SZABIST
UNIVERSITY
Hyderabad Campus

Discover Yourself

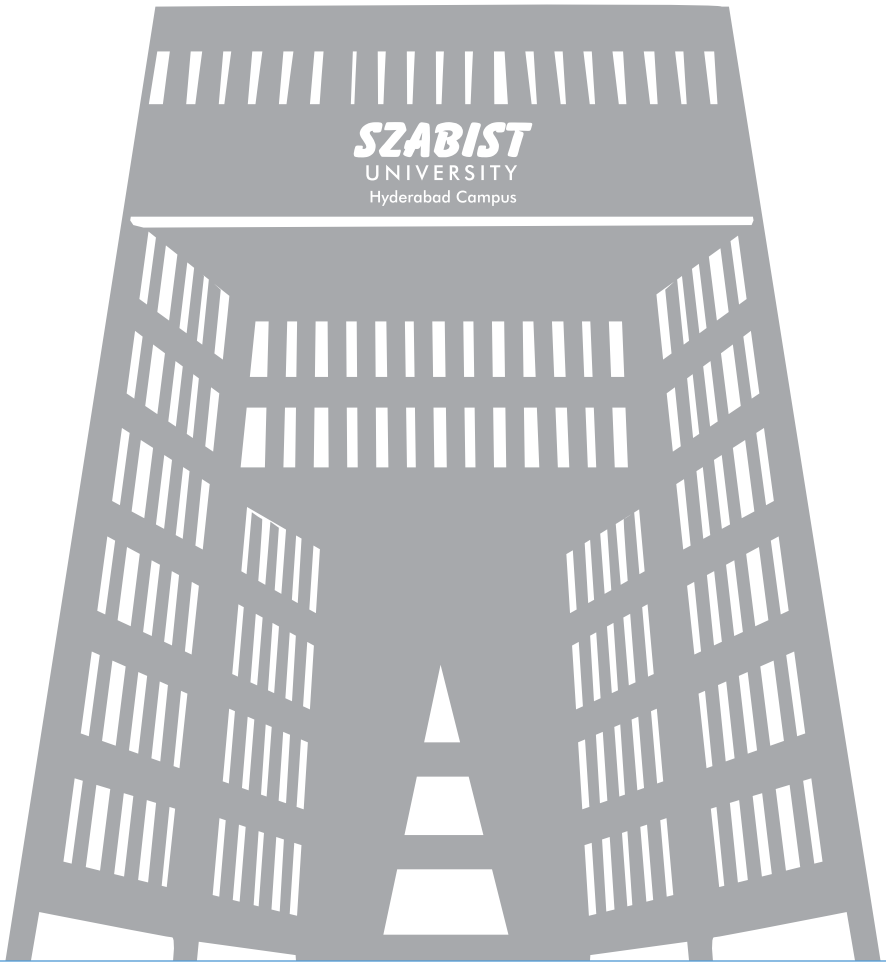
Student HANDBOOK 2026-27



Shaheed Zulfikar Ali Bhutto Institute of Science & Technology University
Karachi - Islamabad - Larkana - Hyderabad - Gharo - Dubai


We Just Don't Work Hard
We Work Smart

Student HANDBOOK 2026-27



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WELCOME MESSAGE BY THE CHANCELLOR



Based on the vision articulated by Shaheed Zulfikar Ali Bhutto of a self-reliant Pakistan, SZABIST University was established in 1995 to offer a path to high quality education, knowledge, research and holistic development.

Keeping in view the standards of tertiary education and market requirements, SZABIST University pays special attention to grooming students as industry's future leaders and offers degrees in the disciplines of Management Sciences, Computing and Engineering Sciences, Media Sciences, Social Sciences, Law, Public Health, Biosciences and Education Leadership Management.

