be suspended from the University rolls. Dean of the Faculty on the recommendation of the Head of Department may allow re-instatement of a student within the time limit prescribed for this purpose. A student seeking re-instatement shall, in addition to Semester Fee and Late Fee Payment Surcharge, also be required to pay re-instatement fee to continue studies.

1.24 The Dean's Office shall notify the list of enrolled students at the end of second week of the semester to the Registrar and the Controller of Examinations. Controller of Examinations shall publish results on the basis of enrolled students' list of the semester. Completion of enrollment requires fulfilling all

financial obligations including payment of fees due for the semester. No student will be guaranteed enrollment in a course/semester (as applicable) until registration has been completed as under:

1.24.1 In a regular semester, a student is enrolled in the courses as specified in the Plan of Study of that degree / program.

1.24.2 In a summer semester students will be offered courses to remove deficiencies and can enroll in upto a max of 08 credit hours. Moreover, a student who has either failed or has been stopped to take the examination due to shortage of class attendance or wishes to improve his/her grade is allowed to register in summer. A student will only be allowed to register courses of upto 08 credit hours for remedial work.

1.24.3 If a student is failing to complete his/her degree program on time and needs further time to pass remaining courses, such a student may enroll in a regular semester and register for credit hours up to the limit laid down by HEC. The Student must complete degree requirements in all respects within the maximum allowed period for the respective degree mentioned above.

Freezing of Semester:

1.25 For students facing acute domestic problems or any other valid difficulty, freezing/suspending of a semester is allowed based on the positive recommendation of the Head of the Department and the approval of the Dean of the Faculty. The student shall be required to pay 25% of the tuition fee for the suspended semester to continue his/her registration with the University. Prior to resumption of studies after the temporary suspension, it shall be mandatory for the student to clear all previous outstanding dues, if any.

1.25.1 Students are allowed to freeze/suspend the semester before the start of the academic session, if they have passed the final Examinations of the previous semester with a minimum GPA/CGPA required for remaining registered in the degree program and qualify.

1.25.2 Students are not allowed to freeze more than two consecutive regular semesters. They are also not allowed to freeze more than four semesters in the entire duration of the degree program.

1.25.3 Students are allowed to freeze a semester within the overall degree awarding time frame (i.e. maximum time allowed for the completion of the degree as specified in item 1.21).

Dropping of Semester:

1.26 A student after enrolling courses in a semester may be allowed to drop the entire semester on compassionate grounds up to the 15th week of an ongoing semester, subject to the following conditions:

1.26.1 Semester fee will not be refunded.

1.26.2 The case for dropping of the semester has to be recommended by the HoD and approved by the Dean.

1.26.3 All examinations / assessments undertaken by the student during the semester will become null and void.

1.26.4 A maximum of two semesters can be dropped in the entire degree program.

1.26.5 The dropped semester courses will not be displayed on the student's transcript.

Course Pre-requisites:

1.27 A course cannot be enrolled-in, unless a student has passed its pre-requisite course(s), if any, as indicated in the relevant Plan of Study.

Repeating Courses:

1.28 A student is allowed to repeat a course subject to the following conditions and restrictions:

1.28.1 Only those courses can be repeated in which the student has obtained a grade below 'C' in under graduate programs and below 'C+' in Graduate Programs.

1.28.2 A student is not allowed to repeat the courses in case his/her degree has been issued.

1.28.3 A course can be repeated either in a regular semester or in a summer session.

1.28.4 A student may repeat and qualify courses within one year of the completion of the Program by him/her but remaining within the maximum allowed period for the respective degree.

1.28.5 All attempts will be recorded on the transcript, however, only the highest grade earned will be used for the calculation of CGPA.

1.28.6 A student is to surrender his/her original Final Transcript (if issued) before enrolling in a course that he/she is repeating.

1.28.7 A student has to apply for course repetition on the prescribed form. The decision to approve course repetition will rest with the Dean of the Faculty.

1.29 An MS/PhD candidate with less than the CGPA required the coursework of the degree may repeat a maximum of three courses in which he/she has received a grade less than 'C+' to improve his/her CGPA. A candidate shall apply to the HOD for permission to repeat a course.

Adding / Withdrawing Courses:

1.30 A student may add or withdraw a course with the approval of the HOD till the end of the second week of the semester. Course(s) will not be added after two weeks of commencement of classes.

1.31 A student may withdraw from a course(s) after two weeks of the commencement of a semester, if he/she feels that he/she cannot cope with it. The HOD must be informed by the student through a written request on the prescribed form regarding his/her intention for withdrawal of a course. Withdrawal with 'W' is possible till the 6th week of the Semester. Non-attendance will not constitute an official withdrawal.

