



Shaheed Zulfikar Ali Bhutto
Institute of Science & Technology
www.szabist.edu.pk KARACHI CAMPUS

SZABIST

Discover
Yourself

Student Handbook 2014

A high-angle, top-down photograph of a large, diverse crowd of people. Many individuals have their hands raised in the air, suggesting a celebratory or enthusiastic gathering. The crowd is densely packed, and the overall atmosphere is one of excitement and energy. The lighting is bright, and the colors of the clothing are varied, creating a vibrant and dynamic scene.

We Just Don't Work Hard
We Work Smart

SZABIST

Student
Handbook
2014

Student Handbook 2014

Shaheed Zulfikar Ali Bhutto Institute of Science & Technology
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Welcome Message by the Chancellor



Based on the vision of a self-reliant Pakistan of Shaheed Zulfikar Ali Bhutto, SZABIST was established in 1996 to offer a path to continuous knowledge, research and development.

SZABIST, while keeping in mind standards of quality education and market requirements, pays special attention to the grooming of students as market leaders and offers degrees in the disciplines of Management Sciences, Computing and Engineering Sciences, Media Sciences, Social Sciences, and Biosciences.

Taking forward the efforts of our Founding Chancellor Shaheed Mohtarma Benazir Bhutto, SZABIST has come a long way and has obtained recognition as one of the best business schools in the country by the Higher Education Commission (HEC) of Pakistan and also rated as an “Outstanding” institution by the Charter Inspection and Evaluation Committee (CIEC).

SZABIST is a perfect platform where students discover their talents and strengths, and overcome weaknesses to achieve their educational, professional, and personal aspirations. This handbook is aimed at familiarising you with the SZABIST policies and procedures in place.

I congratulate you on your wise decision to join SZABIST and welcome you on a journey enriched with learning and discovery.

Dr. Azra Fazal Pechuho
Chancellor SZABIST

Welcome Message by the Acting President



It gives me immense pleasure in welcoming you to the Shaheed Zulfikar Ali Bhutto Institute of Science and Technology (SZABIST). Over the past many years SZABIST has made remarkable progress in increasing its market reputation both nationally and internationally. This is evident from the increased enrollment in its five campuses (Karachi, Larkana, Hyderabad, Islamabad, and Dubai) and expansion in the academic programs.

At SZABIST, we provide students with high quality market relevance and skill-based education, enabling them to become responsible citizens and simultaneously productive members of Pakistan's economy.

SZABIST maintains a high standard of education; we place a priority on highly qualified faculty and professionals who provide a conducive and supportive learning environment. In addition to a wide spectrum of disciplines, SZABIST offers exciting opportunities for co-curricular activities. Student societies of SZABIST organize guest speaker sessions, arrange workshops and build networks with the Alumni and renowned companies for assistance in job placements.

Education from SZABIST is one of the best investments for a successful professional career. We encourage our students to work hard and strive for excellence in every aspect of their academic career.

Ms. Shahnaz Wazir Ali
Acting President, SZABIST

Welcome Message by the Vice President Administration & Finance



I am pleased to welcome you all to SZABIST, the premier institution of our country. I congratulate you on your wise decision to join SZABIST and follow the path to achieve your professional and personal dreams.

Imparting higher education for almost two decades now, SZABIST has become a multidisciplinary institution with a variety of programs catering to the academic, social, professional, and

creative needs of its students.

In addition to the faculties of Management Sciences, Computer Science, Social Sciences, Media Sciences, Mechatronic Engineering, Law, and Biosciences, there are other departments in the Academics and Administration that will assist you in your academic journey.

To support the robust academic and research curriculum, we offer state-of-the-art facilities to our students and an environment conducive to learning and development. Our goal is to ensure that you have a successful session at SZABIST.

I encourage you to work hard and strive for excellence in every aspect of your academic career. The upcoming years will provide you an opportunity to discover yourself and in this journey of self-discovery, SZABIST will be your partner every step of the way.

We are proud to have you as a part of SZABIST and expect that with your character and achievements you will make SZABIST proud.

Ms. Nasreen Haque

Vice President (Administration & Finance)
SZABIST

Preface

This edition of the Student Handbook has been compiled to communicate to you, the rules, policies and procedures governing the student body, and also to describe the services available to you as a student. For your convenience, a copy of the handbook is maintained on the SZABIST website at www.szabist.edu.pk. While going through the Student Handbook 2014, you will be able to identify key departments, their functions and personnel who will help you throughout your association with SZABIST. In case you require any clarifications, do contact your Program Manager and Student Advisor, who have been appointed to support you; their contact details are on pages 1-4.

We hope to see you have a successful educational experience at SZABIST.

Ms. Wajeaha Fatima Javed

Head of Academic Services
SZABIST, Karachi

SZABIST Campus Village Map (Karachi)



List of Abbreviations and Acronyms

- BABS** - Bachelor of Arts in Business Studies
- BBA** - Bachelor of Business Administration
- BE (Mechatronics)** - Bachelor of Engineering in Mechatronics
- BS (Biosciences)** - Bachelor of Science in Biosciences
- BS (Computing Science)** - Bachelor of Sciences in Computing
- BS (Media Sciences)** - Bachelor of Sciences in Media Sciences
- BS (Social Sciences)** - Bachelor of Sciences in Social Sciences
- CGPA** - Cumulative Grade Point Average
- CMD** - Center of Management Development
- EDC** - Executive Development Center
- EMBA** - Executive Master of Business Administration
- GPA** - Grade Point Average
- HEC** - Higher Education Commission
- HoD** - Head of Department
- IS** - Independent Study
- LLB** - Bachelor of Law
- MBA** - Master of Business Administration
- MS (Computer Science)** - Master of Sciences in Computer Science
- MS (Management Sciences)** - Master of Sciences in Management Sciences
- MS (Media Sciences)** - Master of Sciences in Media Sciences
- MS (Social Sciences and Economics)** - Master of Sciences in Social Sciences and Economics
- NRC** - National Research Conference
- PA** - Personal Assistant
- PM** - Program Manager
- PhD** - Doctor of Philosophy

Location of Offices at SZABIST (Karachi Campus)

Program Managers/Head of Departments/Dean

	Campus	Floor	Room #
Vice President Academics	90	First	26
Head of Management Sciences & MS/PhD Management Sciences Program Manager	90	Ground	08
MBA-Evening Program	100	Third	301
MBA-Day Program Manager	100	Third	301
EMBA, MPM, and MBA B&F Program Manager	154	Ground	119
Head of Academic Services & BBA Program Manager (Years 3 & 4)	90	Ground	10
BBA Program Manager (Years 1 & 2)	90	First	29
BABS Program Manager	90	Ground	11
Dean of Computing & Engineering Sciences	100	Second	201
Head of Mechatronic Engineering & BE-Mechatronic Engineering Program Manager	172/1	Ground	-
Head of Computing Department	172/1	Ground	-
MS & PhD-Computer Science Program Manager	90	Ground	13
BS-Computer Science Program Manager	90	Ground	12
Head of Social Sciences Department & MS/PhD Social Sciences and Economics Program Manager	100-Media Annex	Second	M-31
BS Social Sciences and Economics Program Manager	100-Media Annex	First	M-24
Head of Media Sciences Department and MS Media Sciences Program Manager	100-Media Annex	First	M-23
Master of Advertising & Master of Television Production Program Manager	100-Media Annex	First	M-21
Head of Law Department	154	Ground	109
Head of Biosciences Department	172/1	First	-

90 Clifton Building

	Floor	Room #
Reception Desk at the Entrance (left side)	Ground	01
Chancellor's Office	Ground	02
President's Office	Ground	03
Executive Secretary to the President	Ground	-
P.A. to V.P. Academics & Dean of Management Sciences	First	27
Academic Office (Class schedules and other student queries)	Ground	04
Financial Assistance and External Relations	Ground	05
Computer Labs (1 & 2)	Ground	06
Manager Systems	Ground	07
Library	Ground	09
Head of IT	Ground	14
Computer Labs (3 & 4)	Ground	15
Study Room	Ground	16
Photocopier (Back Area)	Ground	-
Cafeteria and Seating (Back Area)	Ground	-
Sindh Abhyas Academy	First	19 & 20
Classrooms	First	21, 22, 24 & 25
Records Office	First	23
Adjunct Faculty Room	First	28
Institutional Research Department/Quality Enhancement Cell	First	30
Examination Department	First	33
Associate Editor JISR	First	34
Girls Common Room	First	35
Program Support Officers (Management & Computing Programs)	Second	-
Auditorium	Second	36
Classrooms	Second	31 & 32

100 Clifton Building

	Floor	Room #
Reception Desk Entrance	Ground	-
Academic Office (Class schedules and other student queries)	Ground	102
Manager University Affairs	Ground	103
Multimedia Room	Ground	104
Computer Labs (5, 6 & 7)	Ground	105, 106 & 101
Game Room (Back Area)	Ground	107
Study Room (Back Area)	Ground	108
Student Activity Room (Back Area)	Ground	-
Photocopier Shop (Back Area)	Ground	-
Cafeteria and Seating Area (Back Area)	Ground	-
Manager Executive Development Center (EDC)	Ground	-
Classrooms	First	202, 206, 207 & 208
Faculty Room (Computing)	First	204
Library	First	205
Classrooms	Second	302, 305, 307, 308 & 309
Faculty Offices	Second	303 & 304
Girls Common Room	Second	306
Physics Labs	Third	401 & 406
Classrooms	Third	402, 405, 407, 408, 409 & 410
Faculty Offices	Third	403 & 404

100 Clifton Media Annex Building

	Floor	Room #
Student Advisor	First	M-24
Media Faculty Offices	First	M-22, M-34 & M-44
Sustainable Development Research Centre (SDRC)	Second	M-31
Media Lab	Second	M-33
ZabSolutions	Third	M-43
ZabFM 106.6 Radio Station	Third	M-42

108 Clifton Administration Building

	Floor	Room #
Admissions Department	Ground	100
Executive Development Center (EDC)	Ground	101
Finance Office	Ground	102
Marketing Department	Ground	103
Board Room	Ground	104
Vice President Administration & Finance	First	201
P.A. to Vice President Administration & Finance	First	-
Human Resource Department	First	202
Procurement Office	First	203
Control Room	First	204

172/1 Clifton Research Building

	Floor
Centre for Renewable Energy Research (CRER)	Ground
Faculty Offices (Biosciences)	First

154 Clifton Building

	Floor	Room #
Library	Ground	-
Reception	Ground	104
Classrooms	Ground	106, 107 & 108
Biosciences Lab	Ground	113
Robotics & Automation Lab	Ground	114
Instrumentation & Control Lab	Ground	115
Thermo Fluids Lab	Ground	116
Mechanics Lab	Ground	117
Media Studio	Ground	118
Faculty Room	Ground	119
Canteen Area	Ground	120
Photocopier	Ground	Backside
Classrooms	First	201, 202, 203 & 204

Program Management and Communication

Program Orientation

Program Orientation for the new students is on the weekend before academic session begins, in which presentations on academic rules and regulations, fee and scholarships, grading and assessments, and use of facilities are given by Head of Department/ Program Managers.