Taking forward the mission of our Founding Chancellor, Shaheed Mohtarma Benazir Bhutto, SZABIST University has come a long way and is today recognized as one of the best business schools in the country by the Higher Education Commission (HEC) of Pakistan. SZABIST University is also rated as an "Outstanding" institution by the Charter Inspection and Evaluation Committee (CIEC), Government of Sindh.

SZABIST University offers a nurturing environment where students can advance not only their capabilities and strengths to achieve their educational, professional and personal aspirations but also develop their interests and engage in a range of exciting co-curricular and extra curricular activities by joining clubs and societies.

This Handbook is designed to help you, the students, to familiarize you with SZABIST University's policies and procedures, to make your experience as a student both rewarding and successful.

I congratulate you on your decision to become a part of SZABIST and I welcome you on a journey enriched with learning and discovery.

Dr. Azra Fazal Pechuho
Chancellor
SZABIST University

WELCOME MESSAGE BY OFFICIATING PRESIDENT/ VICE PRESIDENT ADMINISTRATION



I am delighted to welcome you to Shaheed Zulfikar Ali Bhutto Institute of Science and Technology. At SZABIST University, you will become part of a strong and supportive community that values academic excellence and diversity.

The unfailing dedication and vision of Shaheed Mohtarma Benazir Bhutto has led SZABIST University to grow into an exceptionally well established Institution.

SZABIST University provides an opportunity to students not just to acquire quality education but also to establish their future in obtaining jobs at renowned national and international organizations. Today, many graduates of SZABIST University, have successfully secured good positions in most of the multinational firms known around the world, succeeding in their own businesses, in influential international and non-governmental organizations.

We hope and encourage you as well, to make a mark for yourself and we are certain that you too will scale the heights of success and overcome challenges of the new era.

We also encourage our students to promote a campus environment that is respectful, supportive and safe.

It is hoped that the Student Handbook 2026 will serve as a useful guide in planning out your academic journey.

I hope each of you have a fruitful learning experience here at SZABIST University.

Imtiaz Kazi
Officiating President/ Vice President Administration
SZABIST University

WELCOME MESSAGE BY THE VICE PRESIDENT ACADEMICS



A great leader Mr. Nelson Mandela said: "Education is the most powerful weapon which you can use to change the world."

SZABIST University has seen exponential growth in its programs, students, and physical infrastructure since its inception in 1995. This could be possible with the full support of its Management, especially of its worthy Chancellor, Dr. Azra Fazal Pechuho.

The whole purpose of education is to create "Analytical Minds". As a responsible institution, we just don't believe in classroom studies but believe in complete personality development. Our various students' societies are quite active, the purpose of which is to provide the students a platform to lead and learn to be a great team player by giving them opportunities to arrange different curricular and extra-curricular activities, which makes them good leaders globally competitive, morally upright, and well-rounded, disciplined individuals.

We at SZABIST University call our students our “Products” not our “customers” as we run our institution professionally not commercially. To facilitate the students getting internships, scholarships, and job placement, we have proper departments that regularly invite leading companies and students for "Recruitment Drives". We also periodically organize "Job Fairs" at our campus. Due to these efforts put in by our highly professional Faculty, 90% of graduates manage to get jobs within the first three months of their graduations.

SZABIST University now has five campuses in Karachi, Islamabad, Larkana, Hyderabad and Gharo. Karachi campus is the mother campus having more than 8000 students enrolled in its 40-plus academic programs in Management Sciences, Computer Science, Social Sciences, Media Science, Life Sciences, Education, Mechatronics Engineering, Robotics & Artificial Intelligence and Law. Our three-year LLB program is offered in collaboration with the University of London.

SZABIST University programs comply with HEC recommended course plans and are accredited by regulatory bodies such as NBEAC, NCEAC, PEC, NACTE, and CIEC. The learning outcomes of the programs ensure to create critical & creative thinking, acquire problem-solving skills, and professionally handle all pedagogical tools. We are fully aware that a University without Research is like a "Body" without a "Soul"; therefore, we emphasize research activities at all levels of our programs.

