



# STUDENT HANDBOOK



## CONTENTS:

<b>Introduction</b>	4
<b>Semester Rules &amp; Regulations</b>	6
<b>Fee &amp; Financial Support</b>	14
<b>IT Support</b>	18
<b>Central Library</b>	24
<b>Campus Life</b>	26
<b>Student Service Center</b>	28
<b>International Student Cell</b>	30
<b>Clubs &amp; Societies</b>	32
<b>Innovation &amp; Incubation Center (IIC)</b>	34
<b>Career Service and Corporate Linkages (CSCL)</b>	36
<b>Hostel/Residence Facility</b>	38
<b>Transport Facility</b>	40
<b>Sports &amp; Gym Facility</b>	43
<b>Cafeteria &amp; Food Street</b>	44
<b>University Newsletter/Spectacle</b>	46
<b>Disciplinary Rules</b>	48



# WELCOME TO THE UNIVERSITY OF LAHORE

## VISION

To become a world-class university characterized by its excellence and contribution to society through Education, Research, Entrepreneurship, and Internationalization.

## MISSION

The University of Lahore strives to achieve the following mission goals in pursuance of UOL vision:

- Pursue and deliver academic excellence in every aspect of our endeavors
- Reinforce the culture of research, innovation and commercialization
- Produce graduates to become future ready leaders through lifelong learning experience
- Improve sustainability of the ecosystem which is vital for ensuring social and environmental wellbeing of society
- Promote global flow of ideas, students and scholars through comprehensive internationalization

# SEMESTER RULES & REGULATIONS



## 1. STANDARDIZED SCHEME OF STUDIES FOR DEGREE PROGRAMS

### 1.1 LEVEL 6 UNDERGRADUATE STRUCTURE, AFTER COMPLETION OF LEVEL 5 OF NATIONAL QUALIFICATION FRAMEWORK

Total no. of credit hours (minimum)	120
Total no. of credit hours (maximum)	144
Semester duration	Maximum of 16 weeks of teaching
Course duration	Minimum of 8 semesters (4 years/As per accreditation body**) Maximum time limit of 6 years, further extendable for one year with approval of Academic Council
Summer session	For deficiency/failure/repetition courses
Course load per semester for regular fulltime students	15-18 credit hours
Minimum of 160 and maximum 180 credit hours for 5 years degree program	
**Subject to meeting the requirements of respective accreditation councils	

### 1.2 LEVEL 7 MS/MPHIL STRUCTURE, AFTER COMPLETION OF LEVEL 6 OF NATIONAL QUALIFICATION FRAMEWORK

Total no. of credit hours	30 (including a minimum of 24 hours of course work + 06 credit hours of thesis or the candidates shall either need to complete 30 credit hours of course work)
Semester duration	Minimum 16 weeks of teaching
Course duration	Minimum of $\frac{3}{4}$ semesters,(1.5/2 years for full time students and minimum of 8 semesters (4 years ) for part time student Maximum time limit of 3 years for full time student and maximum of 6 years for part time students, further extendable for one year with the approval of BASR
Number of regular semesters	03/04
''' Summer session	Only for deficiency/failure/repetition courses and research
Course load per semester for regular fulltime students	09-12 credit hours

### 1.3 PH.D STRUCTURE, AFTER SUCCESSFUL COMPLETION OF LEVEL 7 OF NATIONAL QUALIFICATION FRAMEWORK

Total no. of required credit hours	18 credit hours of course works + a 30 credit hours PhD dissertation which must be evaluated by at least two PhD experts from technologically/ academically advanced foreign countries in addition to local committee member)
Semester duration	144
Course work duration (minimum)	Maximum of 16 weeks of teaching
Course duration	Minimum of 8 semesters (4 years/As per accreditation body**) Maximum time limit of 6 years, further extendable for one year with approval of Academic Council
Number of regular semesters	For deficiency/failure/repetition courses
Summer session	15-18 credit hours
Course load per semester for regular full-time students	09-12 credit hours

### 2. CREDIT HOURS FOR UNDERGRADUATE AND GRADUATE DEGREES

**2.1** - A credit hour means teaching/earning a theory course for one hour each week throughout the semester.

**2.2** - One credit hour in laboratory or practical work/project etc., would require lab contact of two to three hours per week throughout the semester.

**2.3** - The credit hours are denoted by two digits within brackets with a hyphen/plus in between. The first digit represents the theory part while the second (right side) digit represents the practical.

**2.4** - Thus 3(3+0)/3(3-0) means three credit hours of theory, while 4(3+1)/4(3-1) means a total of four credit hours, of which three are of theory while one credit hour is for laboratory/studio work/field work/ practical work etc., supervised and graded by the faculty; 4(1+3)/4(1-3) means a total of four credit hours, of which one is of theory while three credit hours are for laboratory/studio work/field work/practical work etc.

### 3. COURSE LAYOUT FOR UNDERGRADUATE STUDENTS (124-140 CREDIT HOURS)

**3.1** - All undergraduate degree programs shall be composed of 120-144 credit hours in which (124 represents the minimum and 140 represents the maximum credit hours required to be completed).

**3.2** - Minimum of 160 credit hours for 5-year degree program subject to meeting the requirements of the respective Accreditation Council

**3.3** - In undergraduate programs, courses shall be classified as per approved curriculum of the batch For example: core/foundation courses and elective courses (courses from area of specialization/major study).

**3.4** - 78-87 credit hours must be earned taking a sequence of introductory, intermediate and advanced level courses prescribed for the major area of concentration that means foundation and electives (courses of area of specialization) and/or in line with the guidelines provided by the respective Accreditation Council.

### FOR SOCIAL AND BASIC SCIENCES

The courses for social and basic sciences disciplines shall consist of 60-65% of curriculum towards the discipline specific areas and/or as prescribed by respective Accreditation Council.

### FOR ENGINEERING/TECHNOLOGY PROGRAMS

While for the engineering/technology programs these shall consist of 65-70% of curriculum towards the discipline specific areas of concentration and/or as required by respective Accreditation Council.

All undergraduate programs shall have a required component of 8-9 courses of 22- 25 credits of General Education

**3.5** - An undergraduate degree program usually includes theory courses, community work/ thesis/research report/project/internship etc.,

**3.6** - Theory: A theory course shall be of 03 to 04 credit hours as per requirement of discipline.

Theory course of 03 credit hours is a class duration of either 3 classes of 1 hour per week or 2 classes of 1.5 hours per week or 1 class of 3 hours per week. Similarly, a practical (lab) work/field work etc., of 1 credit hour is a lab contact of 2-3 hours per week. Project: Every student should write a project report / thesis / research report / project/ internship etc., of 3-6 credit hours in the final year

**3.7** - Internship: Students are encouraged to do internship in a relevant academic, research or business organization relating to the discipline chosen for specialization of maximum of 3 credit hours offered in any upper division semester as per requirements of discipline.

### 4. ACADEMIC CALENDAR

**4.1** - Every Department publishes and displays on notice board the undergraduate and graduate catalogues including its schedule of whole academic year (including Fall and Spring semesters), admission requirements, academic programs offered etc., for the convenience of students and faculty members.

The calendar includes the following information:

- a. Semester starting date
- b. Holidays during the semester
- c. Semester termination date
- d. Mid-term exam week
- e. Final-term exam week
- f. Result notification date etc.,

**4.2** - In case a university is closed due to unusual circumstances, then special makeup classes will be arranged converting weekends or holidays to working days to cover the lapsed period of the students.

### 5. FALL/SPRING SEMESTER

**5.1** - There are two regular semesters (Fall, Spring) in an academic year. Fall/ Spring semesters spread over 16-18 weeks (inclusive of mid-term and final-term examinations).

**5.2** - Summer semester shall be of 8 – 10 weeks of concentrated study for completing remedial course work.

**5.3** - The UOL departments are at liberty to enroll students for Fall/Spring semesters subject to fulfillment of admission criteria, HEC guidelines and compliance to faculty-student ratios.

**5.4** - Foreign students may enroll for any semester or for any single course and UOL shall issue transcript with letter grades at the end of the semester. Admission Offer Letter of the foreign student shall be forwarded to HEC for issuance of NOC as per procedure by International Students Cell.

### 6. SUMMER SEMESTER

**6.1** - Summer semester shall be offered as an optional semester of 8-10 weeks duration. Students shall be offered courses to remove deficiencies.

**6.2** - UOL summer semester guidelines shall be followed in letter and true spirit.

**6.3** - 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.

**6.4** - A student shall be offered courses to remove deficiencies and can enroll in up to a maximum of 09 credit hours during summer

**6.5** - The contact hours per week during the Summer semester are doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.

## 7. COURSE ENROLLMENT

**7.1** - Students are required to choose the courses they wish to enroll in, as per the approved curriculum of the program for the given batch, prior to the start of a semester. The students may make changes (add/drop) in the enrolled courses within first 02 weeks of the semester using SIS/ SAP login provided by the university. No add/drop shall be allowed after the second week of the semester.

**7.2** - A student who wishes to add or drop a course, or change a section of a course after enrollment must fill-in the prescribed application form and submit to the concerned admin department for proceeding further in the matter as per policy.

**7.3** - Students may be allowed to withdraw from a course prior to the start of Final-Term examinations preferably during 4-6 week of the semester. In such a case, the transcript shall record that the student enrolled in the course and then withdrew afterwards. As a result, grade W (official withdrawal of course) shall be awarded to the student which shall have no impact on the calculation of the CGPA of the student.

## 8. REPEATING COURSES / IMPROVEMENT OF CGPA

**8.1** - If a student gets 'F' grade, s/he shall be required to repeat the course or its recommended alternate, if any. However, "F" grade obtained earlier shall also be recorded on the transcript

**8.2** - Undergraduate students may be allowed to repeat a course in which s/ he has obtained grade below "C". Only the better grade shall be used in the calculation of CGPA. The students are allowed a maximum number (<6) of courses to repeat in an eight semester degree program.