Program Management

SZABIST has a unique system for mentoring and counseling of students through the Program Manager. The relevant Program Manager is the first point of contact for all students for providing timely support in matters related to academic supervision and career counseling.

Faculty of Computing and Engineering Sciences



Dr. Mohammad Altaf Mukati
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100 Clifton



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Faculty of Management Sciences



Dr. Nadeem A. Syed

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Mr. Masood Ahmed

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100 Clifton



Mr. Jamil Ahmed

Program Manager, EMBA, MPM, and MBA Banking & Finance
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154 Clifton



Ms. Wajeaha Fatima Javed

Head of Academic Services &
Program Manager, BBA (Years 3 & 4)
wajeaha@szabist.edu.pk
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Mr. Fahad Zuberi

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Faculty of Social Sciences



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100 Clifton- Media Annex



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90 Clifton



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100 Clifton-Media Annex

Faculty of Media Sciences



Mr. Shehram Mokhtar

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Mr. Salman Abedin

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Faculty of Biosciences



Dr. Kashif Ali

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Research Centre

Faculty of Law



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154 Clifton

Student Advisory



Ms. Ambreen Ahmed
Student Advisor
ambreen@szabist.edu.pk
100 Clifton- Media Annex

Student Advisory: The Student Advisor provides non-academic mentoring to the SZABIST student body through the SZABIST Student Council (SSC). More details about the SSC are on page 48.

Communication

To remain fully informed, all SZABIST students are strongly encouraged to regularly check the bulletin boards, SZABIST website, and ZabDesk for important announcements. Please note that urgent announcements will be conspicuously posted on notice boards. Furthermore, to ensure prompt dissemination of important information, SZABIST takes the additional measure of sending SMS to students' cell phones.

Applications

All student applications are to be emailed to the relevant Program Manager/Head of Department and/or relevant section head with proper documentation. All student applications are filed in student files, with decisions.

Student Letters

Following Departments are allowed to issue different letters to students and alumni, on request, subject to necessary documentation/approvals.

Department	Types of Letters
● EDC	Report/Project Reference; Internship reference letter; Sponsorship letters
● Admissions	Bona fide Student Letter; Visa Support Letter; English Language as Medium of Instruction
● Records	Migration and Degree Completion Letters; Degree Verification and Attestation
● Academics	Probation letter; Dismissal letter; MS/PhD Thesis and Dissertation related letters; Appreciation letters for Guest Speakers
● External Relations	Scholarship Letter
● Program Manager	Student Reference Letters; Character Certificate

Academic Guidelines

Rules Governing Registration and Classes

Rules Governing Payment of Fees

Rules Governing Attendance

Rules Governing Withdrawal from Courses

Rules Governing Grading

Rules Governing Examinations

Rules Governing Research Project, IS, Thesis and Dissertation

Rules Governing Academic Integrity, Plagiarism and Similarity Index

Rules Governing Transfer

Rules Governing Cancellation of Provisional Admission, Probation, Dismissal & Readmission

Rules Governing Degree Completion and Continuation for Higher Degrees

Rules Governing Letter Grade, Transcripts, and Degrees

Convocation Medals and Honors List

Additional Guidelines for the University of London Law Program Students

Review and Revision of Academic Policies

Rules Governing Registration and Classes

Students are provided a copy of the Student Handbook at the Program Orientation, which is also posted on bulletin boards and on the SZABIST website.

As soon as students receive their registration number, they are required to:

- Send a student ID card request through ZabDesk and
- Register for courses online through ZabDesk at <https://zabdesk.szabist.edu.pk/>

Registration Process

The following registration procedure is strictly followed at the beginning of each semester:

- Students must register through ZabDesk, the automated SZABIST Online Registration System. For further assistance, contact the Academic Office.
- Registered students who have paid their fee, but have remained absent for the first four classes, will be forced to de-register from the course.
- Students not registered will not be allowed to attend classes. No registration will be allowed two weeks after classes begin.
- For continuing students, only students with a CGPA of 2.00 will be allowed to register in one additional course, which has to be approved by the Program Manager.
- Student on probation will be allowed to register for only N-2 courses.
- Students can register for maximum 02 courses 06 Credit Hours in Summer semester. Summer semester is a remedial semester.

Scheduling of Classes

- All class schedules are given in the student admission folder during the Induction Week or at the Orientation, and are also posted on bulletin boards and on ZabDesk.
- The ideal class size is limited to only 35-40 students, which allows the delivery of high quality education on an interactive basis.
- Classes are scheduled for a 16-week semester (Fall and Spring). Fall semester begins on the first Monday of August, and the Spring semester on first Monday of January. The Summer Session is 8 weeks long and is not a regular semester.
- Classes scheduled for undergraduate programs are held for 3 hours a week with a 20-minute break, except for BS-Computing, BE Mechatronic, and some courses in Media Sciences programs, in which classes are held for 1.5 hours twice a week with a 10 minute break. For Master and Postgraduate level programs, classes are scheduled for 3 hours a week with a 20-minute break.
- Classes rescheduled/cancelled are held on a weekday or the following Sunday to make up for the lost time. Classes are cancelled only with prior announcement.

Name	Designation & Email	Location and Extension
Mansoorah Ahmed	Assistant Academic Controller mansoorah@szabist.edu.pk	90 Clifton-Ext # 111
Mohammad Rashid	Academic Officer rashid@szabist.edu.pk	90 Clifton-Ext # 108
Mohan Maheshwari	Assistant Academic Support mohan@szabist.edu.pk	90 Clifton-Ext # 108

Timings

7:30 am - 10:00 pm (Mondays-Saturdays)
1:00 pm - 3:00 pm (Fridays Namaz Break)
(Sundays Closed)

Name	Designation & Email	Location and Extension
Muhammad Arshad	Assistant Academic Support arshad@szabist.edu.pk	100 Clifton - Ext # 107
Viram	Assistant Academic Support viram@szabist.edu.pk	100 Clifton - Ext # 107
Aqib Shah	Assistant Academic Support m.aqib@szabist.edu.pk	100 Clifton - Ext # 107
Sadiq Ali	Assistant Academic Support sadiq.ali@szabist.edu.pk	100 Clifton - Ext # 107

Department Email Address: moderators@szabist.edu.pk

Timings

7:30 am - 10:00 pm (Mondays-Saturdays)
1:00 pm - 3:00 pm (Fridays Namaz Break)
9:00 am - 5:00 pm (Sundays)

At SZABIST Karachi, classes are held six days a week during the following hours:

Slots	3 hour classes held once a week, per course	1.5 hour classes held twice a week, per course
First	08:00 am - 11:00 am	08:00 am - 09:30 am
Second	11:30 am - 02:30 pm	09:45 am - 11:15 am
Third	03:00 pm - 06:00 pm	11:30 am - 01:00 pm
Fourth	06:30 pm - 09:30 pm	01:15 pm - 02:45 pm
Fifth	-	03:00 pm - 04:30 pm
Sixth	-	04:45 pm - 06:15 pm

Please note that the class timings are subject to change during the month of Ramadan.

Rules Governing Payment of Fees

Current tuition fees and all dues for the previous semester are to be submitted at the beginning of the semester. Deadline to pay the tuition fees is the end of second week of classes (end of first week for summer semester).

- All tuition fees should be paid at Habib Bank Limited and Standard Chartered Bank (selected branches) through cash, cheque, pay order, or demand draft during banking hours. Students are required to fill out a bank challan available at the bank and obtain a copy of it for their records.
- Fee paid after due date will entail a late surcharge per course.
- If fee is not paid by the end of fourth week of classes (two weeks for summer semester), the student will not be allowed to attend classes and appear for exams.

Name	Designation & Email	Location and Extension
Touseef Ahmed	Financial Controller touseef@szabist.edu.pk	108 Clifton - Ext # 130
Imran Hassan	Financial Officer imranhassan@szabist.edu.pk	108 Clifton - Ext # 130
Ibrahim Aijaz	Accounts Officer ibrahim.ajaz@szabist.edu.pk	108 Clifton - Ext # 126
Muhammad Farhan Pirani	Assistant Accounts Officer farhan.pirani@szabist.edu.pk	108 Clifton - Ext # 126

Department Email Address: finance@szabist.edu.pk

Timings

9:30 am - 12:30 pm (Mondays-Saturdays)

3:00 pm - 6:00 pm (Mondays-Saturdays)

(Sunday Closed)

Rules Governing Attendance

Absence Rules

Students are required to maintain a minimum of 80 percent attendance throughout the semester in order to qualify for the Final Examination. Maximum 3 absences (for courses of 3 hour duration classes) and maximum 6 absences (for courses with 1.5 hour duration classes) allowed per semester per course; these absences are to be used for any emergency purposes like health problem, family death etc. Please note that two late arrivals are equal to 1 absence. Registered students who have remained absent for more than three classes during the semester, will be awarded an 'F' grade in the course.

Leave Rules

There are no leaves at SZABIST. Students are required to manage their attendance as per above guidelines. However, one additional absence is allowed if the student is travelling for Hajj, subject to submission of documentation and requisite approval by Program Manager.

Rules Governing Withdrawal from Courses

Procedure for Withdrawal from Courses (Course Withdrawal)

Withdrawal policy for all the semesters (including first semester) is the same. The process of course withdrawal is as below:

- The request for withdrawal has to be made prior to the 12th session through ZabDesk's Online Course Withdrawal option.
- The request for withdrawal has to be approved by Academics, Program Manager and Records Department.
- Withdrawal cannot be allowed after award of 'F' grade due to less than required attendance.
- In case of withdrawal, letter grade of 'W' (with no grade points) is awarded.

Refund Procedure for Withdrawal and Cancellation of Course Registration

- Refund of fee during the first semester is governed by SZABIST's Fee Refund Policy which is based on the guidelines given by the HEC.
- At the time of new registration for a course, the course fee must be paid in full.
- In case of withdrawal from a course during the first semester, no tuition fee is refundable; however, the amount of withdrawal will be transferable to the next semester. For course withdrawal, refund of fee is as below:

For Courses of 3 Hours per Week	For Courses of 1.5 Hours per Week	Refunded Fee
Before 4th session	Before 8th session	50 percent
Before 8th session	Before 16th session	25 percent
8th session to before 12th session	16th session to before 24th Session	No refund
12th session and onwards	24th session and onwards	Withdrawal not allowed

- In case of forced De-registration, tuition fee for course(s) will be carried forward.

Withdrawal from All Courses in a Semester (Semester Withdrawal)

- In case of an emergency/transfer of residence etc., a student may be allowed to withdraw from all registered courses for the semester before the 12th week.
- Student has to submit the application for Semester Withdrawal, with complete necessary documentation and justification, to the Program Manager for approval.

Rules Governing Grading

General Marks Distribution

General marks distribution (not applicable to all courses/programs) is as follows:

Tests (for 1.5 hour session courses) optional	20 %
Midterm Examination	30 %
Assignments	5-10 %
Quizzes	5-10 %
Term Paper, Project and Presentation	10-15 %
Final Examination	35-40 %

Depending on the course content, a deviation of 10 percent is permissible at faculty's discretion. Thesis policies vary between departments. For further details consult the relevant Program Manager or Head of Department.