1.32 Students may be allowed to withdraw from a course during 4-6 week of the semester. In such a case the transcript shall record that the student enrolled in the course and withdrew. Consequently, grade "W" will be awarded to the student which shall have no impact on the calculation of the CGPA of the student. A student withdrawing after the 6th week shall be automatically awarded "F" grade which shall count in the GPA and stay on the transcript. Fee will not be refunded / adjusted in such withdrawals.

Class Attendance Policy:

1.33 A student must maintain at least 75% attendance in each subject/course he/she is enrolled in a semester. In case a student fails to maintain 75% attendance in a subject / course he/she shall not be allowed to appear in the Final Examination of that subject and shall be awarded an 'F' grade. However option of withdrawing course "with W" may be exercised (as per rules) by the student to avoid "F" grade.

1.34 If a student is absent from classes for 30 days in a regular semester without information and approval of the HOD, admission of such a student is to be suspended automatically. The admission may only be re-instated on recommendation of the HOD and approval of the Dean subject to payment of prescribed re-instatement fee which will be equivalent to the Admission fee enforced at the time of re-instatement. All outstanding dues are also to be cleared by the student before the re-instatement. However, such a student shall only be allowed to join the classes from beginning of the next semester (Fall / Spring) available after the reinstatement. For the current semester the student shall be treated as if he/she dropped the semester. Procedure specified below is to be followed in this regard:

1.34.1 Department is to make absentee report of the student to the Registrar Office giving details of absence of the student.

1.34.2 Registrar Office is to suspend the admission of the student and enrollment of courses forthwith recording the same in the database for further disposal as per SOP. Student user ID for login to digital resources especially LMS is also suspended.

1.34.3 Registrar office is to issue a letter addressed to the student with a copy to the parent / guardian of the student intimating about suspension of the admission. Copy of the same (delivered/ unde-livered) is to be kept in student's personal file.

1.34.5 Student desirous of re-instatement of admission is to apply for the same on the prescribed proforma.

1.34.6 Student may be re-instated after scrutiny of his/her academic record of study at DSU, adjudging his/her ability to complete the remaining degree requirements within the maximum period allowed for the same and clearance of all outstanding dues including re-instate-ment fee.

1.34.7 On reinstatement, student is to take appropriate

action for course enrollment and restoration of in ID for accessing LMS, etc.

Course Cancellation / Adjustments:

1.35 University may cancel any course due to low enrollment or non-availability of faculty. Minimum required strength for offering Elective/Summer courses will be ten students.

1.36 University reserves the right to form new sections and adjust/transfer students to other sections at any stage of the course.

Final Year Project / Thesis:

1.37 A Final Year Project/Thesis may be assigned to a student, or a group of students, as applicable, as partial requirement for earning a degree. Students shall be required to submit their Final Year Project/Thesis report on time.

1.38 The Project/Thesis is to be registered in the first month of the final year according to the regular program road-map or Plan of Study, as applicable. Deadline for completing the Project/Thesis will be decided by the respective department.

1.39 It is the responsibility of the students to meet the deadlines and targets set by the Project Supervisor. Students unable to complete their work on time will be required to register again with full payment of fees.

1.40 Students working on a project must maintain a record/diary/log of their work, which must be endorsed by the Project Supervisor and may also be presented to the Projects Coordinator / HOD, as decided by the respective department.

Online Courses:

1.41 University supports the online courses as offered by reputable universities such as MIT and Harvard through edX, Coursera or other such initiatives. To obtain equivalent credit at the University, the student must follow the procedure prescribed below:

1.41.1 The course must be from the list of online courses approved by the Board of Faculty.

1.41.2 The student must obtain written permission to take the

online course from the concerned HOD prior to the start of the online course.

1.41.3 The student is responsible for payment of any fees associated with the online course. The student will also be required to register the said course and pay fee in the University as per procedures.

1.41.4 The sessional exams (quizzes, assignments, mid-term exam tests, etc.) for the University course shall be waived. However, the student has to take the final exam of the University course and submit evidence of regular activities and grade obtained from taking the online course.

1.41.5 The student taking an online course will be assigned an "Online Course Supervisor" to regulate and monitor the progress of the student during the course. The Online Course Supervisor will periodically ask the student to demonstrate his/her participation/progress in the course practically. The supervisor will give a viva voce exam to the student, based on the contents / assignments / quizzes of the online course.

1.41.6 The Final grade shall be awarded after successfully passing the University's Final Exam and after successful completion of the online course. The final grade obtained by the student shall be the better of the two grades.

Change of Academic Program:

1.42 A change of Academic Program will only be permitted subject to fulfillment of eligibility and merit of the respective program, availability of the seat and subsequent approval of the Vice Chancellor. Application for a change of Academic Program will be submitted on the prescribed proforma.