



STUDENT HANDBOOK

Guidelines & Procedures



IBADAT
INTERNATIONAL
UNIVERSITY
ISLAMABAD



INTRODUCTION

Ibadat International University Islamabad (IIUI) has a focus on raising the standards and quality of education to get global recognition. The University will accelerate innovation, continuous improvement, engagement, and amplify impact in higher education. IIUI is an intensive research-oriented university striving to raise its impact on society. IIUI maintains a collegiate environment. Mutual respect, collaboration, and trust are pursued to enable the University to promote a positive culture that is supportive of the University's strategic mission and vision, faculty development, learner success, and thought leadership. The University maintains a future-oriented mindset, with an eye to the knowledge, skills, and abilities needed both by faculty and learners to adjust curriculum content and faculty skill sets where trends in higher education, employer feedback and best practices clearly emerge.



IIUI is committed to fully developed infrastructure, technologically equipped Engineering Laboratories, Advanced Computer Labs, and technological resources (Learning Management System), Extensive Libraries, and Sports Grounds for the students.

We welcome you here at IIUI and have a higher expectation from you that you will prove yourself as a responsible student and respect the rules and regulations implemented at IIUI. This booklet will provide you with detailed information on these rules & regulations that will be helpful for you in the learning journey with us.



IMPORTANT PROCEDURES TO FOLLOW AT THE START OF THE SEMESTER

• Student Online Registration

IIUI has started the process of online student registration through the student portal UMS. Every student shall open an individual account for which an individual “PASSWORD” is allocated by IT Department. This account shall remain active till the completion of your degree program. Following facilities could be available through this portal:

- a) Course Registration
- b) Issue of fee voucher
- c) Exam clearance
- d) Result declaration

UMS Training sessions for the students will be conducted soon.

• Student Roll Number & University Identity Card

Students are issued Roll Numbers from the Administration Office (Concerned Course Coordinator) at the start of the session (After submission of dues). This roll number is your reference for your time at the University.

Students are required to submit completed Student Identity Card forms, available photocopier shops or available in your student folders, with 01 passport size picture with a blue/white background

This Student Identity Card is mandatory for the student to enter the University. These procedures are fully in place for the safety & security of our students.

• Applications and Miscellaneous Student Issues

Timetables and Schedules of Classes

In case of any issues with the timetable and schedule of classes (timings, clashes) an application can be submitted to the respective Course Coordinator for action.

Applications for sick leave, absence, etc.

Students are allowed a maximum of 25% absences in a semester. No other leave or absences are allowed except in case of genuine emergency (illness, family grievance, etc.). In such cases, exemption will only be waived off after the submission of documented evidence.

75% class attendance is mandatory for all students. Students who fail to meet this criterion without explanation will not be allowed to sit in final exams.

Fee Submission and Clearance of Dues

All payments and fees are to be cleared fully or partially according to the policies or before the deadlines given in academic calendar. After the due date, per day fine (as informed by the Fee Section) will be applicable.

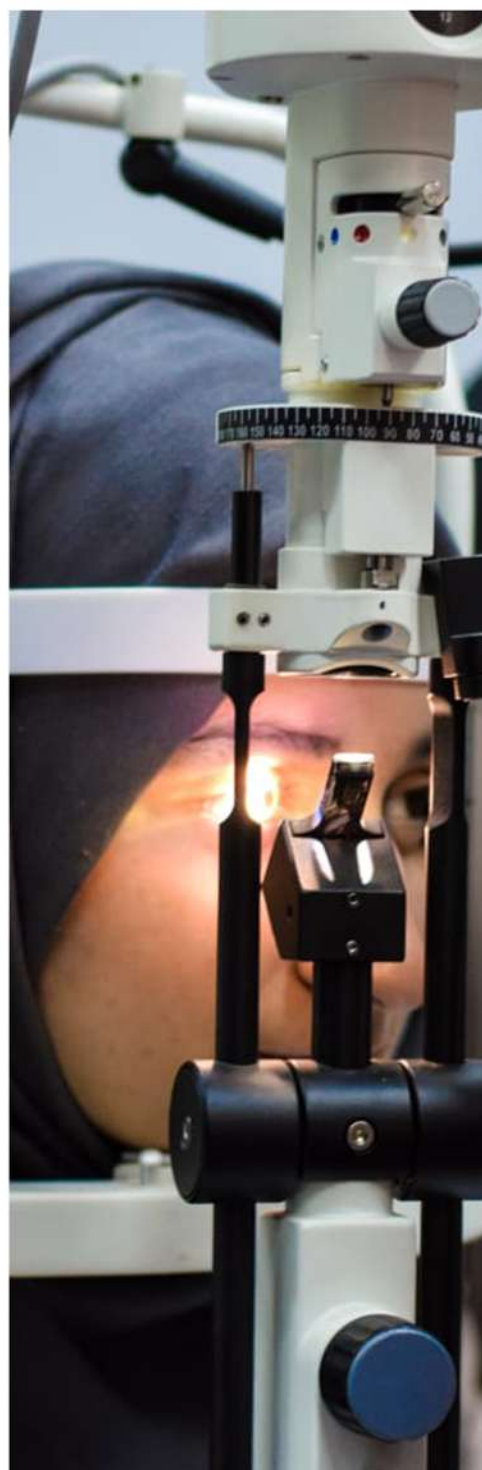
All financial incentives/scholarships at Ibadat International University Islamabad are performance-based. Students maintaining the first three positions are awarded scholarships on tuition fees.