Grading Plan

- The following Letter Grade Plan is followed at SZABIST:

Letter	Range	Grade Point
A+	95 – 100	4.00
A	91 – 94	3.75
A-	87 – 90	3.50
B+	83 – 86	3.25
B	79 – 82	3.00
B-	75 – 78	2.75
C+	72 – 74	2.50
C	69 – 71	2.25
C-	66 – 68	2.00
D+	64 – 65	1.75
D	62 – 63	1.50
D-	60 – 61	1.25
F	< 60	0

- In certain cases, the following Letter Grades are assigned.

Letter	Remarks
S	Satisfactory
U	Unsatisfactory
I	Incomplete
W	Withdrawn
J	Result withheld

- All grade points earned will be averaged towards the final grade point for graduation; in case a course is retaken, better grade will be used for calculation.
- There is no provision for giving or requesting grace marks.
- Minimum CGPA required for graduation is given in section on **Rules Governing Degree Completion.**
- If incomplete grade 'I' is not completed before the specified deadline, the default grade is 'F'.

Minimum Passing Grade

- Minimum passing grade in each course is as follows:
 - 'D' for undergraduate program courses
 - 'C-' for Masters' program courses
 - 'B-' for MS and PhD program courses

Compulsory Repeat Grade

- A course in which low grades are earned, are to be repeated compulsorily. These are as follows:
 - For Undergraduate programs, a course in which 'D-' or below is earned must be repeated with full registration (no attendance or assessment waivers).
 - For Masters' programs, courses with earned grades of 'D+' and below must be repeated.
 - For MS/PhD programs, courses with earned grade of 'C+' or below must be repeated.
- 'F' grade in a course does not count as having met the pre-requisite for taking an advanced course, and there will be no attendance or assessment waivers the next time students take the course.
- Students with repeat grades must take the course next time when it is offered.
- Non-undergraduate program students may get attendance waiver in Compulsory Repeat Grade courses, except courses in which they received an 'F' grade. However, if a student wants to improve a 'Pass Grade,' he/she is required to take all assessments as assigned for the course, and no attendance waiver is given.
- A student repeating course(s) that is/are no longer offered will be allowed an appropriate replacement course, which will be approved by the Program Manager.

Required Maintenance CGPA

- Minimum required CGPA for various degree levels, below which a student may face probation, is as under:
 - Undergraduate: CGPA of 2.00
 - Masters' programs: CGPA of 2.50
 - MS Programs: CGPA of 2.75
 - PhD programs: CGPA of 3.00

Rules Governing Examinations

Examination Policy

Two major types of examinations are conducted at SZABIST during a semester for each course: A Midterm Examination for the undergraduate programs (3 hours class) is administered in the 7th session, and for postgraduate programs (3 hours class), in the 8th session. All programs conducting 1.5 hours class administer the Midterms in the 16th session. The maximum duration of a Midterm Examination is of 2 hours, and the Final Examination is of 3 hours duration. Depending on the course content, Test/Exams could be a combination of written and practical questions.

Code of Conduct during Examination

- To maintain the integrity of the examination process, exams can only be taken with the proof of a valid SZABIST ID card.
- To avoid disruption and any undue anxiety, students are requested to arrive at least 10 minutes before the commencement of examination; students will not be allowed to enter examination room/hall 30 minutes after the start of exam.
- Students are not allowed to bring mobile phones, bags and books in the examination hall, otherwise an 'F' grade may be awarded.
- Students are not allowed to take question papers outside the examination hall; it is to be returned, along with the answer sheet, to the concerned faculty.
- Students are responsible for bringing their own calculator, if approved by the faculty, for quantitative courses. Similarly, students are expected to bring their own stationery items. No borrowing from any other examinee is allowed.
- Examinees should sit in the rows allocated for the particular paper. Examination Controller/invigilator may re-locate the students if he/she deems fit.
- Departure from the examination hall will only be permitted after 30 minutes of commencement of Midterm Exam and after one hour in case of the Final Exam.
- Use of unfair means during the examination in any way is totally unacceptable. Any student found doing so will be awarded an 'F' grade in the course by the examiner. A few examples of such behaviors are:
 - Any written or oral communication among students during an exam.
 - Providing information about the content of an examination.
 - A student's use of a substitute or surrogate to take an examination.
 - Indulging in unruly behavior in the examination hall.
- The decision of the invigilating staff regarding the conduct of the examination and the behavior of the students will be final and binding. Any argument by the student will be liable for disciplinary action by the Disciplinary Committee.
- Once the exam time has ended, the examiner will announce "all pens down". At that time no student should be holding a pen in his/her hand. Any student found not obeying instructions will have 5 marks deducted from his/her paper.
- Students will be shown all Midterm Examination answer sheets in the following class/week by the faculty to review their performance for future guidance.

- Final Examination copies will not be shown to the students and requests for Final Examination copy re-checking or re-grading will NOT be entertained.
- Marks obtained by the students in quizzes, assignments, term papers, projects, and tests are viewable to students and their parents online through ZabDesk.
- Examination results will be deemed final. However, the Academic Heads Committee or the President’s Office reserves the right to review the results viewed as uncharacteristic as determined by the Program Manager.
- At the end of every semester, grades awarded for all examinations are posted on ZabDesk as ‘Tentative Results.’

Examination Retake (Deferral)

- Please note the distinction between a Retake examination and a Re-sit: Retake (deferral) means that when a student misses taking an exam he/she takes the exam at a rescheduled date (with a new question paper); re-sit exam means that the student takes the same exam twice, which is not practiced in SZABIST. An exam retake, subject to permission of the relevant Program Manager, is only possible in the following cases, with required documentation:
 - Absence due to serious illness/accident/hospitalization: Signed and stamped Medical certificate of a specialist consultant (not General Practitioner) on printed letterhead, or a hospital discharge letter.
 - Death in immediate family: Death certificate/obituary note is required.
 - Job-related travel: Company letter/travelling documents are required.
 - Hajj: Copy of passport and ticket is required.

Off-Campus Examinations

- For all programs, examination can be conducted at other campuses for which a special request form must be submitted, along with a fee for this service.
- In case a student is transferred anywhere outside Pakistan for job-related reasons, only then he/she can request for conducting the examination at the nearest university where he/she is situated.
- Fees (if any) relating to Off-Campus Examination are to be paid by the student.
- Examination Department in consultation with the Program Manager and Vice President (Academics) will be responsible to facilitate the students interested in Off-Campus Examinations.

Change of Grade

- In case of any discrepancy in final grade, students can submit an objection within 05 working days of announcement of ‘Tentative Results’ on ZabDesk.
- If the claim proves as valid, relevant faculty member is to complete and submit “Change of Grade” form with the reason for change and required documentation within 05 working days after close of semester ZabDesk to Examinations.
- All examinations are conducted and monitored by the Examinations Controller’s office in the presence of the relevant teaching faculty.

Comprehensive Examination

- All MBA students who are not enrolled in a 6-Credit Hours research Project Program and MS/PhD students are required to pass the Comprehensive Examination, within maximum time limit allowed for completion of the degree.
- The Comprehensive Examination rules and format are subject to change by the SZABIST Academic Heads Committee without prior notice, and will be binding on all continuing and new students.

Eligibility and Schedule

- Although Comprehensive Examination can be cleared anytime during the degree program, it is strongly recommended that students (other than Ms/PhD) should appear for the exam before the final semester as the format of the exam is based on the content of the basic courses.
- For MS and PhD students to be eligible to appear in the Comprehensive Examination, all Independent Study (IS) and course work requirements must be completed.
- Comprehensive Examination is conducted thrice a year on the last Saturdays of December, May, and July.

Registration

- All students intending to appear for the examination must register first by filling out “Registration Form for the Comprehensive Examination: available at Reception Desk and on SZABIST’s website, and submitting it to the Examinations Department within the dates announced by the Controller of Examinations.
- Late submission of registration form will not be entertained.
- Please note that there is a fee for the Comprehensive Examination per attempt.

Format/Criteria

Format of Comprehensive Examination for MBA

- Comprehensive Examination is a 90-minute closed-book on-line examination, in nine subjects: Business Communication, Management, Marketing, Mathematics, Statistics, Finance, Accounting, Economics, and MIS. In each subject, students are required to answer 10 randomly-generated multiple choice questions (MCQs) from four possible options.
- The minimum passing percentage for the Comprehensive Examination is 50% .
- The best (n-2) sections are counted towards the final grade.

Format of Comprehensive Examination for MS and PhD

- The passing grade for the exam is a ‘B’ for registrations up till 2009 and ‘B-’ for registrations from 2010 onwards.

Name	Designation & Email	Location and Extension
Aliya Saleem	Examinations Controller aliya.saleem@szabist.edu.pk	90 Clifton - Ext # 115
Farhat Nisar	Assistant Examinations Controller farhat.nisar@szabist.edu.pk	90 Clifton - Ext # 125
Asif Ali Gopang	Examinations Officer asif.gopang@szabist.edu.pk	90 Clifton - Ext # 125
Muhammad Umair	Assistant Examinations Officer umair@szabist.edu.pk	90 Clifton - Ext # 125
Pervez Alam	Assistant Examinations Officer pervez@szabist.edu.pk	90 Clifton - Ext # 125
Muhammad Adnan	Assistant Examinations Officer m.adnan@szabist.edu.pk	90 Clifton - Ext # 125

Timings

8:00 am - 9:30 pm (Mondays-Saturdays)

Sundays Closed (open in case of scheduled examination)



Rules Governing Research Project, IS, Thesis and Dissertation

Registration

- Students who have completed the necessary prerequisite courses and other requirements may register in the Research Project/Thesis/IS/Dissertation, as required for the degree in which they are enrolled, through ZabDesk.

Supervisor Selection

- After registration through Zabdesk, all students (except students of BBA program) are required to select an advisor/research supervisor from the list of approved advisors/research supervisors for their respective program, and submit necessary forms and documentation as specified in prescribed format.

Submissions

- All submissions are to be made on the schedule announced, according to the submission requirements provided by relevant Program Manager/Head of Department and shared through notice boards and/or e-groups.
- Final report(s) in the approved format is to be submitted in both soft and hardcopies, with copy of plagiarism report (not required for Media practical projects). Please see section on **Rules Governing Academic Integrity, Plagiarism and Similarity Index**.

Presentation and Defense

- Submission of the Research Project/Thesis/IS/Dissertation is followed by a presentation in a duly scheduled symposium/Media Jury presentation/research seminar/SZABIST National or International Research Conference to a panel of experts for evaluation.

Additional Requirements and Communication

- Additional program-based requirements may be applicable, for example research proposal defense, mid-semester review and meeting record report, in certain programs. All such guidelines are communicated by relevant Program Manager/Head of Department through notice boards and/or e-groups. The relevant e-groups for MS and PhD are:
 - Management Sciences: rgms@szabist.edu.pk
 - Computer Sciences: rgcs@szabist.edu.pk
 - Social Sciences: rgss@szabist.edu.pk
 - Media Sciences: rgmd@szabist.edu.pk

Rules Governing Academic Integrity, Plagiarism and Similarity Index

Academic Integrity

SZABIST has a very strong culture of academic integrity. The following is termed as Academic Dishonesty:

- The use of online software to solve complex mathematical, statistical or design related problems.
- The submission of the same work, presentation, essay, etc., in whole or in part in more than one course, without permission from each faculty member to whom the work is submitted
- Misappropriation of research materials.
- The use of surrogates, substitutes, stand-ins or their services to do and or prepare work that is submitted as one's own.
- The use of previously submitted papers or work, written by other students or individuals.
- Any unauthorized access of an instructor's file or computer account.
- A student may be dismissed from SZABIST if found guilty of Academic Dishonesty.