Finally, I thank all the newcomers for choosing SZABIST University for their academic pursuits and wish them a happy stay during the entire period of their course of studies. I expect, as SZABISTian, you will show a high level of maturity through your conduct and actions.

Prof. Dr. Mohammad Altaf Mukati
Vice President (Academics)
SZABIST University

WELCOME MESSAGE BY THE VICE PRESIDENT DEVELOPMENT AND FINANCE



Dear Students,

Welcome to SZABIST University! We are thrilled to have you join our vibrant and dynamic community. As you embark on this exciting journey, know that you are now part of a special family dedicated to your growth and success.

At SZABIST University, we believe in nurturing highly qualified professionals who can meet the demands of both national and global landscapes. Our community is built on collaboration, enthusiasm, and mutual support. You will find that our students are not just colleagues but friends who care deeply about each other's success. Our alumni, who excel in national and multinational organizations, are eager to provide the networks and support you need to thrive.

Our Student Support Services offer a wide range of extracurricular activities throughout the year, ensuring that your university experience is both enriching and enjoyable. Our faculty, comprised of talented educators, researchers, and scholars, are passionate about their work and committed to your academic and personal growth. They are always accessible and ready to guide you.

Our dedicated staff members work tirelessly to provide the support you need, always open to your ideas and feedback to make your experience better. We are here to listen and adapt to your needs. SZABIST University is committed to preparing you for leadership roles by equipping you with the knowledge and skills necessary for success. We also emphasize the importance of ethics and values, treating everyone with courtesy, dignity and respect.

We are excited to see the incredible things you will achieve during your time here. Embrace the challenges, seize the opportunities, and make the most of your university experience.

Welcome to SZABIST University! We wish you a rewarding and unforgettable journey.

Sincerely,

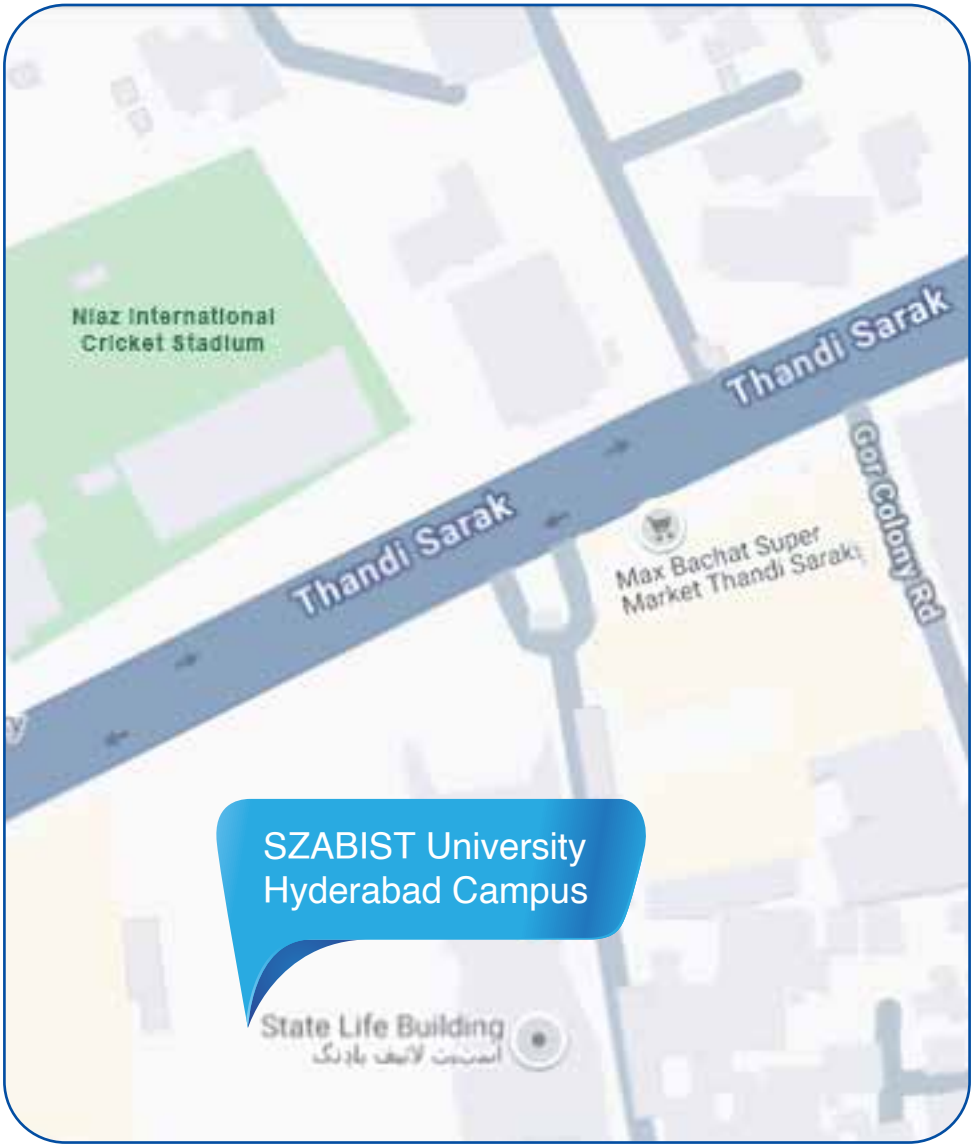
Nasreen Haque
Vice President (Development and Finance)
SZABIST University