Transport & Hostel

The university provides transport & hostel facilities to areas in Rawalpindi/Islamabad.

Those wishing to avail hostel facilities can contact OSA.

Those wishing to avail Transport facilities can contact Mr. Aman Akram Cheema at +92-300-0584400



• Clubs & Societies

Clubs and Societies play a vital role in campus life, allowing people with similar interests to get together, and giving them a chance to be creative along with their academic life. Clubs and Societies play an integral role in the development of students and prepare them for life beyond their degree.

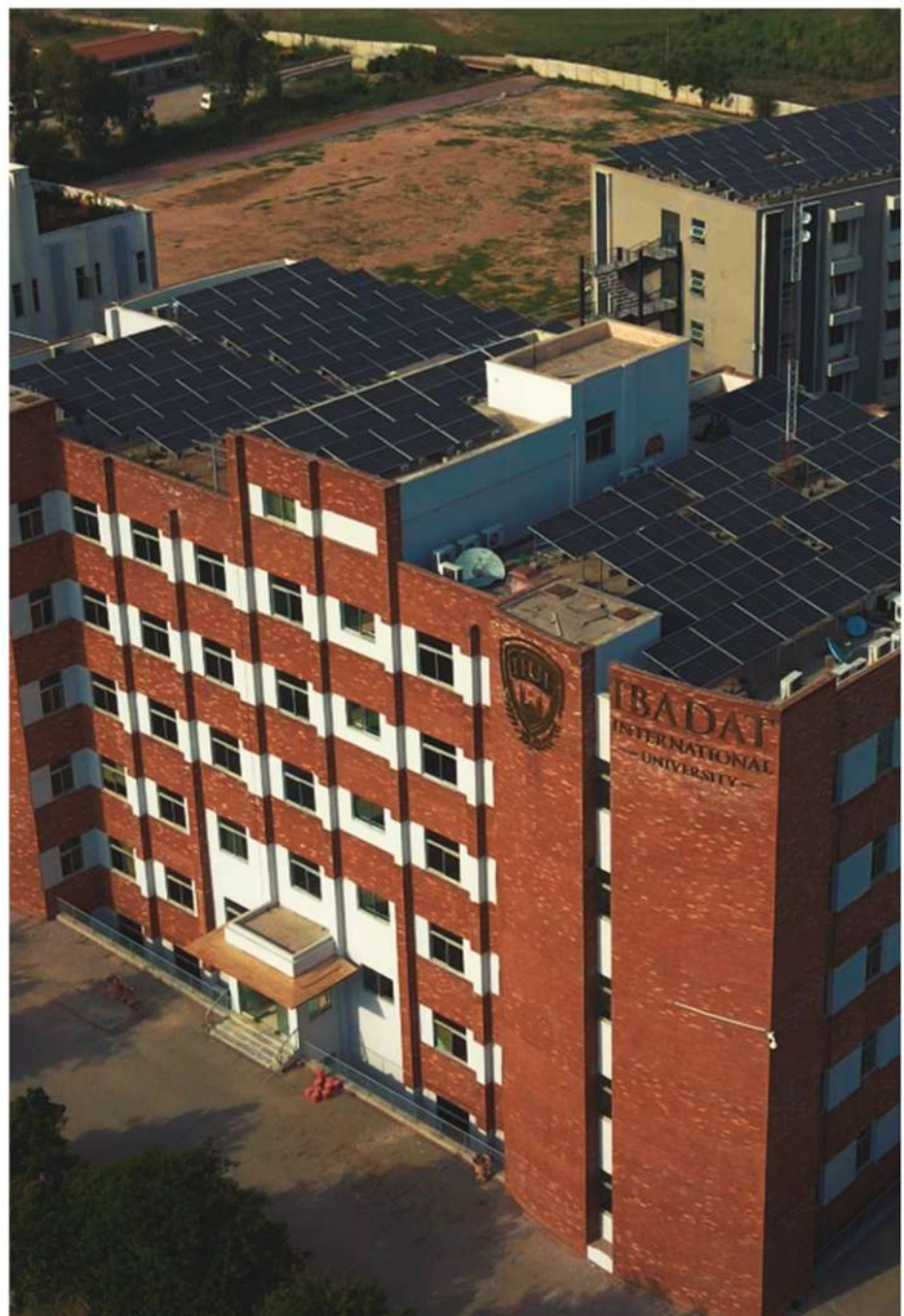
Clubs & Societies Office is incubated at Office of Student Affairs (OSA) to streamline the activities for club & societies in the University.