Plagiarism

SZABIST has a very strong culture of academic integrity, and zero tolerance for plagiarism is an integral part of this policy. Any student who commits plagiarism will be awarded an 'F' grade in the course; some illustrative examples of plagiarism are:

- The appropriation and paraphrasing of an idea, argument, information, maps, charts tables, images, song lyrics, data sets, computer course code, mathematical formulations, movies, or new-media compositions from a published source, without adequate citation.
- Direct quotation from the published sources that are not fully and explicitly cited and acknowledged.

For more information, please visit:

<https://zabdesk.szabist.edu.pk/document/Plagiarism%20Rules.pdf> and www.plagiarism.org.

Similarity Index

Learning how to cite the sources correctly is an important aspect of all academic endeavors. A useful summary of the four major styles of citation is available at <http://owl.english.purdue.edu/owl/section/2/>. SZABIST employs HEC-subscribed Turnitin software for Research Reports, Independent Studies, Theses, and Dissertation to detect similarity. Please note that the threshold for tolerance for similarity index is less than 20 percent with adequate citation.

Rules Governing Transfer

Transfer between SZABIST Campuses

Transfer is allowed between SZABIST campuses subject to the following conditions:

- Having completed at least 25 percent of the coursework at the original campus.
- Availability of space in the campus to which transfer is sought.
- Having met admission criteria at the transferring campus.
- Clearance of all past dues at the original campus.
- Payment of transfer admissions fee (to the transferring campus.)
- Submission of the “Campus Transfer” & “Security Deposit Refund” forms (available at the Reception Desk).
- SZABIST Campus transferring students are requested to note that:
 - The Degree will be awarded by the campus where the student has completed more than 50 percent of the credit requirements for the degree.
 - If a student has completed 50% credits at the original campus and 50% at the transferring campus, the degree will be awarded by the campus where the student was admitted.

Transfer from Other HEC-Recognized Degree Awarding Institutions/Universities

A certain number of credit hours/courses may be transferred after admission into SZABIST from other HEC-recognized Degree Awarding Institutions, subject to the following:

- Courses are to have content similarity with course against which they are requested for being transferred.
- Minimum Grade B and above or minimum score of 80% was obtained in the course.
- Maximum credits that can be transferred are 50% of credits required for degree; which may be lower for certain degrees.
- Maximum time limit to transfer courses is within two years.
- The transferring student is required to fill the “Course Transfer” form (available at Reception) in consultation with the relevant Program Manager and submit with required documentation at the Admissions Office.

Name	Designation & Email	Location and Extension
Syeda Jabeen Jahanzeb	Manager Admissions syeda.jabeen@szabist.edu.pk	108 Clifton - Ext # 111
Parkash Ramjee	Assistant Admissions Officer parkash@szabist.edu.pk	108 Clifton - Ext # 112
Sheikh Muhammad Uzair	Admissions Assistant muhammad.uzair@szabist.edu.pk	108 Clifton - Ext # 108

Department Email Address: admissions@szabist.edu.pk

Timings

9:00 am - 7:00 pm (Monday-Friday)

9:00 am - 5:00 pm (Saturday) (Sunday Closed)

Rules Governing Cancellation of Provisional Admission, Probation, Dismissal & Readmission

Cancellation of Provisional Admission

- A provisionally admitted student who fails to meet applicable admission eligibility criteria (as per Prospectus 2014) and fails to submit educational documents showcasing he/she has met the applicable admission eligibility criteria, including marksheets and certificates by completion of first semester (i.e. ZabDesk closing of first semester), the provisional admission of the student shall be deemed cancelled / terminated, and the student's ZabDesk shall be blocked.
- A provisionally admitted student who fails to submit all required educational documents showcasing he/she has met the admission eligibility criteria (as per Prospectus 2014), including A-Levels/High School Diploma/IB Diploma equivalency by IBCC (for undergraduate admissions)/last degree verification from HEC (for Masters, MS & PhD Program) at completion of second semester i.e. after closing of ZabDesk, shall not be allowed to register for third semester and the student's provisional admission shall be cancelled/terminated.

Dismissal

- A student shall be considered for dismissal under the following conditions:

1. Dismissal on Academics Through Probation

- SZABIST follows the probation and dismissal policy as recommended by HEC, "Whenever CGPA of a student falls below the required CGPA, he/she will be placed on "First Probation" for the next semester. If in the First Probation semester the student does not increase his/her CGPA to the required CGPA, he/she will be placed on "Second Probation" for the next semester. If in the Second Probation semester the student does not increase his/her CGPA to the required CGPA, he/she shall be dismissed from SZABIST.
- The required maintenance CGPA for different program levels, below which a student shall be on First or Second Probations or Dismissed, are as under:
 - All Undergraduate Programs: CGPA of 2.00
 - All Master's Programs: CGPA of 2.50
 - All MS Programs: CGPA of 2.75
 - All PhD Programs: CGPA of 3.00
- Summer semesters are not counted for probations/dismissals, as they are remedial semesters.

2. Degree Time-Barring Dismissal

- The registration will stand terminated if a student has not completed the degree requirements within seven years for Bachelors Program and five years for Masters, and MS and, seven years for PhD programs.

3. *Dismissal Due to Academic Dishonesty*

- The registration will stand terminated if the student is involved in a case of academic dishonesty e.g. submission of fake documents etc.

4. *Dismissal on Disciplinary Grounds*

- The registration will stand terminated if a student is dismissed on disciplinary grounds by the Disciplinary Committee.
- On dismissal, a notification shall be issued by the Campus, and forwarded to the Office of Vice President (Academics) for dissemination to other SZABIST Campuses for information.
- A student, once dismissed shall not be allowed to register for any certificate courses, at any campus.
- A dismissed student may apply for “Letter Grade” as documentation for credits taken at SZABIST, after dismissal.

Re-admission

A student is allowed to take readmission, subject to following rules:

Readmission after Dismissal

Cancellation of Provisional Admission or Dismissal on Time Barring of Degree

- Readmission is allowed after meeting the admission criteria, and requirements including again passing test and interview. No credit transfer is allowed.

Dismissal on Academics through Probations/Dismissal Due to Academic Dishonesty/Dismissal on Disciplinary Grounds

- Not allowed readmission in any campus, in any program; credit transfer not applicable.

Readmission after Self Withdrawal

- In case a student withdraws from admission for any personal reason, he/she may apply for readmission, subject to meeting the admission criteria, and requirements including again passing test and interview.
- All grades having Grade Points equal to minimum degree requirement CGPA are transferrable, subject to condition that all courses which are to be transferred for the degree, as well as courses taken in the degree fall within HEC maximum degree duration as applicable to that degree. The transferrable grades are:
 - For Undergraduate: Courses with Grade Point of 2.00 and above
 - For Masters: Courses with Grade Point of 2.50 and above
 - For MS Programs: Courses with Grade Point of 2.75 and above
 - For PhD Programs Courses with Grade point of 3.00 and above

Rules Governing Degree Completion and Continuation for Higher Degrees

Degree Completion

General rules for Degree Completion are as follows; program-specific rules for Degree completion is provided in the Prospectus and/or Course Catalogue.

Time Duration

- The maximum time allowed for completing the degrees are as under:
 - Undergraduate: Maximum 7 years from time of admission.
 - Masters Programs: Maximum 5 years from time of admission.
 - MS Programs: Maximum 5 years from time of admission.
 - PhD Programs: Maximum 7 years from time of admission.

Required CGPA at Degree Completion

- Required minimum CGPA for degree completion is as under:
 - Undergraduate: CGPA of 2.00
 - Masters Programs: CGPA of 2.50
 - MS Programs: CGPA of 2.75
 - PhD Programs: CGPA of 3.00

Degree Completion Requirements

- Degree requirements include:
 - Completing the required courses
 - Completing internship requirement as applicable
 - Clearance of financial dues
 - Passing of the Comprehensive Examination (if required for the degree)
 - Other requirements set for the degree as per Prospectus/any official communication

Extra Courses and Course Improvements

- A student has the option of taking more than the required number of courses, and request in writing on the Final Transcript and 'Degree Clearance Form' which courses are not to be reported in his/her transcript.
- Additional courses taken (even as bi-majors) will not be recorded on the transcript. Additional courses are considered as certificate courses and a separate official letter will be issued as proof of having completed these courses.
- In case of repeat course(s) for grade improvement, the better of the two grades will be reported on the Transcript and counted towards the CGPA.
- Additional courses/extra courses taken cannot be transferred to the higher degree programs.

Majors/Specialization

- Majors are not mentioned on the Transcript, Pass Certificate, and Degree, unless as a part of degree name, for example MBA Banking & Finance.
- A letter may be requested from the relevant Program Manager for any clarification regarding area of concentration.

Continuation for Higher Degrees

- SZABIST students completing their Bachelors and desiring to further continue their studies for a Masters' program, or those completing their Masters' and desiring to enroll into a Doctoral program can continue further education without a new admission test by filling out the Program Continuation Form and submitting it to the Admissions Office after applying for the issuance of final transcript.
- Completion of pre-requisites is a necessary condition to advance to higher degree programs. A student will NOT be allowed to continue on, for Master/MS/PhD programs without completing all degree requirements within maximum degree completion time as applicable for the degree for which the student was enrolled, and applying for final transcript.
- Submission of updated documentation will be required and a new registration number will be allocated at the time of registration for the new degree.
- No extra courses can be transferrable to a higher degree, at/from any campus.
- Students cannot begin or register for an advance degree's courses during Summer semester as a Certificate student.



Rules Governing Letter Grade, Transcripts, and Degrees

Letter Grade

- Semester grades are only issued upon filing of “Letter Grade Form” at the end of a semester on the payment of applicable fee.
- All grades including Ds and Fs are used for calculation of CGPA and reported on Letter Grade, according to the applicable Grading Plan.

Final Transcript and Pass Certificate

- Final Transcript and Pass Certificate is issued only after completion of all degree requirements (refer to section on **Rules Governing Degree Completion**), submitting “Final Transcript and Degree Clearance Form”, available at the Reception, with required documentation to Records department as per announced schedule.
- SZABIST will not process Final Transcript, Pass Certificate & Degree if discrepancy is found in the educational documents provided by the student at the time of submitting the Final Transcript/Degree Clearance Form.
- Student’s Name & Father’s Name should be correctly written & spelt in English on educational documents submitted.
- Please refer to the section **Rules Governing Degree Completion** for information related to reporting of grades and CGPA tabulation.

Degree

- Degrees are issued after the Convocation has been held.