This rule does not apply to students on probation.

**8.3** - A graduate student (MS/MPhil) below 'C+' grade can repeat the course if s/he desires to improve the grade. The maximum number of courses are <3 that a student may repeat at the graduate level. Only the better grade shall be calculated in the CGPA. This rule does not apply to students on probation

## 9. ATTENDANCE

**9.1** - Attendance in classes is mandatory in a semester system.

**9.2** - The university expects 100% attendance of a student in each course. However, 25% waiver in attendance may be given to accommodate the emergency situations like health issues, accident, death of loved one etc. Therefore, the minimum attendance in a course is 75 % to complete the requirements of a course".

**9.3** - Department shall display/notify students' short attendance on the notice board.

## 10. EXAMINATION

**10.1** - In each semester, students may be required to appear in quizzes, tests, midterm exams, final examinations, presentations (individual/group), group discussion, and submit projects/assignments/lab reports etc. These assessment marks (to be determined by the teacher concerned) shall have different weightage contributing towards the overall assessment in percent marks. The weightage may be determined on the basis of following guidelines: Mid term exam: 20 - 25% Final term exam: 35 - 40% Quiz/Assignment/Presentation/Practical 35-45% Note: "In case of a course with the composition of 4(3+1), (03 credit hour theory and 01 credit hour practical) the weightage for the practical may be considered 25%."

**10.2** - In the beginning of a semester, the student will be provided syllabus/ course outline providing all necessary information by the instructor for the successful completion of the course and its requirements. It should define attendance policy, grade distribution policy, assessment criteria, paper specification, examination dates, schedule of material to be taught, assignment policy, required and recommended

reading materials and any other information important for the successful completion of the course and its requirements.

**10.3** - There shall be no retake / supplementary / special examination in a semester system; if a student fails in a course, s/he is required to repeat it. An incomplete grade 'I' shall be awarded by the faculty only in exceptional cases beyond the control of a student such as serious accidents, family tragedy, serious health ailments, extension given in submission of term report/project report etc.,

The following conditions shall apply to the 'I' grade:

- 'I' grade shall not be awarded in case student is anticipated to fail the course.
- 'I' grade shall remain valid only for one semester.
- 'I' grades shall not enter into the calculation of the grade point average.
- If 'I' grade is not transformed within the stipulated period, it shall change to failing grade 'F'

## 11. GRADING POLICY

**11.1** - The UOL departments shall follow the Absolute Grading System in letter and true spirit.

**11.2** - The following grading system shall be followed for a given course:

Class Score	Grade
<b>85% or above</b>	<b>A</b>
<b>&lt;= 80% &lt; 85%</b>	<b>A-</b>
<b>&lt;= 75% &lt; 80%</b>	<b>B+</b>
<b>&lt;= 70% &lt; 75%</b>	<b>B</b>
<b>&lt;= 65% &lt; 70%</b>	<b>C+</b>
<b>&lt;= 60% &lt; 65%</b>	<b>C</b>
<b>&lt;= 55% &lt; 60%</b>	<b>D+</b>
<b>&lt;= 50% &lt; 55%</b>	<b>D</b>
<b>Less than 50%</b>	<b>F</b>

The grading system shall convert into grade points consistent with the below scale:

Grades	Grade Points
<b>A</b>	<b>4</b>
<b>A-</b>	<b>3.75</b>
<b>B+</b>	<b>3.50</b>
<b>B</b>	<b>3.00</b>
<b>C+</b>	<b>2.50</b>
<b>C</b>	<b>2.00</b>
<b>D+</b>	<b>1.50</b>
<b>D</b>	<b>1.00</b>
<b>F</b>	<b>0</b>

S/US Satisfactory/Unsatisfactory (where grade points are not applicable)

I Incomplete

W Withdrawal

**11.3** - Conversion of annual system marks to GPA/CGPA shall be done as per HEC guidelines.

## 12. COMPUTATION OF SEMESTER GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA) GP

**12.1** - A standard scale of 0.00 to 4.00 shall be used to indicate the performance of a student.

Semester Grade Point Average (GPA)

SGPA = Sum over all Courses in a Semester (Course Credit Hours \* Grade Points Earned)/Total Credit Hours of the Semester Cumulative Grade Point Average (CGPA)

CGPA = Sum over all Courses Taken in all Semesters (Course Credit Hours \* Grade Points Earned)/Total Credit Hours Taken in all Semesters

## **13. CGPA REQUIRED FOR THE COMPLETION OF UNDERGRADUATE AND GRADUATE DEGREE**

**13.1** - For completion of the degree, the minimum qualifying CGPAs for BS (undergraduate/16 years) and MS/MPhil students are 2.00 and 2.50, respectively

## **14. TRANSFER OF CREDIT HOURS FOR UNDERGRADUATES/ GRADUATES**

**14.1** Credits are transferred on course to course basis i.e. a person taking course A at University X is allowed to transfer his/her credits to University Y provided that course A is equivalent to course B taught at the Y University.

**14.2** - No credit hour of a course shall be transferred if the grade is less than C for undergraduate and B for graduate.

**14.3** - Only from the HEC recognized universities, the credit hours may be transferred to UOL.

## **15. FREEZING OF SEMESTER**

**15.1** - If a student freezes a semester(s), s/he shall resume his/her studies from the same stage where s/he left (froze). No freezing during the semester shall be allowed. The maximum duration of the degree program shall remain the same.

**15.2** - If a student is not enrolled in any course in a semester, s/he shall not be considered a regular student of University in that period. The student may then enroll in these courses in a subsequent semester; however, s/he shall have to meet prerequisites of any course taken. In addition, not all courses are offered to students in each semester.

**15.3** - The maximum duration of freezing is two semesters and further failure to enroll will lead to de-registration of the student. Hardship cases can be facilitated for re- registration by the approval of competent authority only.

**15.4** - Freezing of first two semesters for BS and first semester for MS is not allowed.

**15.5** - Under special hardship circumstances freezing of first semester can be considered by the approval of competent authority.

## **16. UNFAIR MEANS CASES COMMITTEE**

**16.1** - Any candidate found guilty of following matters, his/her case shall be submitted to Unfair Means Cases Committee.

- (i) Removes a leaf from his/her answer book, the answer book shall be cancelled.
- (ii) Submits forged or fake documents in connection with the examination.
- (iii) Commits impersonation in the examination.
- (iv) Copies from any paper, book or notes.
- (v) Mutilates the Answer Book.
- (vi) Possesses any kind of material, which may be helpful to his/her in the examination.
- (vii) Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.
- (viii) Refuses to obey the invigilation staff or refuses to follow the instructions issued by the university in connection with the examination.
- (ix) Misbehaves or creates any kind of disturbance in or around the examination center.
- (x) Uses abusive or obscene language on the answer script.
- (xi) Possesses any kind of weapon in or around examination center.
- (xii) Possesses any kind of electronic device which may be helpful in the examination.

**16.2** - His/her case may result in following penalties keeping in view the nature and intensity of offence.

- (i) Cancellation of paper.
- (ii) Suspension from programme for one semester.
- (iii) Permanent expulsion from the University.
- (iv) Any other \*Unfair Means Cases Committee shall decide whether the student shall have to appear in summer semester or in regular semester for the cancelled paper.

**16.3** - If a student is not satisfied by the decision of the Unfair Means Cases Committee, s/ he can submit his/her appeal within a week after the decision of the Committee to the Appellate Committee.

## **17. PROBATION POLICY**

**17.1** - Probation is a status granted to the student whose academic performance falls below the minimum university standards (2.0 CGPA for under graduate programme and 2.5 CGPA for Master and MPhil programme).

**17.2** - UOL Probation Policy shall be followed in letter and true spirit.

## **18. PERMISSION OF WRITER FOR SPECIAL STUDENTS**

**18.1** - A visually impaired student may be allowed to attempt the mid/final examinations of the university on computer/any other means of facilitation.

**18.2** - In case a student is physically handicapped/visually impaired, s/he may apply to the HOD of the respective department (with medical certificate as proof of his/her disability) for permission to engage a writer in tests/ examinations of the university two weeks before the start of tests/ examinations. S/he shall be allowed 45 minutes (maximum) extra time to solve the question paper.

**18.3** - The qualification of the person who acts as writer of a handicapped student must be at least one step lower than that of the student. (e.g. for level 6 student, the writer should be at the most of level 5).

## **19. MATTERS RELATED TO DEGREE CONFERMENT**

**19.1** - UOL conducts convocation annually to award the degrees to the qualified students as per approved criteria of the convocation.

**19.2** - Urgent degree can be issued as per policy of university upon the request of student.

**19.3** - Duplicate degree may be issued (with completion of all requirements) to a candidate in case the original degree is lost/damaged or in case of change in the name of candidate. The candidate has to apply to the Office of Student Affairs for the issuance of duplicate degree along with the relevant documentary proof as per UOL rules.

## **20. AWARDS AND DISTINCTIONS**

**20.1** Medals/Prizes/Rolls of Honor/Positions shall be awarded to the students passing their courses in the first attempt.

**20.2** - Positions would be given on the basis of CGPA. In case two or more students are acquiring same CGPA only then the position would be decided on the basis of two digits after decimal/percentage among those students.