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 University website at www.hyd.szabist.edu.pk. While going through the Student Handbook 2026-27, you will be able to identify key departments, their functions and personnel who will help you throughout your association with SZABIST University. 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 1-6.

We wish you a successful educational experience at SZABIST University.

SZABIST UNIVERSITY
HYDERABAD CAMPUS MAP



LIST OF ABBREVIATIONS & ACRONYMS

AC - Academic Council

BASR - Board of Advanced Studies and Research

BBA - Bachelor of Business Administration

BoS – Board of Studies

BSCS - Bachelor of Science in Computer Science

BSSE - Bachelor of Science in Software Engineering

BS A&F - Bachelor of Science in Accounting and Finance

BSSS - Bachelor of Sciences in Social Sciences

CGPA - Cumulative Grade Point Average

DC - Doctoral Committee

DC Case - Disciplinary Committee Case

EDC - Executive Development Center

GPA - Grade Point Average

HEC - Higher Education Commission

HoD - Head of Department

IRS - Independent Research Study

JISR - Journal of Independent Studies and Research

MBA - Master of Business Administration

MS - Master of Science

ORIC - Office of Research, Innovation & Commercialization

PM - Program Manager

PhD - Doctor of Philosophy

PSO - Program Support Officer

RC - Research Committee

SA - Student Adviser

SSC - SZABIST Student Council

LOCATION OF OFFICES AT SZABIST UNIVERSITY
(Hyderabad Campus)

HoC/Head of Departments/Program Managers

	Wing	Floor	Room#
Head of Campus	04	Fourth	22
HoD - 1	08	Second	50
HoD - 2	08	Second	51
HoD (Computer Science) Office	16	Ground	76
HoD (Management Sciences) & Program Manager (Ph. D MS & MSMS & BSAF)	01	Fourth	05
Program Manager (MBA)	07	Third	42
Program Manager (BSCS 1st & 2nd Year)	04	Fourth	23
Program Manager (BSCS 3rd & 4th Year / MSCS)	04	Fourth	19
Program Manager (BBA 1st & 2nd Year & BSSS)	08	Second	49
Program Manager (BBA 3rd & 4th Year)	09	Third	54
Program Manager (BSSE and BSAI)	02	Fourth	14