Revised/Duplicate Documents

- Students can request for Revised/Duplicate Transcripts and Degrees after filling out the Revised/Duplicate Transcript/Degree Form (available at Reception Desk).
- Minimum processing time is one month for Revised/Duplicate Transcripts and Revised/Duplicate Degrees and two working weeks for Urgent Duplicate Degree.
- Fee for Revised/Duplicate Transcript/Degree is mentioned on the relevant form.
- In case of discrepancy in name/father’s name, students must have it corrected within the period as mentioned below:
 - Undergraduate Students: Within 2 Years after getting admission
 - Master’s, MS & PhD Students: By the end of 1st Semester

Name	Designation & Email	Location and Extension
Ayesha Qadir	Senior Controller Records ayesha@szabist.edu.pk	90 Clifton - Ext # 119
Alishah Kamruddin Gulamani	Assistant Records Controller alishah@szabist.edu.pk	90 Clifton - Ext # 119
Baboo Lal	Assistant Records baboo@szabist.edu.pk	90 Clifton - Ext # 119

Department Email Address: records@szabist.edu.pk

Timings

9:00 am - 6:00 pm (Monday-Friday)

9:00 am - 5:00 pm (Saturday)

(Sunday Closed)

Convocation Medals and Honors List

Convocation

- Degrees are awarded to all applicants who have completed all the degree requirements and are deemed qualifying for a degree, after a formal Convocation every year.
- To become eligible for the Convocation, students who have completed all degree requirements must fill and submit at the Records Department, the Final Transcript and Degree Clearance Form within 2 weeks after the official closing of semester.

Medals

- To celebrate academic excellence at SZABIST, two types of medals are awarded:

Academic Gold Medal

- Academic Gold Medals are awarded to Graduating Students who meet the below-mentioned criteria:
 - Candidate must have obtained a minimum CGPA of 3.75.
 - He/she must have taken full workload, as mentioned in the Prospectus, with own section.
 - Required number of credits and courses must be completed (extra course not allowed)
 - Student must complete the degree requirements with his/her own batch (i.e. carrying the registration number of the batch admitted into and starting/registering in the first semester post admission)
- Transfer Students and Certificate Students are not eligible for Academic Gold Medal.

Corporate Gold Medal (Sponsored)

- Corporate Gold Medals (CGMs) are awarded to Graduating Students who meet the below-mentioned criteria:
 - Candidate has secured highest marks, minimum 90 in an elective, in relevant Convocation.
 - Candidate (s) must have a minimum CGPA of 3.25 at graduation to qualify.
- Corporate Gold Medals are awarded on elective's Course Title, irrespective of the program in which it was offered, and must be sponsored by a corporate body.
- In case more than one candidate is found as being eligible, all such persons are eligible to receive the CGM for the course.

Honors List

- Graduating Students meeting the following criteria are awarded Certificate of Academic Honors at the Convocation:
 - Candidate has secured a GPA 4.00 in the semester
 - Candidate has taken full workload/course load in his/her own section.

Additional Guidelines for the University of London Law Program Students

Registration

- A student is allowed to register only for full load, except where the regulations require a retake of an examination and the student is not permitted to take a full load.

Fee

- Tuition fee for each Academic year must be paid at Habib Bank Ltd. and Standard Chartered Bank (selected branches) through cash, cheque, pay order, or demand draft during banking hours. Students are required to fill out a bank challan, available at the bank and obtain a copy of it for their records.
- For the purposes of Attendance rules, the academic tuition shall be considered divided in two semesters, the first ending with the Winter Break, and the second ending at the commencement of Mock Examinations.

General Conduct

Dress Code

- All students are to be decently dressed and in a manner that is appropriate for any Institution of Higher Learning.
- Students are to be formally dressed up for any special occasion e.g. Guest Lectures, Conferences, Seminars, Moot Court competitions, and Presentations.



Attendance

- Class attendance is an indicator of commitment and also demonstrates respect for the Faculty. Class attendance is mandatory, and unexplained absences will be taken very seriously. In case any student is found to be absent for more than six classes in a semester, he/she shall be considered for dismissal from SZABIST, and this ground may in itself be sufficient for dismissal of the student. There would be no refund of fees in case of dismissal.
- For every absence, the student must submit a written letter and supporting evidence, if applicable, citing the reasons for his/her absence to the Head of Department.
- Considering the circumstances of the absence, and the student's past record and behavior, the Head of Program may excuse the student's absence.
- Class timings are to be strictly adhered to and students must endeavor to be present in the class 5 minutes prior to the commencement of the Lecture. Late entrance in class or early departure from class shall be noted and two such occurrences may be deemed to constitute one absence.
- No student is allowed to leave the class during the Lecture and all requirements are to be met before the Class or during the Lecture Breaks. In case of late entrance or early departure, the student must explain to the Head of Department or the Faculty member concerned the reasons thereof, at a convenient time after class.

Academic Honesty

- Any student reasonably suspected to have committed, aided or abetted plagiarism in respect of assignments, mocks, and midterm examinations shall be referred to the Academic Committee for dismissal from SZABIST. All assignments and examinations should be original work or properly referenced and sourced, and any copying from Internet, textbooks, and other sources without proper referencing will be regarded as plagiarism.
- Students are not permitted to take any external private tuition for any of the courses offered by the Institution. Such practice is strictly prohibited as it jeopardizes the reputation of the Institution and is discouraged in an Institution of Higher Learning. Students must avail class lectures and make appointments with faculty members, and use all other SZABIST resources available to them for assistance. If it is found that a student has been taking private tuitions, he/she will receive a warning and if the practice persists then he/she will be subject to suspension from the Institution. Fees paid will not be reimbursed. Only in exceptional and extraordinary circumstances would such permission be granted on written application, which shall be considered by a faculty committee.

Examinations

- All students are required to sit for and pass the Mock Examination held in April and the Midterm Examination in December. These examinations are considered an integral part of the Law program and a student's academic training, and failure to sit for and clear with passing marks any of the two examinations are grounds for dismissal from the Law program and the Institution.

Communication

- All students are expected to regularly check the University of London (UoL) VLE website. The UoL website is updated with amendments to law, newsletters and articles which are pertinent to the course of study.
- Students are expected to check the Bulletin Boards and SZABIST website for updates and notices.

Termination of Registration

- The power to dismiss a student from SZABIST shall vest in the Head of Program with a right of Appeal to the President of SZABIST (or his/her delegate).
- The power to dismiss a student shall also contain the power to put the student on probation with such conditions as reasonably deemed fit by the Head of Program or the President (or his/her delegate) in Appeal.
- In addition to other rules requiring a student to be considered for dismissal, a student shall be considered for dismissal if found guilty of, on a balance of probability, academic dishonesty, misbehavior, misconduct or in violation of any of the rules herein.

Disclaimer:

All other rules of the Student Handbook 2014 shall apply to all students including the University of London International Program students, as far as possible. The Institute reserves the right to change any rule without notice whenever it is deemed necessary or appropriate, and it will be binding on all continuing and new students.

Review and Revision of Academic Policies

- The academic policies are reviewed and revised on a regular basis. Students are advised to consult with the Program Manager and regularly check ZabDesk to apprise themselves of any revisions in the academic policies.
- In all academic matters, the decision of the Academic Heads Committee is final.
- Vice President Academics is the competent authority to take all academic decisions, and has the right to form committees comprising of the Program Managers, Dean(s) and/or Department Heads, if deemed necessary.

Student Facilitation

Rules Governing Libraries

Rules Governing Computer Labs

Rules Governing Mechatronics Labs

Rules Governing Biosciences Labs

Rules Governing Financial Assistance

Rule Governing Executive Development Center

Rules Governing Student Activities and Associations

Rules Governing Student Code of Conduct

Other Facilities: Study Rooms and Games' Room, Photocopy Shop, and Cafeteria

Rules Governing Libraries

To ensure a beneficial learning environment for the student body, the following policies are to be followed:

- A student can borrow two books simultaneously for a period of three days.
- Students also have the facility of reserving non-reference books in advance by requesting the Library Desk via <http://zablis.szabist.edu.pk>. To ensure maximum availability of books, a book can be reserved for three days only and is not renewable.
- Reference books, periodicals, magazines, and newspapers can be consulted in the library premises.
- SZABIST has access to HEC digital library. Students can access all the databases in the library within SZABIST's premises using <http://www.digitallibrary.edu.pk/szabistkhi.html>
- To ensure that students, at large, continue to benefit effectively from the Library, it is important that the Library is able to maintain an adequate stock of books in good condition. Students are not allowed to mark or highlight the text, or write on the Library books. Upon return, books are inspected, and if a book is damaged or lost, penalty will be charged.
 - In case of damage, full price of the book will be charged.
 - In case of a loss, 200 percent of the price of the book will be charged.
- To ensure a quiet and peaceful study and reading environment in the Library, students are to hold discussions and group studies in study rooms at 90 and 100, and class rooms, not in the Library.
- Librarian has the final authority to cancel/suspend Library privileges of those students who fail to respect the right of other students to use the Library in a quiet and peaceful manner. The suspended students will have to surrender their Library card and will not be allowed to enter Library premises for two weeks.
- To instill a sense of accountability, the name of the suspended student will be displayed on the notice board.

90 Library

Name	Designation & Email	Location and Extension
Irfan Ali	Librarian irfan.ali@szabist.edu.pk	90 Clifton - Ext # 113
Mukesh	Assistant Librarian mukesh@szabist.edu.pk	90 Clifton - Ext # 113
Azeemullah	Library Assistant azeemullah@szabist.edu.pk	90 Clifton - Ext # 113

Timings

8:00 am - 10:00 pm (Mondays-Saturdays)

1:00 pm - 2:00 pm (Fridays Closed)

(Sunday Closed)

100 Library

Name	Designation & Email	Location and Extension
Rukhsana Yasmeen	Assistant Librarian rukhsana@szabist.edu.pk	100 Clifton - Ext # 109
Naresh	Library Assistant naresh@szabist.edu.pk	100 Clifton - Ext # 109

Timings

9:00 am - 9:00 pm (Mondays-Saturdays)

1:00 pm - 2:00 pm (Fridays Closed)

9:30 am - 4:30 pm (Sundays)

154 Library

Name	Designation & Email	Location and Extension
Mohammad Yousuf	Library Assistant yousuf@szabist.edu.pk	154 Clifton

Timings

10:00 am - 10:00 pm (Mondays-Saturdays)

1:00 pm - 2:00 pm (Mondays-Saturdays Closed)

(Sunday Closed)



Rules Governing Computer Labs

SZABIST is equipped with state-of-the-art computer facilities with around-the-clock high bandwidth connectivity to the Internet. Moreover, the campuses are equipped with Wi-Fi enabled devices providing students with unlimited access to the Internet.

Lab Availability

- Computer Labs are open to all students for computing and printing facilities from 8:00 am to 09:30 pm from Monday to Saturday.
- To avoid disruptions, students are not allowed to enter the labs while classes are in progress.
- Color and laser printing is available at nominal cost.
- Printing facility is available on a first-come, first-served basis. To ensure proper closure of the lab, material for printing will not be accepted half an hour before closing time.
- Students have the facility to buy papers from the photocopying shop for printing in labs.
- Also, to ensure the integrity of the network, students are not allowed to install their own software programs on SZABIST computers. Should additional software be required to undertake a course-related assignment, please seek the written approval of the concerned faculty and contact the Manager Systems well in advance to make arrangements for loading the software only on specific workstations.
- To handle sudden and abrupt power interruptions, a five minutes power backup is available for all computers. All users are advised to regularly save their work. Students are also strongly encouraged to maintain a backup of their data, as the Lab staff will not be responsible for any loss of data.