**20.3** - The disciplines where number of students is less than 05, no position shall be awarded.

**20.4** - Medal and roll of honor shall not be granted to candidates who passed any course in 2nd attempt or more.

**20.5** If the result of the candidate is not declared within the prescribed time of degree, then medal shall not be awarded

# FEE & FINANCIAL SUPPORT



## FINANCE SECTION

The University has the practice of generating two vouchers for each semester in two equal installments. The deadline for installments are announced and displayed on notice boards and communicated via student logins. Failure to submit fee on time, will result in a fine of PKR 50/- per day being charged to student after due date. The new student is eligible for 100% refund of tuition fee within 1st week of commencement of classes and 50 % tuition fee in 2nd week of commencement of classes. After that as per HEC rules, the student is not eligible for claim of any fee. (The registration fee is nonrefundable). The student can get his/her fee voucher from his/her SIS login and through correspondence from fee section on email id [feerecovery@uol.edu.pk](mailto:feerecovery@uol.edu.pk). Due to unforeseen circumstances if the student wishes to have further installment, due date extension or any other fee related issues, the student is advised to visit fee related queries counter in Office of Student Affairs.

## FEE CONCESSION & SCHOLARSHIPS

The purpose of the financial assistance is to provide a helping hand to the students and the parents at the time of their financial crises. The University of Lahore has a dedicated financial support team to evaluate the financial assistance cases. The team process the cases from need base to merit base scholarships for outstanding individuals. The applicant will be eligible for financial assistance by depositing half of the tuition fee and registration fee. The financial assistance forms are available on SAP online. The financial assistance will be applicable on tuition fee only.

Here are some key points about university scholarships:

**1. Eligibility Criteria:** Scholarships are awarded to the student of UOL based on previous and current academic excellence. Scholarships often have specific eligibility criteria, including a minimum GPA or academic performance standard. Students who meet or exceed these criteria are considered for the scholarship.

**2. Application Process:** In some cases, students may be automatically considered for scholarships based on their academic records during the admission process. However, it's essential to check if there is a separate application or any

additional step required.

**3. Renewal:** Scholarships may be renewable for multiple years, provided that the student maintains a certain level of academic achievement. Understanding the renewal criteria is important for students who receive these awards.

**4. Deadlines:** Students should pay attention to scholarship application deadlines. Missing deadlines may result in the loss of the opportunity to be considered for certain scholarships.

**5. Scholarship Office:** Students are encouraged to reach out to the university's scholarship office for information about available scholarships, application procedures, and eligibility criteria.

**6. Cancellation:** This scholarship is available for regular semesters i.e. 'fall' and 'spring', and applicants will only be considered once they have been enrolled in the programs. Students who transfer from other universities or freeze their semesters will not be eligible, nor would any student with repeated courses or failed grades.

Main categories to apply for financial assistance are as follows:

### A) Need Based Scholarship

Need-based scholarships at the University of Lahore ensure that no student's financial circumstances keep them away from pursuing their education. The scholarships are available to all incoming/new admission students. The application forms for the scholarships are available at the Students Portal (SAP), and aspiring students must submit the form within Two Week of payment of their first-semester fee. The financial assistance committee awards scholarships based on interviews of the applicants, and a thorough evaluation of applications. The financial assistance committee ensures that every application is carefully analyzed, and the decision making process is exhaustive and transparent.

### B) Kinship Based Scholarship

In order to reduce the financial burden and facilitate families with multiple members enrolled in the university, UOL also offers kinship-based scholarships: siblings (real and adopted)

and spouses fall under the umbrella. Students are advised to apply in the first semester, however the applications can be extended till the second semester on a case to case basis. The minimum concession awarded under this scholarship vary between 10% to 20% based on the financial need of the student. In the case of two related students, only one will be considered for the scholarship. Similarly, if more than two kin are enrolled in the University, even in this case only one (1) will be considered for the max 30% scholarship.

### **C) Disabled Student Policy**

The university offers fee concession to disabled student as per HEC rules and depending upon the nature of their disability. The applicant has to produce a disability certificate issued by district government.

### **D) Employee Kin policy**

The employee kin are also eligible for financial assistance. The procedure will be the same for all categories.

### **E) Merit Based Scholarships**

The university also offers merit scholarships to brilliant students on the basis of their academic performance throughout their degree program. This scholarship is offered to regular semesters (Fall & Winter) in all undergraduate programs, except for the medical undergraduate program. The top three performers in every batch of a degree (based on CGPA) will be selected for the scholarship and applicants will only be considered once they have been enrolled in the programs. This scholarship is awarded to the top three position holders in each batch of the degree and waives off up to 70% of the tuition fee for the top applicant, 50% for the second place, and 25% of the fees for the third position respectively, in the subsequent semester.

#### **a) Criteria for 1st Position:**

I) In case of two students at same CGPA based on three decimal places at 1st position, the scholarship percentages 1st and 2nd level (i.e. 70%+50%) will be added together and amount of scholarship to be shared equally amongst

achievers. Exceptions for point I

- Maximum 25% scholarship will be given to student at 2nd position.
- There is no 3rd position in this scenario,

II) In case of more than two students at same CGPA based on three decimal places at 1st position, the scholarship percentages of 1st, 2nd and 3rd level (i.e. 70%+50%+25%) will be added together and amount of scholarship to be shared equally amongst achievers. Exceptions for point II

- There is no 2nd and 3rd position in this scenario.

#### **b) Criteria for 2nd Position:**

I) In case of student at same CGPA based on three decimal places at 2nd position, the scholarship percentages of 2nd and 3rd level (i.e. 50%+25%) are added together and shared equally amongst achievers. Exceptions for point I

- Maximum 25% scholarship will be given to students.

Exceptions for point II

II) In case of more than 2 students at same CGPA based on three decimal places at 2nd position, the scholarship percentages of 2nd and 3rd level (i.e. 50%+25%) are added together and will be shared equally amongst achievers. Exceptions for point II

- There is no 3rd position in this scenario.

#### **c) Criteria for 3rd Position:**

In case of student at same CGPA based on three decimal places at 3rd position, the scholarship percentages of 3rd level (25%) will be shared equally amongst achievers.

#### **General Rules:**

Following is the criteria for merit based scholarships:

- 1) This scholarship will be available in regular semesters i.e. "Fall" and "Spring" only.
- 2) Only students of same batch/semester who have earned same no of cr. hours and enrolled in same courses are considered for scholarship.
- 3) Enrollment of minimum ten (10) students is necessary in one

batch/ session to be eligible for consideration.

4) Students with repeated courses in any semester are not eligible for this scholarship.

5) Students with F grades in any semesters are not eligible for this scholarship.

6) Students with W grade in any semesters are not eligible for this scholarship.

7) If student freezes his/her semester during his/her degree program the student will not be eligible for this scholarship.

8) The scholarship percentage will be applied on tuition fee of subsequent semester only.

9) Campus transfer (UOL to UOL) students are eligible for this scholarship.

10) Students migrated from other universities are not eligible for this scholarship. (i.e. Exemption)

11) Degree/Program transferred students are not eligible for this scholarship.

12) This policy does not cover students of graduate (MS, Mphil) and post graduate degree programs.

### **F) Alumni Base**

This policy is applicable to such applicants who had already students of the University of Lahore. In order to be fair and diligent in dealing with the applicants for financial assistance, management has decided to formulate a policy for Alumni base scholarship that will be followed in processing the applications received at the time of admission or subsequently on the basis that student had already studying in any degree program of the University of Lahore.

### **B) Sports Base**

The objective of Sports based scholarship is to Promoting physical fitness, encouraging active lifestyles, fostering teamwork and leadership, enhancing mental well-being, and achieving success in inter and external university competitions. During their stay at the University of Lahore, great athletes may combine academic and athletic achievement with funding from our acclaimed Scholarship program. Our sports scholarships make sure that our players may participate at the greatest level while pursuing a degree of the best caliber

# IT SUPPORT



University of Lahore is providing following IT support services to facilitate students:

- UOL Email
- Learning Management Solution (Slate)
- Student Web Portal (SAP)

## UOL EMAIL

After confirmation of admission the student receives an email id from UOL containing the details of logins on personal email id. Once the official email id is shared all necessary communication will be made through the official UOL email account.



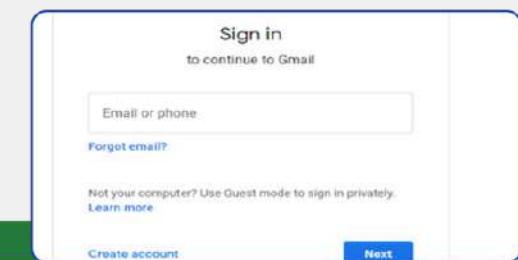
### Step 1

Go to "mail.google.com" from your web browser. And click on "**Sign in**" at the right top of the screen.



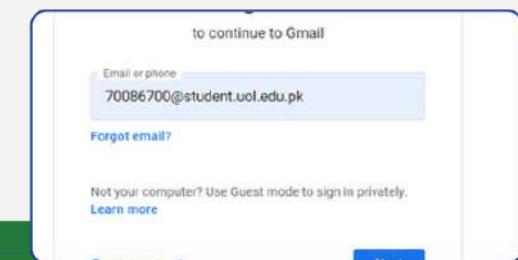
### Step 2

Enter your official UOL email, which will be in one of the following schemes:  
70012345@student.uol.edu.pk



### Step 3

Enter your initial password that is shared with you in your email.



## LEARNING MANAGEMENT SYSTEM-SLATE

Slate is the Online Learning Management System (LMS), which is used to complement face to-face class lectures, or deliver a course completely on-line. It runs as an interactive portal with a number of features and activities designed to engage learners and promote collaborative student centered learning. Getting started with "Slate logging in":

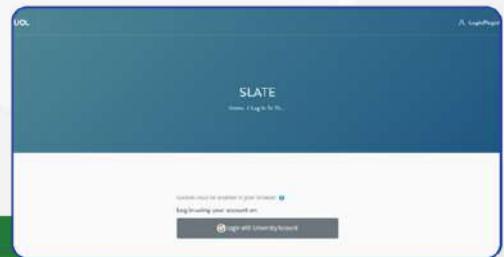
Open your web browser and enter web address  
<https://slate.uol.edu.pk>

Step 1



Your official email id is your slate id. Please click on "Login with Google account" to proceed to your Slate account.