Faculty & Staff Offices

	Wing	Floor	Room#
Cubicles for Professors / Associate Professors / Assistant Professors	04	Fourth	24,25,26,27 & 28
Permanent Faculty Area	04	Fourth	21
Permanent Faculty Area	08	Second	45, 46, 47, 48
Permanent Faculty Area	09	Third	55
Permanent Faculty Area	13	Eighth	66
Visiting Faculty Room	08	Second	52
Academics Office	01	Fourth	06
Examination Office	04	Fourth	20
Marketing / QEC Office / SCS&AR Office	13	Eighth	65
Student Advisor/ Web Designer/ Psychologist	13	Eighth	65
Administration Office	05	Ground	30
Main Reception	05	Ground	31
Admission Office	05	Ground	32
HR Office	05	Ground	33, 34
Procurement Office	05	Ground	35
Finance Office	14	Ground	70
Records Office	14	Ground	71

Wing-1	Floor	Room#
Lecture Room (1-4)	Fourth	1,2,3 & 4
Photocopier Room	Fourth	07

Wing-2	Floor	Room#
Lecture Room (5-9 & 13)	Fourth	8,9,10,11,12 & 13

Wing-3	Floor	Room#
Lecture Room - 14	Fourth	15
Computer Lab - 02 (Software Lab)	Fourth	16
Computer Lab - 01 (Computing Lab)	Fourth	17
Study Room	Fourth	18

Wing-4	Floor	Room#
Meeting Room	Fourth	29

Wing-6	Floor	Room#
Lecture Room (15-16 & 10-11)	Third	36,37,38 & 39
Computer Lab - 03 (FYP Lab)	Third	40

Wing-7	Floor	Room#
Lab - 04 (General Lab)	Third	41
Lecture Room - 12	Third	43
Cafeteria / Canteen	Third	44

Wing-8	Floor	Room#
Computer Lab - 05 (Phy / DLD & Network Lab)	Second	53

Wing-9

	Floor	Room#
Board Room	Third	56
Library	Third	57

Wing-10

	Floor	Room#
SSC Office	Eighth	76
Students Area (Indoor Games)	Eighth	58

Wing-11

	Floor	Room#
Computer Lab - 06 (AI Lab)	Eighth	59
Computer Lab - 07	Eighth	60
Research Centre	Eighth	61

Wing-12

	Floor	Room#
Lab - 09	Eighth	62
Lab - 08	Eighth	63

Wing-13

	Floor	Room#
Wellness Centre	Eighth	64
Seminar Hall	Eighth	67

Wing-14

	Floor	Room#
Lecture Room (19,20)	Ground	68,69

Wing-15

	Floor	Room#
Lecture Room (21,22 & 23)	Ground	72,73 & 74
Girls Common Room	Ground	75

Wing-16

	Floor	Room#
Research Lab	Ground	77
Lecture Room - 18	Ground	78

PROGRAM MANAGEMENT & 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.

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

- Alumni relation & Career development: Report/Project Reference; Internship reference letter.
- Records: Bona-fide Letter, Migration Certificate, Degree Completion Certificate, Degree Verification and Attestation Letter.
- Academics: Probation letter; Dismissal letter; MS/PhD Thesis and Dissertation related letters.
- External Relations: Scholarship Letter
- Program Manager: Student Reference Letters; Character Certificate, Appreciation letters for Guest Speakers.
- Admissions: Visa letter, English Proficiency Letter, Regular Student Letter.

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Faculty of Computer Science



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Psychologist



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ACADEMIC GUIDELINES

Rules Governing Registration and Classes

Rules Governing Payment of Fees

Rules Governing Attendance

Rules Governing SZABIST Merit-Based Scholarships

Rules Governing Withdrawal from Courses

Rules Governing Grading

Rules Governing Examinations

Rules Governing Research Project, IRS, 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 Provisional Transcript, Transcripts, and Degrees

Convocation Medals and Honors List

Review and Revision of Academic Policies



STUDENT SUPPORT SERVICES

Student Support Services

For more than a decade (2009-to date), the main campus of SZABIST University has been fortunate to have a unique and diverse student body with a healthy record of activities and a proud history of achievements. Since 2014, with the establishment of the Department of Student Support Services a more organized and focused approach has been adopted with the aid of student advisory policies and guidelines for activities in the form of standard operating procedures and financial prudence guidelines with emphasis on paperwork and documentation/reports for record keeping all of which added much needed structure to student activities at the institute.