Conduct in the Lab

All SZABIST students are expected to conduct themselves with responsibility and dignity and adhere to the Code of Conduct given in the General Policies section of this handbook. In addition, while working in the computer labs, the following rules are applicable:

- To ensure peaceful atmosphere, clean and proper functioning of equipment for all students, eating, smoking, drinks, use of cell phones, and playing video games on SZABIST computers are not permitted. As a courtesy to your fellow students, you should leave your terminal and the Lab neat and clean. All trash must be placed in the trash cans provided in the Lab.
- Placement of equipment and other furnishings in the computer lab have been done considering the convenience of all the students. Consequently, students are not allowed to move or rearrange any equipment without permission of the staff.
- To protect the privacy of everyone, passwords must NOT be disclosed to anyone, under any circumstances.

- While every effort is made to ensure that all student groups get reasonable amount of time for using Lab facilities, it is advisable to consult the Lab schedule to avoid any confusion in this regard. Further, please note that during open hours the use of Lab is based on the policy of first-come, first-served.

Login Account Policy

For smooth operations of the Computer Labs, while protecting the privacy of information of all users, following rules are in place:

- No one is allowed to log-on using someone else's user ID and password.
- To protect your own self from unscrupulous users, make it a habit to log-off at the end of each session. Please note that you are fully responsible for any actions taken by an unauthorized user using your login account. Remember to log-off at the end of your session.
- If leave the terminal for more than 15 minutes, you must log-off unless there is a process running which may take longer to complete. In such a case, student is to inform the Lab Engineer to ensure that your user account and work are protected.
- Students are required to change their password once a month.
- At the time of registration, a separate user ID and password is assigned to all students to access the ZabDesk.

Workstation Reservation Policy

For students' convenience, a computer can be reserved depending on the availability of Computer Labs.

- Those who have reservation will be given priority for the use of the computer.
- Unless a workstation has been reserved, a student working on a particular workstation has priority.

Workstation Usage Policy

While all the computers are for the use of the students in the pursuit of their studies, please note that all the hardware, programs, software and data stored on the computers and the network are the property of SZABIST. As a result:

- No one is allowed to make any changes to equipment configuration in any way whatsoever.
- No one is allowed to unplug any cables, connections, terminals, or any other equipment.
- Further, to maintain the integrity of the system, no one is allowed to install any computer applications, control panels, system extensions, or any other software on the machines without the explicit permission of the Manager Systems. In the event, when any of the above needs to be done for academic purposes, please submit an appropriate written request duly signed by Instructor/Supervisor.
- One is allowed to make changes solely to files in one's personal folder or a directory in which one has been specifically authorized to store files.

90 Labs

Name	Designation & Email	Location and Extension
Naveed Ahmed	Lab Supervisor naveed@szabist.edu.pk	90 Clifton-Labs 1 & 2 (Morning) Ext # 136
Zaheer Ahmed	Associate System Engineer zaheer@szabist.edu.pk	90 Clifton-Labs 1 & 2 (Evening) Ext # 136
Muharam Ali	System Engineer m.ali@szabist.edu.pk	90 Clifton-Labs 3 & 4 (Morning) Ext # 108
Sameer Ali	System Engineer sameer.ali@szabist.edu.pk	90 Clifton-Labs 3 & 4 (Evening) Ext # 105

100 Labs

Name	Designation & Email	Location and Extension
Ubaid ur Rehman	Associate System Engineer ubaid@szabist.edu.pk	100 Clifton-Lab 7 (Morning) Ext # 108
Junaid Ahmed	Associate System Engineer junaid.ahmed@szabist.edu.pk	100 Clifton-Lab 107 (Evening) Ext # 108
Abdul Razzaq	Associate System Engineer abdul.razzaq@szabist.edu.pk	100 Clifton-Labs 5 (Morning) Ext # 105
Muhammad Irfan	Associate System Engineer mirfan@szabist.edu.pk	100 Clifton-Lab 105 (Evening) Ext # 105
Asif Ali Bhutto	Associate System Engineer asif.bhutto@szabist.edu.pk	100 Clifton-Lab 6 (Morning) Ext # 108
Baqar Abbas	System Engineer baqar.abbas@szabist.edu.pk	100 Clifton-Labs 6 (Evening) Ext # 108
Khalil-ur-Rehman	Lab Engineer khalil.rehman@szabist.edu.pk	100 Clifton-Lab 5 & 6

Wi-Fi Technology

As noted earlier, students and faculty members can wirelessly access the Internet from any place in the campus. In order to benefit from this service, students must register their Wi-Fi devices with the Network Administrator.

IT Help

Head of Information Technology

Name	Designation & Email	Location and Extension
Abdul Hafeez Abbasi	Head of IT hafeez@szabist.edu.pk	90 Clifton - Ext # 103

Timings

8:00 am - 10:00 pm (Mondays-Saturdays)
1:00 pm - 2:00 pm (Fridays Closed) (Sundays Closed)

Network Operation Centre (IT Help)

Name	Designation & Email	Location and Extension
Asif Ali Samejo	Senior System Administrator samejo@szabist.edu.pk	90 Clifton - Ext # 123
Wajeeh-ul-Hassan	Network Administrator wajeeh@szabist.edu.pk	90 Clifton - Ext # 145
M. Azam Tanoli	Labs Administrator tanoli@szabist.edu.pk	90 Clifton - Ext # 145

Timings

9:00 am - 9:00 pm (Mondays-Saturdays)

1:00 pm - 2:00 pm (Fridays Closed)

(Sundays Closed)

Software Wing (ZabSolutions)

Name	Designation & Email	Location and Extension
Furqan Ahmed Siddiqui	Assistant Manager Development furqan@szabist.edu.pk	100 Clifton-Ext # 118
Ghulam Murtaza Abbasi	Senior Software Engineer murtaza.abbasi@szabist.edu.pk	100 Clifton-Ext # 118
Adeel Baig	Web Developer cum Designer adeel.baig@szabist.edu.pk	100 Clifton-Ext # 118
Muhammad Afzal Shaikh	Software Developer afzal.shaikh@szabist.edu.pk	100 Clifton-Ext # 118

Timings

9:00 am - 8:00 pm (Mondays-Fridays)

1:00 pm - 2:00 pm (Fridays Closed)

(Sundays Closed)



Rules Governing Media Cage, Studios, Sound and Media Labs, and iMac Suite

Regarding the safety and upkeep of the media equipment, please note that the following rules will apply:

- All requests to reserve the production studio, production equipment, sound lab, editing equipment, etc. must be approved at least three days in advance by the Head of Department or the Program Manager.
- All sections of the 'Reservation Form' must be completed and all necessary signatures appended before submitting for approval.
- The student is responsible for the cost of lost, damaged, destroyed or stolen equipment.
- A valid student picture ID is required to check-in and check-out any equipment.
- No food or beverages are allowed in the Media Production Studio and the Sound Lab. Students caught eating or drinking in the Studio and Sound Lab will lose privileges for one week. Repeated violations may result in the loss of Studio and Lab privileges for the entire semester.

Media Cage

Media cage has state of the art camera, lighting and production equipment available for students for their assignments.

- Students have the right to reserve the equipment for up to 2 days per week. These days could be consecutive or split up over a week.
- Please note that cameras are to be returned between 9:00 am and 12 pm on the day they are due.
- Reserved equipment can be picked up after 9:00 am and will be kept in Media Cage till 3:00 pm from Monday to Saturday after which remaining equipment will be available from 3:00 - 5:00 pm. Equipment taken on urgent basis is due back the next day at 9:00 am.
- To ensure that equipment is available to everyone, as mentioned above, it has to be checked in by 9:00 am on the due date. Those who fail to adhere to this rule and thus cause problems for their fellow students will be subject to a "three-strike rule." Missing the deadline first time will be counted as one strike resulting in a one-week suspension of cage and studio privileges; the second strike will entail loss of editing lab, studio and access to media equipment for two full weeks. The third strike will mean loss of access and remaining privileges for the rest of the semester.

Studio at 154

Studio at 154 is used for shoots, classes, lectures, and other events. Media studio reservations are made through cage staff up to one week in advance. Students will also be responsible for the condition of the studio area after finishing their work.

Studio at 100

Media studio at 100 is used for drawing and other classes, shoots, exhibitions and screenings. Studio reservations are made through academic department up to one week in advance. Students will also be responsible for the condition of the studio area after finishing their work.

Sound Lab

Students have the facility to reserve the sound lab with an advance notice of one week or more for up to 8 hours per week. These 8 hours can either be used at a stretch or can be divided into two four-hour sessions per week. Please note that all reservations should be made through a Lab employee with his/her signatures.

Name	Designation & Email	Location and Extension
M. Aftab Hussain	Media Activity Supervisor aftab@szabist.edu.pk	154 Clifton-Ext # 112
Shahid Bhatti	Media Assistant shahid@szabist.edu.pk	154 Clifton-Ext # 111
Mohammad Naeem	Media Cage Assistant naem@szabist.edu.pk	154 Clifton-Ext # 111
Ahsan Ghulam Haider	Audio Studio Assistant ahsan.ghulam@szabist.edu.pk	100 Clifton Media Annexure-Ext # 124

Timings

9:00 am - 9:00 pm (Mondays-Saturdays)

1:00 pm - 3:00 pm (Fridays Closed)

(Sunday Closed)



Media Lab & iMac Suite

Media lab and iMac studio have the latest computers and iMac machines for editing, graphics, design and animation work. To ensure that all students are able to study in a congenial environment and benefit to the maximum from their hard work, following policies are to be adhered to while working in the Media Lab:

- No food or beverages are allowed in the Media Computer Lab. Students caught eating or drinking in the lab will lose lab privileges for one week. Repeated infractions may result in the loss of lab privileges for the entire semester.
- Media lab is to be used only for media-related assignments and projects during/after class timings.
- Before rendering files which would take longer than 15 minutes, students are required to contact the Lab Administrator who has full authority to stop/disable any rendering any time, if deemed fit.
- To save data, students should use their assigned folders. Anything left on computer desktop will be removed without any intimation.
- Students should make backup copies of their folders, as the lab staff will not be responsible for any loss of data.
- Please note that those who fail to adhere to the above rules to the detriment of other students and SZABIST will be subjected to disciplinary action, fine or even asked to pay the amount of damage caused by them.
- On matters not covered by the above rules, the Media lab staff's decision will be final.

For any feedback, a register is available in each lab. While giving feedback, be concise and provide your name, date, and the time when the lab was used.