Step 2



Enter your official UOL email id and newly created password.

Step 3

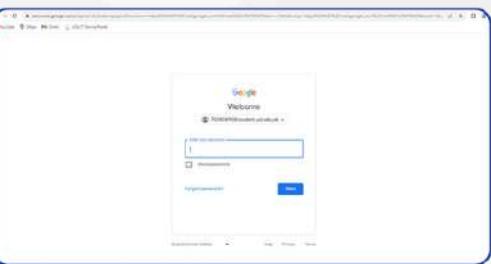


Step 3



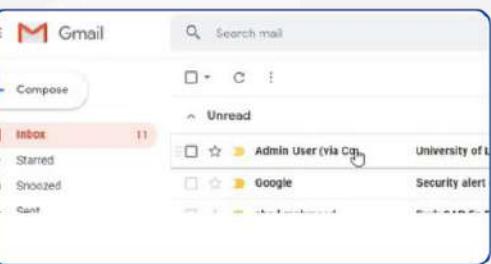
A confirmation screen will be displayed. Click on the continue button and go to your official UOL email account.

#### Step 4



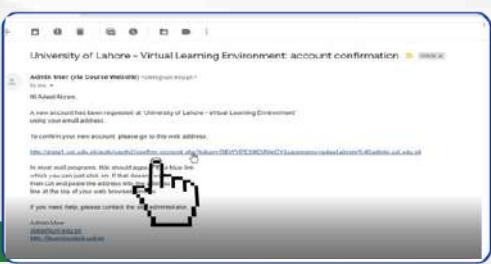
You will receive a confirmation email on your official UOL email account.

#### Step 5



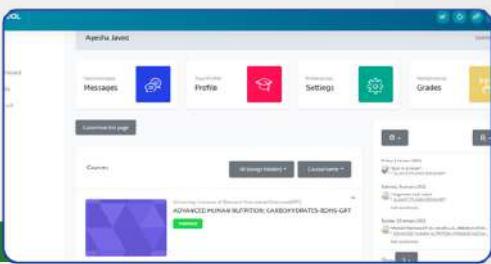
Click on the verification link.

#### Step 6



By clicking on the verification link, you will be automatically directed to your Slate dash board main page.

#### Step 7



## STUDENT WEB PORTAL

University of Lahore provides Student Service Portal SAP with following features:

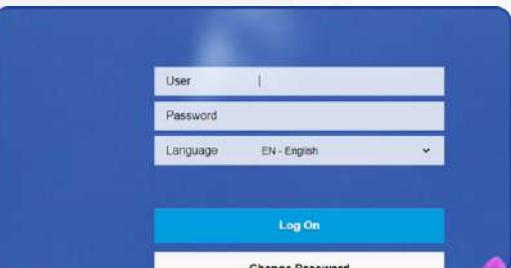
- Online course registration
- Student attendance
- Fee voucher generation and fee payment
- Exam results
- Student surveys
- Student notice board

### ACCESSING STUDENT PORTAL

Go to your web browser and enter the web address **www.hub.uol.edu.pk** and enter your registration number in the user field.

Enter the password. This will be the “onetime password” shared with you in your official email id and click on login button. You need to set your new password as soon as you login first time.

#### Step 1



System will ask you to set your new password for future login.

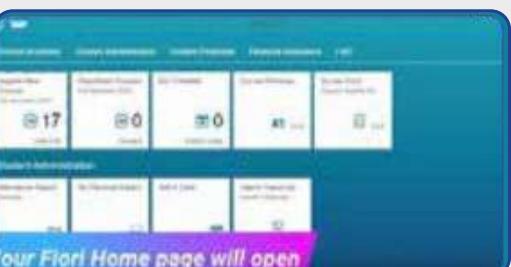
A new screen will appear that will ask for your current password where you will write your password shared in email. Then you will enter your new password which you will use for regular use in the future. After that you will enter the password again in repeat password field and click on “Change” button.

#### Step 2



Your new password is set now, you will use this new password to login to your HUB portal in the future. You will be able to access your student portal homepage.

#### Step 3



# CENTRAL LIBRARY



The UOL central library has more than 50,000 books on all subjects, 11 online international databases, and has access to HEC digital library. All the students are entitled to library membership. The students are required to fill a library membership form, attach a picture and copy of the university identity card, and submit it at the circulation desk in the library. The library membership forms are available from library circulation desk as well as from the library website. Trained and highly qualified staff is available to guide the students. Students may satisfy their queries through telephone or e-mail at the following address:

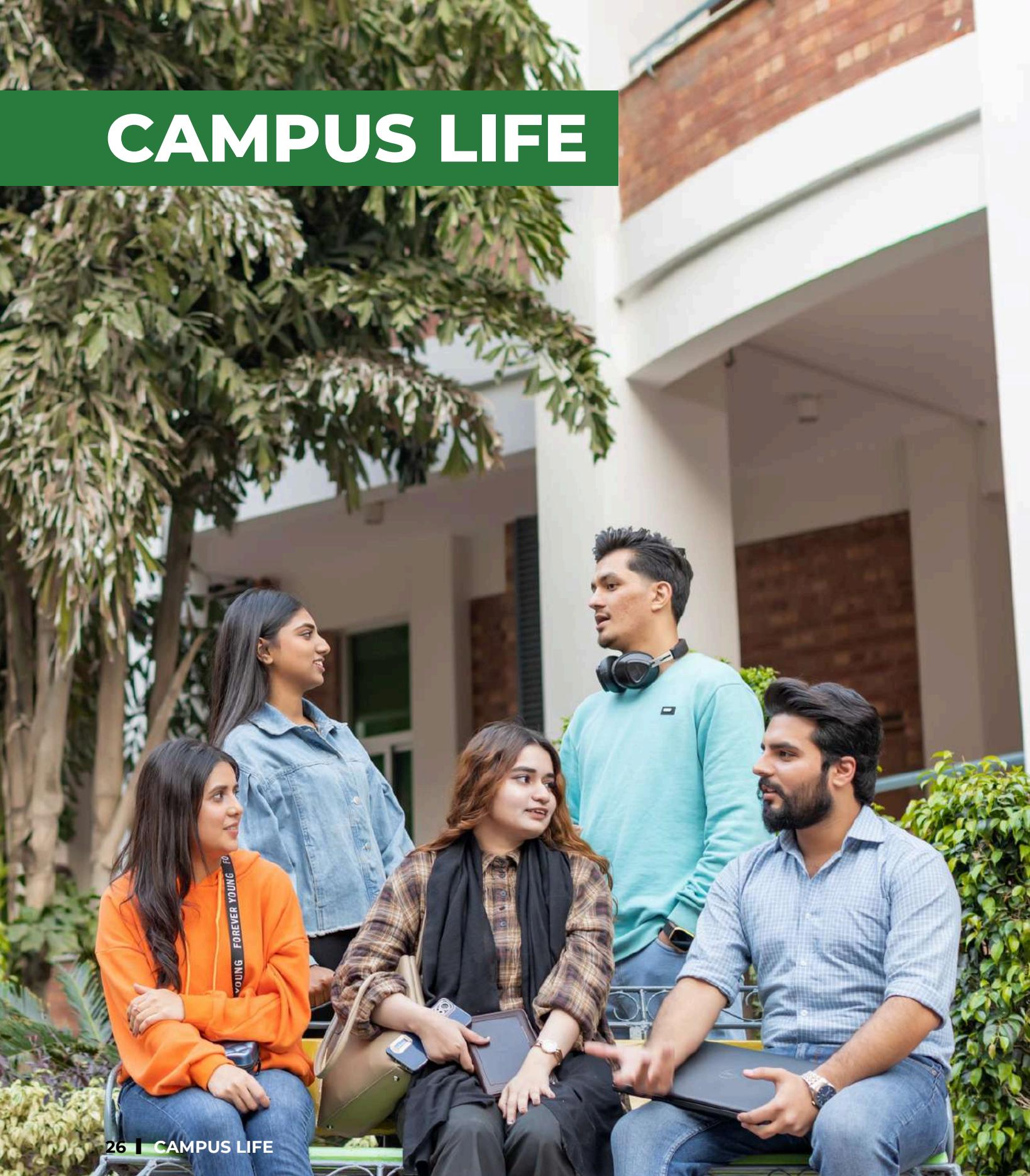
**Email id: [centrallibrary@uol.edu.pk](mailto:centrallibrary@uol.edu.pk) Ext: 5290**

## LIBRARY GENERAL RULES

1. Only registered users can use the library.
2. Library membership is mandatory to avail library services.
3. Students are advised to keep their university cards with them while using the library.
4. The student can get maximum 02 books for 14 days.
5. A borrower who fails to return the library book/s or any material on due date, shall have to pay a fine of Rs.10/- per day per book.
6. In the case of book loss or defacement by a user, he/she will be charged a fine in addition to the market price of the book.



# CAMPUS LIFE



# OFFICE OF STUDENT AFFAIRS

OSA offers a broad spectrum of services ensuring that students have access to the resources, opportunities and support necessary for their academic and non-academic journey. It receives applications from the students and processes with the academic & non-academic departments of the university e.g. Registrar Office, Controller of Examination, Account and Finance Department, Transport Office, Library, etc. The student services center is located in Office of Student Affairs.