The Hierarchy of any club or society is as below:

- President: Who leads the entity
- General Secretary: Who assists convener for the execution of general duties
- Treasurer: Who makes realistic annual budget
- General members

The Office of Student Affairs monitors and manages the different events of existing clubs and societies.

1. Adventure Club
2. Sports Club
3. Events Society
4. Social Services Club
5. Media Club
6. Blood Donor Society
7. Debating Club



GUIDELINES AND CODE OF CONDUCT FOR CONTINUING SEMESTERS

(APPLICABLE TO ALL STUDENTS)

• Dress Code

All students are required to be well-groomed with a pleasing and acceptable appearance for class.

Male students preferably should be in Formal Dress i.e. Dress Shirt, and trousers, preferably with a tie and shoes. Those wishing to wear Shalwar Kameez may do so, provided they wear a waistcoat.

o Slippers, Sandals, Chappals, and any form of open/casual shoes are not allowed on campus.

o Vests, and trousers are not allowed.

o Male students are strictly prohibited to wear items of jewellery such as armbands, chains, bracelets, and shawls etc.

Students in violation of the dress code will be liable to Rs.500/- fine per transgression.

Female students should ensure a respectable and sober appearance accordingly. Items of jewellery and other accessories are allowed as long as they do not cause noise or disturbance.



• Format of Assignments

Students are required to turn in all assignments on time. All assignments should be properly presented and bound with a title page with the University Logo, Name of Student, Number, and Title of the Assignment, Course Title, Name of the Instructor, and Date of Submission in plain black text. Assignments should be typed and printed on A4 sheets for submission unless otherwise specified.

Students are discouraged from turning in hand-written assignments on loose, unstapled sheets of paper torn from registers, copies, etc.

Students are also discouraged from cut-copy/pasting material from the Internet and/or from other students. Kindly see the plagiarism policy (attached link) or as per instructions of the concerned department

<https://www.hec.gov.pk/english/services/faculty/Documents/Plagiarism/Plagiarism%20Policy.pdf>

• Class Attendance

Already Mentioned in Section of Applications for sick leave, absence, etc





- **Punctuality and Discipline**

Students are required to be punctual and on time for classes. A window of fifteen minutes may be allowed subject to the approval of the course instructor. However, instructor is not bound to mark the student's attendance who is late consistently.

- **Mobile Phones & Other Electronic Devices**

The use of mobile phones is strictly prohibited in classes. Students are required to switch their mobile phones off before the start of the class.

Students are liable to a Rs.500/- fine, payable to the Administration Office, and confiscate the mobile phone if used in class.

- **Mid-terms & Other Examination**

IIUI Students are required to clear all pending dues and ensure that they have a clearance slip, to be allowed to sit in the examinations.

Students must be present 15 minutes before the start of the exam. After the exam paper will be opened no student will be allowed to enter the exam room.

IMPORTANT PROCEDURES TO FOLLOW AT THE END OF THE SEMESTER

• Clearance

Students are required to fill out clearance forms (Available at the University portal), with their courses for the semester and ensure payment of all dues.

Only students who have the clearance form approved by the Administration Office will be allowed to sit in the examinations.

• Miscellaneous Results Notification

Results of Mid-term and Final Examinations are displayed on the Student Portal for up to 02 weeks after the declaration of results. After this date, result will be locked by COE. Once result is notified by COE, no grievance will be entertained.