In 2015, the same system was gradually introduced at other campuses of SZABIST University and by now they have all had annually elected student council bodies.

Vision of Student Support Services

We aim to provide students with a platform that allows them to conduct activities which work towards the development of a stronger, wiser and a more united student populace in Karachi. It works to inculcate in young minds the values of unity, tolerance, inclusion and leadership and through engagement with other campuses of SZABIST University and universities across the country realize the objectives of our core areas of focus, nationally as well.

CORE VALUES OF SZABIST UNIVERSITY



RULES GOVERNING REGISTRATION & 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://fallzabdeskhyd.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 40-50 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 in August, the Spring semester begins in January, and the Summer semester begins in June.
- Classes scheduled for undergraduate programs are held for 3 hours a week with a 15-minute break. For Master and Postgraduate level programs, classes are scheduled for 3 hours a week with a 15-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.

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

Slots	3 hour classes held once a week, per course
First	08:15 am - 11:15 am
Second	11:30 am - 02:30 pm
Third	02:45 pm - 05:45 pm
Fourth	06:00 pm - 09:00 pm

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

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Timings

8:00 am - 9:00 pm (Monday-Thursday)
8:00 am - 6:00 pm (Friday-Saturday)
1:00 pm - 2:00 pm (Friday Namaz Break)
Sunday Closed (Open in case of rescheduled classes)

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Muhammad Aslam	Support Assistant muhammad.aslam@hyd.szabist.edu.pk	Fourth Floor-Ext # 139
Ikram Ullah	Support Assistant ikram.korejo@hyd.szabist.edu.pk	Fourth Floor-Ext # 139

Timings

7:30 am - 9:00 pm (Monday-Thursday)
7:30 am - 6:00 pm (Friday-Saturday)
1:00 pm - 2:00 pm (Friday Namaz Break)
Sunday Closed (Open in case of rescheduled classes)

RULES GOVERNING PAYMENT OF FEES

- Fees shall be announced before the semester starts and can be paid as under:
  - At any branch of Bank Al-Habib Limited (BAHL) through cash, banker's cheque or demand draft by presenting fee challan or by online Bank AL-Habib Internet Banking/Mobile App (Bank Al-Habib Account Holders). or any other Bank Mobile app through direct credit to Bank Account No. 1256-0081-012320-01-2 titled "SZABIST Hyderabad Campus".
  - Screenshot of Paid challan by cash or online be uploaded on **https://forms.gle/WwcsL4cJRmUnLNmx9** along with challan number and registration ID and date of payment.
- Students shall pay fees by the deadline announced otherwise their ZABDESK will be closed. The student will be unable to access the class/other information.
- Fee paid after due date will entail a late payment surcharge as given below:

Time of Payment	Late Payment Surcharge
Paid after the due date up to the end of the 4th week	5% of semester outstanding dues
Paid from the beginning of the 5th week up to the end of the 10th week	5% of semester outstanding dues plus Rs 1000
Paid from the 11th week onward	5% of semester outstanding dues plus Rs 2000

- The calculation of tuition fees for any course of study or training will be determined by SZABIST.
- In case of new admission withdrawal, fee will be refunded in the following cases.
  - Full (100%) refund of tuition fee up to the seventh day the classes convene.
  - Half (50%) refund of tuition fee from eighth to 14th day the classes convene.
  - No fee (0%) refund from the 16th day the classes convene.
- In case of withdrawal or de-registration from a course during the semester, no tuition fee is refundable; however, the amount of withdrawal or de-registration will be transferable to next semester. For course withdrawal, refund of fee shall be as below:

For Courses of 3,2 & 1.5 Hrs per week	For Courses of 1.5+1.5 Hrs 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

- Admission fee is non-refundable and security deposit will be refunded after adjustment of any dues at the end of the program / degree clearance, is to be paid at the time of admission.
- Full refund of course registration charges if admission cancellation request is received within the first week of classes, No refunds for cancellation requests received after the first week of classes.
- Full refund of examination charges if admission cancellation request is received before the mid-term examinations, 50% refund of examination charges if the cancellation request is received before the 12th class session, No refunds for cancellation requests received after the 12th class session.
- Full refund of lab charges if the admission cancellation request is received within the first week of classes, 50% refund of lab charges if the cancellation request is received before the mid-term examinations, No refunds for lab charges if the cancellation request is received after the mid-term examinations.
- Full refund of Student Activity charges if the admission cancellation request is received within the first week of the commencement of classes, No refunds will be issued for Student Activity charges if the cancellation request is received after this period.
- Transcript fee and convocation charges are applicable.
- If payment of balance dues is not made till completion of courses, provisional transcript, original transcript and degree will not be issued unless all dues are cleared.

Name	Designation & Email	Location and Extension
Pardeep Kumar	Controller Finance pardeep@hyd.szabist.edu.pk	Ground Floor - Ext # 154
Muhammad Akbar Mughal	Finance Officer akbar.mughal@hyd.szabist.edu.pk	Ground Floor - Ext # 154
Sara Rashid	Accounts Assistant qureshi.sara@hyd.szabist.edu.pk	Ground Floor - Ext # 154

Timings

10:00 am - 4:00 pm (Monday-Saturday)
1:00 pm - 2:30 pm (Friday Namaz Break)
(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.If availed Present or late during the session.
- And if student has not attended a single class from the beginning of the semester, will be forced deregistered after 4 consistent absents.

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.
- Once withdrawal generated by the student portal, in any case either approved or rejected by the authority cannot be reverted during the semester.

Refund Procedure for Withdrawal and Cancellation of Course Registration

Admission Withdrawal and Refund Policy

- In compliance of Higher Education Commission of Pakistan (HEC) guidelines, SZABIST has formulated the following fee refund policy:
  - No refund of admission fee in any circumstances, however 100% security deposit will be refundable provided there are no outstanding due.
  - 100% tuition fee will be refunded up to 7th day (first week) after the convene of semester.
  - 50% tuition fee will be refunded from 8th day to 14th day (second week) after the convene of semester.
  - No refund of tuition fee from 15th day (third week) after the convene of semester.
  - 100% Course registration charges refund if admission cancelled within 1st week, no refund after the first week.
  - 100% Exam charges refund if admission cancelled before mid-term, 50% before 12th classes, no refund after 12th classes.
  - 100% lab charges refund if admission cancelled within 1st week, 50% before mid-term, no refund after mid-term exam.
  - 100% student activity charges refund if admission cancelled within 1st week, no refund after 1st week.

Course Withdrawal and Refund Policy

- In case of withdrawal from a course during the 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 2 Hours per week	For Courses of 2, 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 SEMESTER FREEZE POLICY

1. Semester Freeze

A student may apply for a semester freeze on justified grounds, subject to submission of documentary evidence, where required, and approval of the Academics Department and the concerned Program Manager.

2. Grounds for Semester Freeze

Semester freeze may be considered on the following grounds:

- Severe illness
- Maternity/Delivery
- Iddat
- Death in the immediate family
- Force Majeure or any other circumstances that prevent the student from continuing studies

3. Process of Semester Freeze

- The request for semester freeze must be submitted through ZABDESK within three weeks from the beginning of the semester.
- A semester freeze is subject to approval by the Academics Department and the concerned Program Manager.
- No semester freeze shall be allowed after a student has registered in a course during that semester.
- No semester freeze shall be allowed in the first semester after admission.
- A maximum of two semesters may be frozen during the entire study period for Undergraduate and PhD programs.
- A maximum of one semester may be frozen during the entire study period for Master's programs.
- An approved semester freeze shall not be counted toward dormancy; however, it shall be counted toward the maximum duration allowed for completion of the degree.
- The approved semester freeze shall be recorded in ZABDESK and reflected in the students academic record.