The student services center offers the following services in coordination with different offices of UOL:

- Students clearances
- Transcript & Degree issuance
- Detail marks certificate
- Issuance of bona fide certificate
- Result cards
- Interim transcript
- Semester freeze
- Semester defreeze
- Provisional certificate
- No objection certificate
- Verification of documents
- Identity cards printing and issuance



# INTERNATIONAL STUDENTS CELL



The International Student Cell is committed to addressing the needs and well-being of international students and is responsible for overseeing international relations and global accreditations. It also manages applications for study opportunities available to international students and processes their admission, HEC, NOC, and visa processing. The Office assists students in adapting to the cultural diversity at the University of Lahore. Every year the university organizes International student's culture day and meet ups for the students of different nationalities to represent their culture and traditions.

The University is proud to have over 21 nationalities currently studying in different departments. These include students from Palestine, Sudan, Yemen, Turkey, Syria, Somalia, Afghanistan, Nepal, Oman, Kingdom of Saudi Arabia, South Korea, Jordan, UAE, India, Uganda amongst others.

Foreign National desirous of admission in the University of Lahore can also approach us via E-mail:

- [international.students@uol.edu.pk](mailto:international.students@uol.edu.pk)
- [quratul.ain@osa.uol.edu.pk](mailto:quratul.ain@osa.uol.edu.pk) Ext: 5201





# CLUBS & SOCIETIES

The Office of Clubs and Societies is committed to fostering an environment where students can thrive personally, academically, and socially through their involvement in clubs and societies. By prioritizing inclusivity, innovation, and collaboration, we aim to strengthen the fabric of our campus community further and empower students to make meaningful contributions to society. Through strategic initiatives, dedicated support, and a commitment to excellence, we remain steadfast in our mission to enable students and cultivate a vibrant culture of engagement and leadership.

The Office of Clubs & Societies monitors and manages the different events of 50+ existing clubs and societies. The hierarchy of any club/society includes the President, General Secretary, Treasurer, and General members. The students are offered free membership in Freshers Week.

For further details of different registered Clubs & Societies.

**<http://societies.uol.edu.pk/clubs> Ext: 5202**

Event Calendar: **<http://societies.uol.edu.pk/events>**



# INNOVATION & INCUBATION CENTER



Innovation & Incubation Center – IIC is an innovation hub where we help students of University of Lahore to build their startups and new ventures through access to the resources they need, all under one roof. In addition to a co-working space, IIC provides UOL Students with access to expert advisors, mentors, administrative support, office equipment, training, and potential investors.

Innovation & Incubation Center – IIC provides opportunity to University of Lahore students to learn innovation & entrepreneurship through three training programs:

1) Pre-Incubation Program: IIC Pre-Incubation program is a 3-Week training where students of University of Lahore are trained by industry professionals to build entrepreneurial foundation, find a problem & a profitable solution, and learn leadership & team work.

2) Incubation Program: IIC Incubation program is 5-month extensive training program where we train infant/early-stage startups to become a startup rising star. During 5-month incubation program IIC provides access to Rs. 1.5M funding, training, mentorship, network to VCs/ investors, industrial trips, & state-of-the-art co-working space.

3) Accelerator Program: IIC Accelerator Program is 2.5-month training program for incubation graduated or established startups where they can accelerate their startups from seed stage to series a funding stage. During this 2.5-month extensive training program, IIC provides access to global mentors/experts, substantial amount of funding, & curriculum supported by global experts.

For further information, please contact: **Email Id: [info@iic.uol.edu.pk](mailto:info@iic.uol.edu.pk)** **Ext: 5320**



# CAREER SERVICES AND CORPORATE LINKAGES (CSCL)



The students are offered free membership in fresher week by different Clubs and Societies. They can register themselves by submitting membership form.

## Student career Counselling/Training and Development

The CSCL department conducts training and development sessions, which include soft skills training, mock interviews, CV building, and professional/personal grooming of students of UOL.

## Job and Internship placements

The department of CSCL works for job placements of students in the corporate world by following channels.

- Inviting companies to visit campus to conduct interviews and recruitment drives.
- Identifying relevant job/internship opportunities and collecting CVs from the graduates.
- Disseminating the CVs for the relevant job opportunities.

## Alumni Relations

CSCL department considers alumni as one of the most important pillars of the University of Lahore. However, to build and maintain alumni relations, the following activities are carried out:

- Connecting with Alumni through social media, direct and indirect links.
- Inviting them to conduct guest speaker sessions as well as for alumni meet up sessions.
- Conducting alumni dinners annually.
- Collecting Alumni data

<https://dev.uol.edu.pk/>

For further details, kindly visit:

<https://uol.edu.pk/services/career-services>

Ext : 4976



# HOSTEL RESIDENCE FACILITY



The University provides hostel facility to female students and faculty members on sharing basis. The residents are provided accommodation, mess and high speed internet. The hostels have gym, swimming pool, round the clock security and surveillance cameras. We accommodate housing requests of female students & faculty members subject to fulfillment of hostel requirements, space availability and the same is served on first come first serve basis.

The details of hall of residence are :

- Fatima Hall
- Razia Hall
- Kalsoom Hall
- Shahida Hall
- University Villas

For further details, please contact: **Ext: 2325, 2326, 5223, 2327**

## HOSTEL RULES & REGULATIONS

1. Only enrolled students studying at UOL and faculty members will be eligible to apply for allocation in hostel rooms.
2. Upon admission in the university and on willingness to take a hostel room, student will fill out the requisite application form for room reservation.
3. De-allocation application should be submitted one month prior notice.
4. Rent will be charged on monthly basis.
5. Prior to allocation of room, it will be ensured that student has paid due tuition fee to the university and evidence of such payment is sourced and attached to application form.

6. Room allocation will be made to the applicant/student and relevant dues such as registration fee and room rent will be charged on auto basis by the system and same will be required to be deposited by due date notified on the voucher.

7. No allocation of room will be processed unless all the desired information is provided by the applicant in full including family, guardian and visitor's information, their CNIC numbers, contact details and numbers and emergency contact.

8. Billing of room charges will be made monthly in advance and all boarders will be billed by 10th of the relevant month. Failure to clear dues by due date will results in a fine of PKR 50/- per day.

9. Hostel dues and registration fee is non-refundable.

10. All hostel occupants will be liable to pay damages caused by them to the property of university hostel.

11. All occupants will be required to mark attendance on daily basis at such time and in such sessions as notified and decided by management from time to time.

12. On subsequent reallocation of hostel room, a reactivation fee will be charged.

13. Students fee bill are available on their SIS/ SAP login. In case of any issues the student may contact account office.

14. Student availing air conditioning facility will be charged with such applicable rate of electricity with the unit consumed as notified by the finance section on monthly basis.

15. Student will be responsible to take care of their valuables/belongings. In case of theft, management will not be responsible.

16. On breach of rules and regulations fine will be charged to the students.

17. To ensure safety and security of the students, hostel management issues an entry and exit pass which has three copies; a copy which remains in the warden's office, a copy which the students leaves at the security office and a copy which she hands in to security office upon return to the university at the stated time. (Late comers will be fined)



# TRANSPORT FACILITY



The University of Lahore provides transport facility to students, faculty, staff, administration and guests etc all over Lahore, Sheikhupura and Kasur. Department also looks after transport affairs and facilitates other campuses. There are four major functions of the transport department.

- Maintains student & staff pick and drop service with charges.
- Providing transport services to different departments on request.
- Management vehicle services & shuttle service.
- Logistic support services.
- 

For Lahore we have a sizable fleet of almost 108 vehicles of different categories which includes busses ranging capacity from 26 seats to 80 seats. A dedicated transport plan along with specified routes can be obtained from the transport office of UOL. For further details, please contact: [tehmina.ambreen@admin.uol.edu.pk](mailto:tehmina.ambreen@admin.uol.edu.pk) Ext: 5203

## TRANSPORT RULES & REGULATIONS

1. For new allocation, student will submit duly signed transport application form. Transport charging will start from the month of allocation.
2. For renewal cases user will submit duly signed application form for the new term. Charging will be for the whole semester. The allocation is not on monthly basis.
3. Manual allocation forms are available for new students from transport office.
4. Transport vouchers are available on SIS login after allocation.

5. De-allocation will be allowed in following cases, during the semester: a. Degree is completed during semester. b. Shifting to UOL hostels.

6. Transport dues will be charged for the whole semester. However monthly installments are allowed.

7. Transport charges varies from route to route, Student can change transport route during the semester depending upon availability of route.

8. Transport monthly dues will be payable before 10th of every month. A fine of PKR.50/- will be charged per day after due date.

9. If a student is found using university transport without renewal of allocation, his/ her allocation will be forcibly done by the transport department. In this case, fine for the preceding months will also be charged along with transportation charges.

10. In case of freezing semester, transport charges will be waived off from the day semester is freezed. Transport card & university card is mandatory for every student while travelling in university transport.

11. In case of card lost fine of PKR 1,000/- will be charged for renewal.

12. Transport dues are variable due to fluctuation of fuel rates in the market.

13. The transport dues are non-refundable.

## CAFETERIA & FOOD STREET

The university cafeteria provides a range of hygienic snacks and meal options which are available to students throughout the day on subsidized rates. The food street consists of general store and a number of food stalls providing variety of traditional food. The quality & prices are ensured by food quality department time to time.



# SPORTS & GYM FACILITY



To promote extracurricular activities and to maintain good health of students and faculty, a state of the art gymnasium, fitness center and swimming pool are available. These bring the students together with emphasis on personal values and personality development. These facilities are managed by expert staff where one can get best fitness advice and expert training from world class coaches. The sports department of UOL offers scholarships to active students who represent the university in HEC sports. Currently, sports teams are participating in 35 various games within Pakistan. The students having keen interest and extra-ordinary performance in any sport are encouraged to contact the sports department to actively participate in HEC games.