Students can refer to the OSA Department to apply for their transcript/Result Card if they require.

• Grade Point Matrix

GRADE POINT MATRIX		
Grade	Numeric Equity	Grade Points
A	85-100%	4.00
A-	80-84%	3.75
B+	75-79%	3.50
B	70-74%	3.00
C+	65-69%	2.50
C	60-64%	2.00
D+	55-59%	1.50
D	50-54%	1.00
F	Below 50%	0.00
I	Incomplete	-----
W	Withdrawal	-----

• Issuance of Result / Semester Transcript

Students are required to fill out clearance forms available in the photocopier shops and submit them to the OSA, which should be done all the requirements at the end of the semester so that Result Transcripts may be issued.

• Issuance of Final Degree / Transcript

Students are required to fill out clearance forms available in the photocopier shops and submit them to the OSA, which should be done all the requirements on the completion of all course and project requirements for the degree.

The transcript will be processed in at least one month once the clearance process has been completed.

The processing for the final degree will be done after the issuance of final transcript from the University.

Note: The said rules and regulations are mandatory, and any exemption is subject to the approval of competent authority



UNDERGRADUATE REGULATIONS

• Add/Drop Courses

After registration of courses in a semester, a student may add or drop a course within a specified period announced by the registration department. A course dropped by a student will be deemed as never registered.

• Withdraw of Courses

Students may be allowed to withdraw from a course prior to one week of start of final examination. In such a case the transcript shall record that the student had enrolled in the course and has withdrawn. Consequently, grade W will be awarded to the student which shall have no impact on the calculation of the CGPA of the student.

A withdrawn course shall be treated as a registered course for the evaluation and charging of tuition fee.

• Freezing of a Semester

If the course(s) are dropped or semester freeze is applied within two weeks of the commencement of the semester then no dues will be charged and if the fees has been paid, the same shall be adjusted in the next semester.

If the student is not registered and applies for semester freeze within two weeks of commencement of semester, then no fee will be charged.

In case the student is not registered in a semester and applies for semester freeze after two weeks till the end of that semester then semester freeze fee of 5000/- will be charged.

In case the student does not apply for semester freeze within that semester then he/she shall deposit semester freeze fee of Rs.10000/-per semester.

After enrollment a student is ineligible to apply for drop of course(s) or freeze the semester after two weeks of commencement of the semester and shall pay full fee and dues of that semester.

If a student fails to registered in three consecutive semesters or fails to apply semester freeze with in three consecutive semesters (excluding summer semester) the student shall be automatically ceased from the university i.e no more student of the University.

In case a student wishes to join the program after admission ceased s/he shall pay the re-registration fee as laid down and semester freeze fee mentioned above for the number of semester he/she has missed.

If a student freezes a semester(s), s/he will resume his/her studies from the same stage where s/he left (froze). The maximum duration of the degree program shall remain the same.

If a student is not registered in any course in a semester, s/he will not be considered a regular student of university in that period. The student may then register in these courses in a subsequent semester; however, s/he will have to meet pre-requisites of any course taken. In addition, it is understood that the university is not required to offer all courses in each semester.

The maximum duration of Freezing is one year (two semesters); a student having admission cancelled can get readmission next year with upcoming session but hardship cases can be considered by the competent authority only.

Freezing of first two semesters is not allowed.

Under special hardship circumstances freezing of first semester can be considered for approval of the competent authority.

• Probation Policy

Probation is a status granted to the student whose academic performance falls below the minimum University standard.

The students acquiring less than 2.00/4.00 GPA in a semester but passing in all papers will be promoted with the condition to achieve more than 2.0 GPA in the next semester and s/he will be put on probation for the next semester.

It is mandatory for students having CGPA in between 1.90 to 2.00 to enroll F grade subjects first along with fresh courses.

Students having CGPA between 1.80 to 1.90 need to first enroll all their F grades and can take two fresh courses only.

Students having CGPA less than 1.80 can enroll only in previous F & D Grade subjects.

Students on probation in two consecutive semesters even after attending Summer Semester in one academic year will take re-admission in that particular academic year once only after the approval of competent authority.

In case of valid reason/excuse, the period of study may be extended for one additional year (Two Semesters) in all university programs. The student(s) who will not complete studies within stated periods including extension shall be struck off from the rolls of the university. The students who have been given the right to extend the duration of study for one additional year are required to pay new registration fee along with normal fee for that academic year.



Handbook for Students

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