Name	Designation & Email	Location and Extension
Aamir Hassan Kazi	Associate Manager System aamir@szabist.edu.pk	100 Clifton-Ext # 122 Media Annexure
Ghulam Ali Qazi	Lab Assistant ghulam.ali@szabist.edu.pk	100 Clifton-Ext # 122 Media Annexure

Timings

10:00 am - 10:00 pm (Monday-Saturday)

1:00 pm - 2:00 pm (Friday Closed) (Sunday Closed)



Rules Governing Mechatronics Labs

To ensure safe practices in our laboratories, Mechatronics Department has adopted the following guidelines. These guidelines will be consistently enforced and non-compliance will result in suspension from the laboratory. We believe that having an understanding of inherent hazards and learning how to be safe should be an integral and important part of the education process. All students must understand and agree to following guidelines:

- Never work in the laboratory alone; always have another qualified person in the area.
- Do not use any equipment unless you are trained and approved as a user by your instructor or staff. Ask questions if you are unsure of how to operate something.
- Perform only those experiments that are authorized by the instructor. Never do anything in the laboratory that is not called for in the laboratory procedures or instructed by your instructor. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.
- Don't eat, drink, or smoke, in the laboratory.
- To ensure fellow students can proceed with their experiments without undue noise and other disturbances, keep the noise level down and stay in your own laboratory bench area. Mobile phones should be switched off during the experiments.
- If any laboratory equipment is malfunctioning, making strange noises, sparking, smoking etc. ask an instructor or staff immediately. It is imperative that the instructor or staff know of any equipment problems.
- All accidents, no matter how minor, should be reported to the faculty/staff member supervising the laboratory immediately.
- When using compressed air, use only approved nozzles and never direct the air towards any person.
- When a lab session is finished, all components must be dismantled and returned to proper locations by students.
- Please report any unsafe behavior or condition to the instructor or staff.
- During lab work, students are required to record results in relevant lab manual. Data recording on rough sheets of papers are not allowed. In order to check for the originality of the data, ball pen or inerasable pen should be used. If correction has to be made, just cross it out. At the end of each lab, students must hand over the lab manual to the demonstrator for their signature.
- Students are expected to demonstrate mature judgment and common sense in their work and conduct while working in the laboratory.



Rules Governing Biosciences Labs

To ensure the safety of students, staff, and faculty, following rules should be strictly followed:

- Laboratory coats and covered shoes must be worn at all times in the laboratories.
- No smoking, eating or drinking will be permitted in the laboratories.
- Each student's bench space must be wiped before and after the laboratory session with ethanol.
- Inform the faculty/staff immediately about the spills of reagents, which must be wiped up properly.
- Accidents of any kind, cuts, burns, handling cultures e.g. breakages of tubes or spills of microbial cultures must be reported to the faculty/staff immediately.
- Properly label all materials to be used in the experiment.
- All equipments must always be returned to their proper storage cases when not in use.
- Never remove/replace anything from the laboratories without the permission of faculty/staff.
- Never put solids in the sink.
- Wear safety glasses whenever necessary.
- Ties and long hair should be properly tied.
- Always wash hands after experiments.
- Equipments' log books should be properly maintained.

154 Laboratory

Name	Designation & Email	Location and Extension
Kiran Fatima	Laboratory Technician kiran.fatima@szabist.edu.pk	154 Clifton-Ext # 105

Timings

8:00 am – 5:00 pm (Monday-Friday) (Saturday-Sunday closed)

172 Laboratory

Name	Designation & Email	Location and Extension
Nosheen Maqsood	Laboratory Technician nosheen.maqsood@szabist.edu.pk	172 Clifton-Ext # 104

Timings

8:00 am – 5:00 pm (Monday-Friday) (Saturday-Sunday closed)



Rules Governing Financial Assistance

SZABIST, in meeting its social responsibility, provides financial assistance to majority of its students. This enables hard working and bright students to acquire higher education that otherwise would be out of their reach.

Financial assistance is provided through “Program Fee Concessions”, and “Scholarships”. All scholarships cover full or partial tuition fee; however, in some cases scholarships also cover books, boarding, transportation, monthly stipend, and admission fee. The two types of scholarships available are: “SZABIST-funded Scholarships” and “External Donor Agencies-funded Scholarships”.

SZABIST-Funded Scholarships

SZABIST funded Scholarships are available for all programs except PhD programs, external programs and those programs which have already been subsidized.

SZABIST Need-Based Scholarships

- SZABIST Need-Based Scholarships are offered in August each year, covering two semesters. The eligibility is based on:
 - Need and merit as determined by SZABIST, and
 - Assessment through a panel interview.
- For renewal of scholarship in second semester, a minimum CGPA of 2.5 is required.

SZABIST Merit-Based Scholarships

- SZABIST Merit-Based Scholarship will be awarded from Second semester onward, and is renewable for each semester depending on student’s performance.
- The total amount of scholarship per program per class is equal to a full semester tuition fee of the next semester. For example, if a student is found eligible for scholarship in Fall Semester, he/she will be awarded full fee waiver for the following spring semester.
- Student with the highest semester GPA is eligible for Merit-Based scholarship, provided the candidate has:
 - Obtained a minimum semester GPA of 3.50
 - Taken full load of courses with the assigned section, (For example: BBA-6 courses; MBA Day and Evening-5/4 courses, as assigned; MSCS-4 courses; MSMS/MSSS courses, as assigned) during regular semesters i.e. fall and spring), both for calculation of Semester GPA and availing the scholarship.
- Students with extra and repeat courses are not eligible for the Scholarship.
- Students enrolled in subsidized programs are not eligible for the Scholarship.
- If there is more than one student with same results in a semester, then the scholarship amount will be distributed equally among the eligible candidates.
- Upon maintaining the same status, the scholarship may be extended for the next semester, provided the criteria are met for that semester.

- In case of other claimant (if any) with higher Semester GPA, respective scholarship will be withdrawn and the amount will be adjusted.
- The above scholarship guidelines are subject to change at any time and for any semester as approved by Academic Heads, and will be applicable to all new and continuing students.
- The scholarship program can be withdrawn at any time as approved by the Academic Council.
- For more information, please contact the Academics Department.

External Donor Agencies-Funded Scholarships

- SZABIST also awards scholarships in collaboration with external donor agencies, such as:
 - HEC-United States Agency for International Development (USAID)
 - Sindh Endowment Fund
 - Balochistan Endowment Fund
 - Khyber Pakhtunkhwa Chief Minister’s Endowment Fund
 - National ICT R&D Fund
 - Ihsan Trust’s Qarz-e-Hasna (Interest-Free Loan) Facility
 - Various community/district-based scholarships.
- Request for financial assistance can be made after admission and enrollment.
- For more information contact the External Relations and Financial Assistance (ERFA) Department.

Name	Designation & Email	Location and Extension
Jaya S. Loungani	Manager (ERFA) jaya@szabist.edu.pk	90 Clifton-Ext # 104
Faisal Karim	Assistant (ERFA) faisal.karim@szabist.edu.pk	90 Clifton-Ext # 104

Timings

10:00 am – 6:00 pm (Mondays-Saturdays)
(Sunday Closed)



Rules Governing Executive Development Center

SZABIST Executive Development Center (EDC) serves as a liaison between job-seeking SZABIST graduates and organizations, through relationship building and networking with the most coveted companies in Pakistan. It facilitates students in the completion of their degree requirements, personal development, and job placements. It also keeps in touch with the alumni for profile updates, relationship building, and mentoring. In order to receive updated information of jobs and internships placements, students are required to join the EDC 'Yahoo' e-group by sending an email to the department staff members, and Facebook page www.facebook.com/groups/edckarachi, and follow announcements on notice boards on campus.

Student Development and Counseling Workshops

EDC arranges an annual 'Corporate Finesse Workshop' comprising of training sessions to acquaint students with the realities of the corporate world, enabling them to make a career congruent with their natural inclinations, aptitudes and interests, and identify several skills and important work-related values that are required on the job. The workshop also coaches students on how to target appropriate jobs and employers. EDC also arranges interview simulations for graduating students, in collaboration with alumni and corporate sector, to assess and provide feedback for improvement. Relevant students are required to register as per schedule announced by EDC.

Internship Placements

To bridge the gap between classroom and work situation, SZABIST has instituted a mandatory minimum 6-week internship as requirement for degree completion. Relevant students are required to register as per schedule announced by EDC. After internship is completed, students are required to write a report on how well the internship enriched the student's learning. This report, along with the 'Internship Certificate' issued by the company and 'Internship Evaluation Form' filled by the company, are to be submitted to the EDC within given deadline. Those who are already employed may request a waiver by submitting the 'Internship Waiver Form', with necessary documentation at the time of degree completion. Such requests are approved on a case-to-case basis.



Job Placements

EDC arranges on-campus recruitment drives and management trainee programs of reputed national and multinational companies, throughout the year. EDC keeps students informed about various placement opportunities through notice boards, e-groups, and social networking platforms. Relevant students are required to register as per schedule announced by EDC.

Career Fair

An annual 'Career Fair' is held on campus in which leading companies discuss their recruitment procedures, their current resource requirements, and future vacancies, thereby availing the opportunity to interact directly with students. Most companies also interview potential candidates for job and internship opportunities. Relevant students are required to register as per schedule announced by EDC.

Graduate Directory

EDC compiles students' profiles and publishes the annual Graduate Directory for improving the employability of SZABIST graduates in credible organizations. Relevant students are required to provide updated information in required format, as per schedule announced by EDC.

Alumni Relations

EDC endeavors to keep in touch with the SZABIST Alumni and update their contact details and current employment status. To strengthen the bond with their alma mater, the alumni are invited as guest speakers, motivational speakers, and mentors. EDC hosts an annual reunion dinner for the alumni to provide them with an opportunity for networking. Its latest initiative is the launch of SZABIST Alumni Global Association (SAGA).

Name	Designation & Email	Location and Extension
Erum Khan	Manager, EDC erum.khan@szabist.edu.pk	100 Clifton - Ext # 104
Nadia Baig	Assistant Manager, EDC nadia@szabist.edu.pk	108 Clifton - Ext #135
Nadia Ansari	Executive Development Officer nadia.ansari@szabist.edu.pk	108 Clifton - Ext # 128
Sajjad Ali	Alumni Officer sajjad@szabist.edu.pk	108 Clifton - Ext # 138

Department Email Address: edc@szabist.edu.pk

Timings

9:00 am - 7:00 pm (Mondays - Friday)

9:00 am - 5:00 pm (Saturday) (Sunday Closed)

Rules Governing Student Activities and Associations

Student Activities

SZABIST Management firmly believes that to inculcate confidence, initiative, and entrepreneurial talent, which will serve SZABIST students well in their professional careers, it is important that students be given an opportunity to exercise and develop these skills during the course of their studies. As a result, students are strongly encouraged to join, participate, and assume leadership roles in various student associations and clubs, and also arrange regular campus student projects on Retail Management, Services Marketing, Media Management, Event Management, Marketing Management, Corporate Social Responsibility, and Community Services.

- All student activities are to be reported in the biannual newsletter, “SZAB’nings”, which is regularly published jointly by faculty and staff. For more details, contact the Marketing Department, SZABIST.
- Student publications in magazines and newspapers are encouraged. Rewards per article (with/without SZABIST name) are given, subject to Program Manager’s recommendation on quality of article.
- All student/class projects require approval from Program Manager/Head of Department.
- All sponsorships of class projects are to be routed through the SZABIST Student Council’s bank account. For further information, please contact the Student Advisor/Program Manager.



SZABIST Student Council

The SZABIST Student Council (SSC) is a yearly-elected body of young ambitious individuals, cutting across different programs, and plays the conduit between the Administration and students. The SSC hosts entertainment events, produces seasonal SSC merchandise (such as shirts, mugs, banners, or any other promotional material), and guides fellow students in addressing issues related to their campus life.