**For further details, please contact: Ext: 5050**

**For gym membership, please contact: Ext: 5053**



# UNIVERSITY NEWSLETTER SPECTACLE



The university has the official monthly newsletter with the name of 'The Spectacle'. It covers information within the campus, all the domestic and international news, entertainment, sports and business news. The Spectacle also provides educational tips regarding studies and also provides students with suitable information on opportunities in the industry. The hard working team of creatives does the entire content gathering, news reporting and the eye catching design of the newsletter. If any student has a creative idea or any sort of achievement to be shared, he/she may contact The Spectacle team.

For further details: <https://spectacle.uol.edu.pk/epaper/>  
Email Id: [abdul.mpoza@soca.uol.edu.pk](mailto:abdul.mpoza@soca.uol.edu.pk)



# DISCIPLINARY RULES



## DISCIPLINARY RULES & REGULATIONS

**The following committees deal with all cases of violation of rules and regulations,**

- Proctor Committee
- Disciplinary Committee
- Appellate Committee

Proctor committee has been established where the faculty members are appointed as proctor from each department. They remain vigilant and alert for taking on the spot decision regarding violation of rules and policies. The student has the right to appeal in writing to the Appellate Committee against the decision of the standing committee. The appellant committee after due consideration may decide to concur, enhance or reduce the punishment.

**Following are the serious violation of code of conduct:**

- Use of alcohol, drugs or any other controlled substance
- Assault, injury and threat. • Violation of dress code
- Sexual misconduct, assault and harassment
- Hazing
- Public disorder, group violence and mass disturbance
- Theft and damage of property
- Misuse of identification and falsification
- Ragging

**The Proctor committee can impose the following penalties:**

- Suspend violator for fifteen days from attending and availing university facilities.
- Impose a fine of up to Rs.10,000.
- Rustication of one or two semesters.
- The proctor individually may impose a fine of Rs.1,000/ student violating sudden code of conduct.

The head of department can also form the department discipline committee for immediate processing of students complaints. The student who is under investigation shall be suspended from attending classes till the decision will be taken. The head of department may suspend a student for a week and cases can be forwarded to the Disciplinary Committee by the department in case of serious violations and misconduct.

## NEED OF THE POLICY

The university strives hard to refine the ability of its students to reason and to communicate freely and clearly so as to become responsible, morally upright, moderate and well-rounded individuals in general and proud citizens of Pakistan. To attain these attributes, the students are expected and required to be groomed to conduct themselves well at the campus, in class rooms, labs and all other scheduled curricular, co-curricular and extracurricular activities.

Accordingly, the university demands from the students to be well disciplined; be punctual, demonstrate positive attitude and good behavior at and beyond the campus. The student code of conduct, rules and regulations described herein are essential features to maintaining peaceful academic environment suitable with the teaching, learning, and progressive activities undertaken by the diverse community of the university.

## SCOPE OF THE POLICY

The code applies to the on campus and off campus conduct of all registered students in connection with;

- a.** Their academic course requirement and any activity supporting pursuit of a degree such as research at another institution or a professional practice assignment.
- b.** Any activity sponsored, conducted or authorized by the University of Lahore.
- c.** Any activity of students causing destruction of property belonging to the university or members of the university community or threatening harm to the safety or security of the members of the university community.
- d.** Any activity in which a police report has been filed, a summons or indictment issued or an arrest has occurred for a crime or violation of law.
- e.** Students continue to be subjected to the state laws while at the UOL and violation of those laws may also constitute violation of the Code. In such instances, the university may proceed with university disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for the violation of the code even if such criminal proceeding is not yet resolved or is resolved in favour of the students.

## GENERAL CONDUCT & DISCIPLINE

### A. Campus Timings

Except for special occasions/events, extra instructions or summer program, the campus timings to be adhered are from 08:00 AM to 6:00 PM. Only the female students staying in hostels are allowed to be in the campus after 6:00 PM. The hostel gates close at 9:00 PM.

*i.* Entry to campus for regular students is only permitted from the entry gates no. 1,2,3 and 4.

*ii.* At the entry point the security staff are to check that the students show/ display their id cards and are wearing proper uniform.

*iii.* Violations are referred to director, security for necessary disciplinary action including imposing of fines.

### B. Class Attendance

The students are advised to be punctual to attend the classes as per the time tables:

*i.* Maintaining at least 75% attendance to be eligible to sit in exams.

*ii.* Maintaining at least 90% attendance to be eligible for award of scholarship.

*iii.* Be in the class in time, delay of more than 10 minutes will be taken as irregular for which the student may be marked absent by class teachers.

### C. Smoking and use of Drugs

Smoking, eating, drinking are prohibited in settings of the university.

*i.* Smoking and use of drugs at campus is strictly prohibited. Violations are punishable by severe disciplinary actions including imposing of regulated fines or as per the recommendations of the disciplinary committee – nature of violations in view.

*ii.* Attendance on campus or at university-related events in an intoxicated state or under the influence of drugs or any banned substances is strictly prohibited.

*iii.* Use / sale / possession / facilitation / distribution of drugs, narcotics, intoxicant etc. in the campus of university of Lahore, directly or indirectly, is illegal

### D. Classroom Standards

The individual faculty member is primarily responsible for managing the classroom environment. If a student engages in any prohibited or unlawful act/s or other behavior that

results in disruption of a class, he or she may be directed by the faculty member to leave the class for the remainder of the class period. Faculty shall bring the wrongdoing in the notice of the respective chairman, department disciplinary committee who will investigate the case and send its recommendation to the Registrar of the university with the details of the offence and necessary evidences corrective action through penalty or counselling and record keeping. To ensure that the campus environment remains conducive for the curricular, co-curricular and extra-curricular activities, the proctors shall have the authority to check disorderly or improper conduct or any breach of discipline/regulations/instructions of the enrolled students of the university in any of the university premises or in the university grounds.

### E. Identification/Registration card

*i.* Each member of the university community is issued a pictured Identification /Registration card, and must wear it at all times while on university premises or at university sponsored activities. Identification/ Registration cards must be presented upon entering university buildings and must be worn while on university premises

*ii.* Identification/Registration cards are not transferable. The owner of the card will be called upon to account for any fraudulent use of his or her identification card and will be subject to disciplinary action by the University if he or she has aided such deceitful use. The card will be forfeited if the student to whom it was issued allows any other person to use the same.

*iii.* Upon card owner's withdrawal from the university, all rights and privileges related to the identification card automatically cease. If the student withdraws, or is suspended or expelled, from the university, the identification card must be surrendered to the university.

*iv.* Visitors and guests: Students may be held accountable for the acts of misconduct of their guests while on university premises or at university-sponsored activities. Visitors, including invitees shall conduct themselves, at all times, in a manner which is consistent and in line with maintenance of orderly behavior in the university premises.

### F. Dress Code

Students are responsible for ensuring that their dress and grooming project a positive image to our customers,

potential customers, the public, students and co-workers.

**We expect students to use good judgment and follow the procedures below in determining appropriate dress and grooming.**

*i.* All students are responsible for maintaining a neat and professional appearance including good personal hygiene. Excessive finger-nail length and mustaches are not acceptable.

*ii.* All students must be clean and well-groomed. Grooming styles dictated by religion and ethnicity aren't restricted.

*iii.* Students who have face-to-face contact with other peers and staff members must maintain a clean and neat appearance. Fade hairstyles including, but not limited to, unnatural coloring of the hair, mohawks, or unconventional cuts are not permitted.

*iv.* Students are requested not to use earbuds, hands free or blue tooth devices while in class/session.

*v.* Facial hair must be neat and trimmed. Full beards must be trimmed at the neckline.

*vi.* Male students are not allowed to wear earrings during working hours. Females will be limited to two earrings in each ear. No other visible body piercing is allowed.

*vii.* Visible tattoos that are lewd (offensive in nature) or excessive (covering the majority of exposed skin) must be covered.

*viii.* Supervisors and managers can specify additional dress and grooming requirements based upon working conditions. They are responsible for enforcing the dress and grooming policy

*ix.* Polo shirts showing vandalism, suggestive quotes or targeting a particular group will not be tolerated.

*x.* Female students are expected to wear light work makeup. Loud makeup, heavily embellished clothes and heavy jewelry are NOT permitted. Their hair MUST be combed properly either in a high pony or a hair bun. Loose hair should be brushed properly.

*xi.* No off-shoulder garments are permitted on campus for both male and female staff. Short sleeve shirts, tops, blouses MUST be 6 inch in sleeve length, for both male and female students.

*xii.* Tights are NOT permitted under any circumstances.

*xiii.* Denim jackets, denim jeans, stretch pants & faded jeans are NOT allowed.

*xiv.* Crop pants, 2/3rd Bermuda pants or shorts are NOT allowed shalwar/ trouser length should cover the ankles. *xv.* Wearing of scarf/dupatta will be mandatory for all female students.

*xvi.* Tank tops and other clothing exposing skin around the waist and the torso area is not allowed. *xvii.* Shirt/ blouse length for female students should be as such that the hip area is covered; shirt/blouse is not to be tucked in the trouser/pants.

*xviii.* Students will be sent home to make appropriate dress changes if their personal appearance or dress is deemed unacceptable or for poor personal hygiene or in case of non-adherence to the prescribed SOPs, they can be heavily fined.

### G. Hygiene

Students are expected to meet hygiene requirements during regular university hours for the duration of their studies.

*i.* Maintain personal cleanliness by bathing daily.

*ii.* Oral hygiene (using toothpaste) required. Use floss or mouth fresheners after every meal.

*iii.* Use deodorant / anti-perspirant to minimize body odors.

*iv.* No dense perfumes, colognes and lotions are permitted. These can cause allergic reactions, migraines and respiratory difficulty for others around us.

*v.* Clean and trimmed fingernails ( $\frac{1}{4}$  inch long or less).

*vi.* Wash hands after eating, or using the restrooms.

### H. Personal Grooming

*i.* Clothing must be clean, pressed, in good condition and fit appropriately.

*ii.* Socks or hose must be worn with shoes.

*iii.* Neat and well-groomed hair, sideburns, mustaches and beards (no artificial colors e.g. pink, green, etc. that would be deemed unprofessional).

*iv.* Moderate make-up.

*v.* Hair should be brushed and made into a pony tail or hair bun. Loose hair should be well brushed & well kept.

*vi.* No dark glasses (unless prescribed by a physician).

*vii.* Limited jewelry and no dangling or large hoop jewelry that may create a safety hazard to self or others.

*viii.* Body piercing must be limited to three per ear. Other visible body piercing is unacceptable, unless demanded by religion / culture.

imminently threaten injury to person or property, infringes on the rights of other members of the university community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area is not allowed.

**b. Political Activities:** Unauthorized use of university facilities or equipment for political activities is strictly prohibited.

**c. Racial/Ethnic And Physical Abnormality Discrimination:** Racial and physical abnormality discrimination at the University of Lahore is illegal and action will be taken if anybody is found in racially or ethnically motivated activities. All the stake holders are required to refrain from the following:

- No person, whether student or employee can commit/show racial and/or physical discrimination, whatever minor, using any comment (written or verbal), gesture/sign, attitude against any person of other nation, caste, tribe, ethnicity, religion etc.
- No person can abuse, call names, or pass remarks on others (student/ employee) on the basis of his/her race or physical disability, and appearance.
- Faculty members must teach culturally responsive curriculum. They should promote a peaceful educational environment conducive to learning for each student irrespective to their originality. They are especially advised to be careful while selecting contents for their teaching material or during quoting any example so as not to hurt feelings of students related to other ethnic/race groups. They must also not tolerate racist acts and behaviors, and have clear consequences for students who engage in such behavior, and support systems for students who are impacted and traumatized by racist incidents.
- If anyone found guilty of committing any of the above mentioned offences, will be dealt and penalized severely as per the below sanctions.

- Filing a false complaint of Racial/Ethnic or Physical Disability discrimination or harassment is also subject to the below sanctions.
- Retaliation against persons who file a racial/ethnic and physical disability discrimination is also a violation of this policy. Complainants who seek assistance as a result of this policy should not be subject to retaliation. Retaliation can result in disciplinary action.

#### **d. Gambling**

Unauthorized and/or illegal exchange of money favors or services as a result of an organized or unorganized game or competition is strictly prohibited.

#### **c. Indecent Behavior at The Campus**

Indecent behavior exhibited at the campus including classes, cafeteria, laboratories etc. defying the norms of decency, morality and religious/cultural/ social values by single or group of students is strictly prohibited.

#### **f. Use Of Mobile Phone**

In class rooms, examination halls, labs and library thus disrupting the calm of the said rooms.

### **GENERAL CONDUCT & DISCIPLINE**

Conduct occurring off university premises be such that it should not affect the interest/image of the university.

### **ENFORCEMENT OF CODE OF CONDUCT**

**Conduct occurring off university premises be such that it should not affect the interest/image of the university.**

**a.** The University of Lahore has set up Proctor System, Unfair Means Committee, Students Departmental Discipline Committees, University Discipline Committee along with their Appellate committees. These committees while dealing with case of violation of rules and regulations, follow recognized judicial and legal principles and procedures.

**b.** Reasonable opportunity is available to accused student to defend himself, call witness and present material evidence in this support before being penalized or exonerated. Right of appeal is also available to penalized students for waiver or reduction of penalty.

**c.** Proctor system has also been established where by faculty members are appointed as proctors from each department. They remain vigilant and alert for taking on the spot cognizance of violation of rules and regulation and code of conduct.

**They take immediate administrative action against violators by imposing fines, other penalties and by reporting major offences to the Discipline Committee.**  
Retaliation can result in disciplinary action.

The proctor system is headed by the chief proctor.

**Appointment of chief proctor:** The proctor system is headed by the chief proctor. The chief proctor will be appointed from among the dean or head of the departments and will be at least of the status of a professor. At least two proctors will be appointed from each faculty with the status not less than Lecturer.

The Chief proctor and Proctors will be required to undertake the following.

- Take regular rounds of campus in groups for maintaining peaceful atmosphere.
- May wear prescribed dress-gown and proctor badge.
- Give power point presentation in classes on student discipline rules and regulations, students code of conduct including penalties for violations.
- They will not be required to appear before the discipline committee as witness etc.

**d. Department Discipline Committees:** In order to ensure safety, security and uninterrupted process of educational learning for he students as well as to facilitate them to seek quick redress, if their rights are violated and breached by another student they may put in a written complaint to their HOD/Director/Dean

#### **Procedure:**

**i.** The heads of department have been authorized to constitute Department Discipline Committee for immediate processing of student complaints for providing equitable and judicious decisions.

**ii.** The Department shall also ask the accused to submit a written reply in response to the complaint. Applications of witnesses shall also be collected and maintained for record.

**iii.** The department committee shall schedule a meeting and ask both parties to the disciplinary hearing, and shall record their attendance as well as minutes of the meeting.

**iv.** The department shall make effort to review the applications and statement of the witnesses and give their decision on the day of the hearing. A copy of decision shall be sent to the chairman discipline committee, rector and to the registrar's office.

**v.** A student who is under investigation by the department discipline committee shall be suspended from attending classes, till the time a decision has been taken by the committee.

**vi.** A student who is punished by the discipline committee shall

not be allowed to attend the university. In case of expulsion, the student ceases to be a student of the university or campuses of university.

**vii.** A student who is suspended from the university remains a student but is not allowed to pursue course of study in any department of the university during the period of suspension.

#### **Powers of the head of the department**

**i.** May suspend a student from classes for seven consecutive days or more keeping in view the gravity of situation, pending disposal of complaint against the students or even otherwise as he may deem fit.

**ii.** Impose a fine of Rs.5000/-.

**iii.** He may rusticate the student for maximum of two semesters.

**iv.** He may report misconduct of a student to the university discipline committee or to the chief proctor.

**v.** The HOD/Director /Dean shall designate their staff/faculty members to communicate the rules/policy of student conduct to the students, and also assure or take steps to watch the general conduct of the students during their presence at the department/University.

**vi.** The HOD/Director /Dean shall put up a general notice which shall communicate to the students that all complaints must be brought to the notice of the HOD/Director /Dean.

**vii.** The class teacher is authorized to fine a student up to a maximum of Rs.10,000/-.

**viii.** He may expel him from the class.

#### **University Discipline Committee (UDC)**

The university discipline committee will receive the Disciplinary Cases/ Complaints from the following forums:

1. Incidents reported by Proctors through Secretary Proctor Committee
2. Recommendation from Departmental Disciplinary Committee for formal issuance of office Orders.
3. From Chief Security Officer

#### **University Discipline Committee (UDC)**

Any charge/violation that needs further investigation for a formal inquiry, depending upon the receipt of written complaint from a complainant, should be framed by University Disciplinary Committee preferably within 24 hours after hearing both the complainant and the respondent with admissible evidence (as applicable).

## H. Academic Discipline

Students of UOL are expected to remain focused on their studies through maximum class attendance and making full use of the University Labs, Libraries and research effort. Cheating, Plagiarism and Use of Unfair Means is not only discouraged, it is prohibited and is punishable as per the act of violation by students. For the clarity of purpose and to guide the students to be aware of such punishable practices these terms are elaborated in the following paragraphs.

### i. Academic dishonesty:

It is an act of deceit, which may include misrepresentation, falsification, or trickery of any kind that is done by the student with a definite purpose and intent, or expectation of influencing a grade or other academic evaluation. Common examples of academically dishonest behavior include, but are not limited to, the following:

- **Cheating:** Intentionally using or attempting to use unauthorized means, materials, information, or study aids in any academic exercise; copying from another student's examination; submitting work prepared in advance for an in-class examination; use of smart phones in examinations, taking an examination for another person or conspiring to do so.
- **Plagiarism:** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; failure to attribute direct quotation, paraphrase, or borrowed facts or information.
- **Unfair Means:** Use of unfair means generally cover following:
  - An attempt to have access to the question paper before the test/ examination.
  - Use/possession of unauthorized reference material during test/ examination.
  - Any form of communication by the examinees with any one in or outside the test/examination room while the test/examination is in progress.
  - Unauthorized entry into faculty's office or that of his staff with the intention of having an access to or tampering with the official record/ exam paper etc.

### • Acceptable and Responsible use of Generative Artificial Intelligence (AI) Tools, Especially ChatGPT

Generative artificial intelligence (AI) tools are potent means of assistance to students in their various academic endeavors but their use should be ethical and they must be used responsibly by the students. This addendum is to ensure that the students are aware of the guidelines and expectations from them when they are using Generative artificial intelligence (AI) tools. The University of Lahore wants the students to maximize their learning potential by the use of such tools while ensuring academic integrity and ethical standards as described in Section 3(i) of "Student code of conduct and disciplinary procedures (revised 2022)".

### • PRESCRIBED USAGE

- Generative artificial intelligence (AI) tools may be used by students for academic purposes such as research, writing assistance and generating ideas or solutions.
- Students may use Generative artificial intelligence (AI) tools to seek guidance and clarification on the concepts taught to them during their course work.
- Students may use Generative artificial intelligence (AI) tools for self studying and improving language proficiency.