All student associations, clubs, and organizations fall under the domain of the SSC (Except ZABMUN and SLS) and are formed only after following a prescribed procedure.

The following club/societies are currently active on campus:

ACM	Association of Computing Machinery (SZABIST Karachi, ACM Chapter)
AIESEC	Student Exchange Program Facilitation
ASME	American Society of Mechanical Engineers
CURTAINS	Performing Arts Society
IAS	Islamic Awareness Society
IEEE-SSB	Institute of Electrical and Electronics Engineers-SZABIST Student Branch
KSCLC	Karachi SZABIST Campus Lions Club
RCoSKM	Rotaract Club of SZABIST Karachi Midcity
SAS	SZABIST Adventure Society
SBS	SZABIST Biosciences Society
SES	SZABIST Entrepreneurial Society
SLC	SZABIST Literary Club
SLS	SZABIST Law Society
SMS	SZABIST Marketing Society
SSS	SZABIST Sports Society
SSSS	SZABIST Social Sciences Society
YS	Young Senators
ZABMUN	SZABIST Model United Nations



Rules Governing Student Code of Conduct

The norms of behavior under the Code of Conduct are aimed at providing every SZABIST student a safe, clean, and healthy learning experience and environment.

General Guidelines

- For the sake of students' safety, Campus premises are to be vacated by 10:00 pm.
- All students are responsible for their personal belongings. The SZABIST administration is not responsible for any loss or damage incurred.
- Students' vehicle parking is at their own risk. Please note that SZABIST does not take any responsibility for the security of your vehicle, or the contents therein.

Behavior

In order to create a learning environment that is conducive to all SZABISTians, students are expected to conduct themselves in an orderly, polite, and ethical manner. If their words, actions, or behaviors are deemed unbecoming of a SZABIST student, or found to disrupt and disturb their fellow students' learning, they will be appropriately disciplined by any member of the faculty, and this can include debarring entry to the campus premises for one day. Verbal, physical, or electronic abuse of fellow students, faculty or a member of SZABIST staff will lead to strict disciplinary action by SZABIST. We expect our students to:

- Cooperate with SZABIST staff to ensure smooth operation of student traffic on campus.
- Respect quiet spaces such as libraries, classrooms, and hallways outside classrooms, and not make noise or engage in behavior that is disruptive.
- Respect library property, return borrowed books in a timely manner, and not mark or deface any book or journal that belongs to the SZABIST libraries.
- Treat all SZABIST employees, including librarians, administrative personnel, guards, and housekeeping staff with cordiality and respect.
- Give due respect to all faculty members.
- Students must show respect to their classmates and abstain from any conduct or language that could be termed as disrespectful or derogatory to another's social status, ethnicity, religion, sect, gender, nationality or background.
- Avoid disrespectful behavior in and outside class in case of any issue, controversy or conflict of opinion, and must act in a manner that is conducive to mutual learning. Any concerns may be taken up with Faculty/relevant Program Manager and/or Head of Department after class.
- Come prepared for lectures, having completed assigned reading, and should avoid unnecessary debates detrimental to the learning atmosphere.
- Keep mobile phones SWITCHED OFF during class. Students will be penalized (including dismissal from class) if their phone rings/beeps during any lecture, or if a student is found reading/responding to text messages etc., the mobile phone will be confiscated and sent to Administration for necessary action.

Dress Code

Students are expected to be well groomed and well-dressed in decent clothes; shorts and Bermudas are not allowed. Acceptable footwear excludes flip-flops and slippers (chappals).

Environmental Protection

Every SZABIST student is expected to conduct himself/herself in an environmentally conscious manner by practicing the following habits:

- Turning off lights, fans and ACs when rooms and hallways are not in use
- Using minimum quantity of water and turning off taps when not in use
- Avoiding spillage on floors and mirrors; keeping bathrooms clean, dry, and hygienic; reporting all malfunctions immediately to Administration
- Performing ablution in a separate area reserved for this purpose.

To ensure a clean and safe environment and protection of academic resources, the following are prohibited:

- Eating/drinking in the library, class rooms, laboratories, and study rooms
- Littering on the campus by throwing utensils/cups/bottles (disposal only) on campus, and not in garbage
- Disfiguring furniture and other property by scratching and making graffiti
- Eating of “paan” and “gutka”
- Smoking cigarettes in the non-smoking areas of campuses
- Being noisy, using foul language, threatening anyone, using illegal drugs or alcohol, or engaging in any illegal activity while on campus.
- Harassing any member of the SZABIST community



Handling of Grievances

As part of the SZABIST community, we strive to bring positive change through dialogue for continual improvement. If any SZABIST student, faculty or staff has constructive feedback regarding their Program, campus or SZABIST, he/she may inform the Program Manager or Head of Department in writing. Similarly, in case of a conflict, students, faculty or staff have the following options for respite:

1. Verbal complaint to the Program Manager, in which case the Program Manager is to call both parties and arbitrate for an amicable solution.
2. Written complaint to the Program Manager, in which case the Program Manager is to investigate and provide resolution, with input from Head of Department/Dean, and is to ensure filing of relevant communication.
3. Written complaint to the Head of Department or Dean which is to be dealt with as deemed appropriate.
4. Complaint filed on the "Student Disciplinary Committee Record" form, available at both Receptions, which is to be submitted to the Student Advisor or relevant Program Manager who, under guidance from VP (Academics), is to call for the formulation of the Disciplinary Committee for Disciplinary Review. The composition of a typical Disciplinary Committee is as follows:
 - Student Advisor
 - Relevant Program Manager
 - Representative from Administration

Process of Disciplinary Review

The person against whom the complaint has been filed is provided an opportunity to respond to the complaint by the Disciplinary Committee. If the complaint is found to be valid, the person against whom the complaint was found as genuine can be subject to one or more of the following penalties:

1. Warning letter
2. Letter of apology
3. Meeting with parents, if a severe violation was found to be committed by the student
4. Suspension for a week to three weeks
5. Expulsion from the Institute after which re-admission is not allowed in any SZABIST Campus

The student and his/her parents are provided an opportunity to appeal for reconsideration of the expulsion penalty by submitting a written application to the President's Office, who has the authority to render the final decision.

Other Facilities: Study Rooms and Games' Room, Photocopy Shop, and Cafeteria

Study Rooms and Games' Room

- Furnished study rooms in 90 and 100 Campus are open to students from 8:00 am – 10:00 pm for group study.
- A Games' Room for indoor games (table tennis, darts, chess, etc.) is also open for students for the same duration as above.

Photocopy Shop

Photocopy facility at 90, 100 and 154 Clifton is available to the students at a very nominal cost.

Timings of Photocopier at 90 Clifton

9:30 am - 8:30 pm (Mondays - Saturdays)

1:00 pm - 3:00 pm (Fridays Closed) (Sunday Closed)

Timings of Photocopier at 100 Clifton

9:00 am - 8:30 pm (Mondays - Saturdays)

1:00 pm - 3:00 pm (Fridays Closed) Sundays Open (Subject to class timings)

Timings of Photocopier at 154 Clifton

9:00 am - 8:30 pm (Mondays - Saturdays)

1:00 pm - 3:00 pm (Fridays Closed) (Sunday Closed)

Cafeteria

SZABIST offers spacious outdoor Cafeterias right on campus, where full meals, snacks, and refreshments are available.

Timings of Cafeteria

Timings of Cafeteria at 90, 100, and 154 Clifton

9:00 am - 8:45 pm (Mondays - Saturdays)

1:00 pm - 2:00 pm (Fridays Closed) Sundays Open (Subject to class timings)



Annexure-A

List of Forms

All Forms are available at the Reception Desk of 90 and 100 Clifton Campuses.

Attenuating Circumstances Form
Auditorium Usage Request Form
Campus Transfer Form
Certificate of Approval
Certificate Student Form
Comprehensive Exam Registration Form
Computing Resume Format
Corporate Internee Evaluation Form
Course Transfer Request Form
Declaration
Degree Completion Form
Dissertation Progress and Meeting Form
Duplicate Transcript/Degree Form
Event Recording Request Form
External Program Clearance Request Form
Final Transcript and Degree Clearance Form
Guest Speaker Facilitation Form
Independent Study Approval Form
Independent Study Progress and Meeting Record Form
Independent Study Proposal Form
Intercampus Program Continuation Form
Internship Waiver Form
IS/Thesis/Dissertation Research Form
Letter Grade/Migration Letter Request Form
Management Resume Format
MBA Research Project/Thesis Form
Media Sciences Studio 154 Request form
Program Continuation Form
Project Proposal Form
Project Submission Certificate Form
Research Thesis (6 Credit hours) as PhD Deficiency Course, Progress and Meeting Record Form
Research Thesis (6 credits hour) (Pre-Requisite) for PhD-MS Program
Security Deposit Refund Transfer Form
Seminar Facilitation Form (Auditorium)
Software Evaluation Form
Software/Hardware Copyright Form
Software/Hardware/Video/Audio Copyright Form
Special Exam Request Form
Special Facilities Request Form
Student Disciplinary Committee Record Form
Student Internship Evaluation Form
Student Vehicle Sticker Issuance Form
Survey of Graduating Student Form
Thesis/Dissertation Continuing Registration Form
Thesis/Dissertation First Registration Form
Transfer Course Form

Annexure-B

List of Registration Charges, Fines, and Penalties

<i>Registration Charges/Fines/Penalties</i>	<i>Amount (Rs)*</i>
Absence in Forums/Video conferencing/IS Advisor Meetings	1,500
Cheque return charges	500
Comprehensive exam fee (per attempt)	1,000
Letter Grade	500
Duplicate degree	6,500
Duplicate degree (urgent)	7,500
Duplicate final transcript	2,000
Revised Final Transcript and Degree	10,000
Degree and Convocation Fee*	5,500
Laser Black Printing per page	5
Laser Color Printing with graphics per page	20
Laser Color Printing without graphics per page	15
Late book return (per day)	30
Late fee per course	500
Late registration	1,000
Late arrivals at Forums/Video conferencing	500
Loss of book	200% of price
National Research Conference registration for students	1,000
National Research Conference registration for Non-SZABIST students	2,500
National Research Conference registration for faculty and professionals	5,000
Intercampus Off-line examination fee	2,500
Intercampus On-line examination fee	5,000
Smoking in Non-Smoking areas of Campus	500
Transfer from other SZABIST Campus	25,000
Tampering with computer	1,000
Writing on desk and walls, etc.	500
Media Cage Penalty	Depending upon the equipment
EMBA retake fee:	
Mid-term exam	1/6 of prevailing course fee
Final exam	1/3 of prevailing course fee

*This fee is subject to change as per the decision of the Convocation Committee.



We Just Don't Work Hard We Work Smart

Student Handbook Committee Members

Wajeeha Fatima Javed (Head of Academic Services), Ambreen Ahmed (Faculty of Management Science),
Ayesha Qadir (Senior Controller Records), Aliya Saleem (Examinations Controller), Mansoor Ahmed (Assistant Academic Controller),
Nadia Khalid (Assistant Manager Marketing), Syed Bashir Ahmad (Marketing Designer)

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