### • PROHIBITED USAGE

- Students are strictly prohibited from using Generative artificial intelligence (AI) tools for any form of academic dishonesty, including but not limited to plagiarism, cheating on exams or assignments, or fabricating information. o The use of Generative artificial intelligence (AI) tools do NOT exempt students from the University's policy related to academic discipline. The University requires that all the academic work submitted by a student or a group of students must be original. Plagiarism of any kind is strictly prohibited. o Any work or ideas generated with the help of Generative artificial intelligence (AI) tools must be properly cited and attributed.
- Students are prohibited to use Generative artificial intelligence (AI) tools to access or distribute any unauthorized, copyrighted or confidential material.
- Students are barred to use Generative artificial intelligence (AI) tools for engaging in activities that are illegal and are in violation of the University's general code of conduct and regulations.

### • RESPONSIBLE USE:

Students are encouraged to use Generative artificial intelligence (AI) tools for enhancing their learning process rather than relying on the tool altogether. It is necessary for students to develop critical thinking and improve their problem solving skills. However, they should refrain themselves from indulging in any sort of misconduct including hate speech, harassment, inappropriate behavior etc. Any violation of this addendum will result in the disciplinary action as per Section 4 of the "Student Code of Conduct and Disciplinary Procedures (Revised 2022)"

## J. Abuse, Assault, Threatening Behavior

Intentionally or recklessly endangering, threatening, or causing physical or mental harm to any person, or oneself, on university premises or at university-sponsored activities, or intentionally or causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment, coercion is strictly prohibited.

## K. Firearms, Explosives And Other Weapons

Intentionally or recklessly endangering, threatening, or causing physical or mental harm to any person, or oneself, on university premises or at university-sponsored activities, or intentionally or causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment, coercion is strictly prohibited.

## L. Furnishing False Information

Forgery or unauthorized use of documents. Intentionally furnishing false information to the university and its officials; or misusing affiliation with the university to gain access to outside agency/services; or using false information or university resources to compromise the name of the university. Forgery, unauthorized alteration, or unauthorized use of any university document or electronic transmission, or instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof

## M. Disorderly Conduct Or Indecent Behavior

Engaging in disorderly or indecent conduct; breaching of peace; or aiding, abetting, or procuring another person to breach the peace on university premises or at university-sponsored functions/activities. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on university premises without his or her prior knowledge.

## N. Theft

Theft, or attempted theft, of property or services on university premises or at university-sponsored activities.

## O. Damage To Property Or Its Destruction

Intentionally or recklessly destroying or damaging, or attempting to destroy or damage, university property or the property of others on university premises or at university-sponsored activities. Besides other punishments, complete cost of the damage caused will have to be borne by the student/s

## P. Unauthorized Access to Facilities

Unauthorized access or entry to, or use of, university facilities and equipment. unauthorized possession, duplication or use of keys to any university premises, facilities or equipment; or, unauthorized entry to or use of university premises.

## Q. Unauthorized, use of Computer or Electronic Communication Devices

Theft or other abuse of computer facilities and resources including, but not limited to:

i. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

ii. Unauthorized transfer of a file.

iii. Use of another individual's identification and/or password.

iv. Interference with the work of another student, faculty member or University official.

v. Sending obscene, abusive or threatening messages.

vi. Transmission of computer viruses.

vii. Interfering with normal operation of the university computing system.

viii. Unauthorized duplication of software or other violation of copyright laws.

ix. Unauthorized access to, or unauthorized, mischievous or malicious use of university computer equipment or networks, or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to, and/or use of, off-campus computer equipment.

## R. Provoking others to Misconduct

Intentionally using words or actions to provoke or encourage others to violent or retaliatory behavior, or other acts of misconduct.

a. **Demonstrations:** Any unauthorized assembly and function is prohibited. Exceeding the bounds of free assembly and demonstrations engaging in unlawful acts that cause or

- University Discipline Committee (UDC) Cases needing investigation are to be categorized as major or minor offences and are to be processed in the following manner.
- Except for *prima facie* case where clear evidence is available and there is no complainant for an incident of violation of these rules and regulations (*suo-moto*) case processing, complaint in writing from a complainant is obligatory to proceed with investigation against the respondent/s.

*vi. Relegation / withdrawal: A student of the university may be required to bear the cost of making good any damage to university property for which he/she may be responsible, which may be in addition to a fine or other penalty which he/she may have incurred in connection therewith.*

*vii. Other sanctions or a combination of above mentioned punishments as deemed appropriate.*

***Management Decision in all student matters shall be final.***

#### **STUDENTS RIGHT TO APPEAL:**

It is a very clear policy of UOL that students' rights and privileges will never be infringed and that they will be given a free and fair chance to be heard, plead, defend their view points and do reserve the right of appeal through proper channel right up to the Hon'ble Rector to get their grievances addressed.

#### **PROCEDURE FOR DISCIPLINARY HEARING**

A disciplinary hearing is a formal process conducted by UOL Discipline Committee. This formal process is designed to gather and consider relevant information regarding the alleged violation/s of the Code and to determine and recommend a punishment. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period:

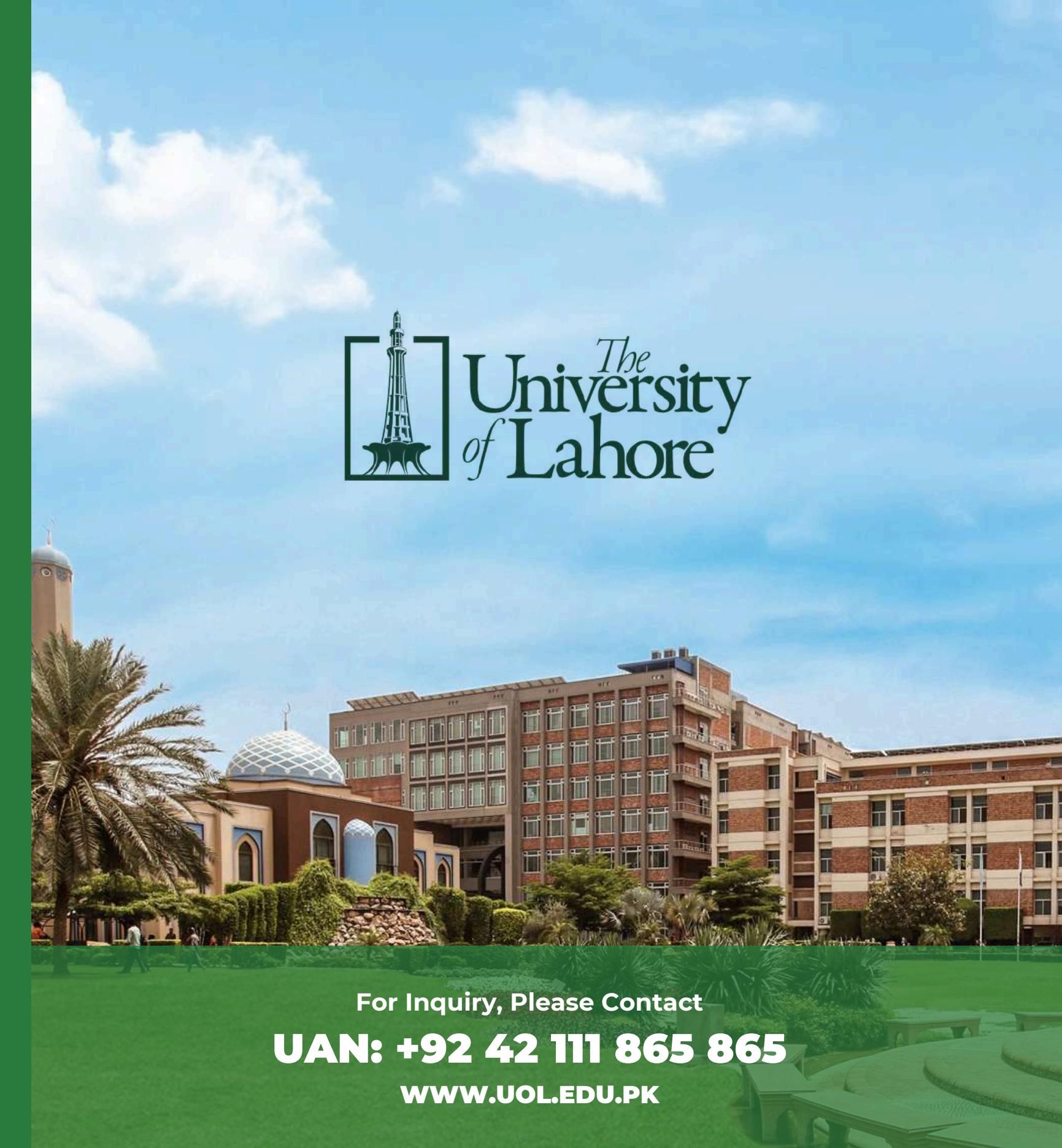
1. First the complainant and his/her witnesses will be called by the UDC as applicable and additions / subtractions if any in the complaint are made for the complaint to be both precise and accurate
2. After examining the witnesses of the complainant, UDC shall call the Respondent /s hear them and their witnesses. Statements of all in writing will be taken with signatures including evidence if any.
3. UDC examines evidence related to the incidence any material, document or CCTV Footage etc.
4. Based on the above examination UDC shall conclude findings and recommendations.

#### **PUNISHMENT OR PENALTY FOR ACTS OF ILL-DISCIPLINE:**

Punishment or penalty for acts of ill-discipline shall be according to the gravity of the case and may be any one or more of the following:

Punishments: To be awarded by UDC:

- i. Expulsion: Dismissal from the university by withdrawing registration permanently.*
- ii. Fine: Fine which may amount up to Rs.10, 000/- or more.*
- iii. Exam Result: Cancellation of examination result.*
- iv. Rustication: Expulsion from the University for a Specific Period of time.*
- v. Degree: Non conferment of degree / transcript*



**For Inquiry, Please Contact**

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