RULES GOVERNING DORMANCY POLICY

A student who fails to register in two consecutive regular semesters (Fall and Spring) without prior approval of a semester freeze shall be classified as a Dormant Student.
A student who registers in the Summer semester between two regular semesters shall not be considered dormant. An approved semester freeze shall also not be counted toward the dormancy period.

1. Dormancy Process

The following process shall apply:

- If a student does not register in the first consecutive regular semester, a warning notification shall be issued in the 4th week of that semester.
- If the student does not register in the second consecutive regular semester, a notification shall be issued in the 4th week, informing the student that he/she has been declared Dormant and that failure to register in the following semester may result in cancellation of admission.
- Before the beginning of the third consecutive semester of non-registration, a Final Warning shall be issued.
- If the student fails to register by the 4th week of the third consecutive semester, ZABDESK shall be blocked and the student's case shall proceed for admission cancellation due to dormancy.
- A student may regain Active status by registering in a course before the admission cancellation process is completed.

2. Admission Cancellation Due to Dormancy

A student who fails to register for three consecutive regular semesters without an approved semester freeze shall be subject to Dismissal due to Dormancy.

The case shall be processed through the prescribed University approval mechanism and submitted to the Academic Council for final endorsement.

Upon approval by the Academic Council:

- The student's admission shall be permanently cancelled.
- The student shall be considered Dismissed due to Dormancy.
- An official e-letter shall be issued to the student by the Admission Department after the Academic Council minutes are released.

3. Re-admission after Dismissal Due to Dormancy

A student whose admission has been cancelled by the Academic Council due to dormancy shall not be reinstated under the previous admission.

If the student wishes to continue studies, he/she may apply for admission again to the same program in a subsequent admission session, subject to the prevailing admission criteria and requirements of the University.

Previously completed courses may be transferred, where applicable, in accordance with the University's Course Transfer Policy.

RULES GOVERNING GRADING

Grading Plan

- The following Letter Grade Plan is followed at SZABIST University:

Letter	Range	Grade Point	
A+	90 – 100	4.00	
A	85 – 89	3.75	
A-	80 – 84	3.50	
B+	75 – 79	3.25	
B	70 – 74	3.00	PhD Degree Requirement
B-	66 – 69	2.75	MS Degree Requirement
C+	63 – 65	2.50	Masters' Degree Requirement
C	60 – 62	2.00	Undergraduate Degree Requirement
C-	55 – 59	1.50	
F	< 55	0.00	

- 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:
  - For Undergraduate, Masters', MS & PhD program courses all grades apart from 'F' are passing grades.

Required Maintenance CGPA

- Minimum required CGPA for various degree levels, below which a student may face probation, is as under:
  - Undergraduate: CGPA of 1.75
  - Masters' programs: CGPA of 2.25
  - MS Programs: CGPA of 2.5
  - PhD programs: CGPA of 2.75

RULES GOVERNING EXAMINATIONS

Examination Policy

- Two major types of examinations are conducted at SZABIST during a semester for each course: Midterm Examinations are administered in the midterm exam week i.e. either 7th or 8th or 9th week of the semester for all programs. During the exam week, all classes are suspended.
- The maximum duration of Midterm Examination is of 1.5 to 2 hours. 16th week of each semester is a buffer/study week in which students get time to prepare for final examinations however faculty may conduct makeup classes during this week.
- Final exams of all programs are conducted in any two weeks from 17th to 19th week of each semester during which all classes are suspended.
- Final Examination is of 2.5 hours duration. Depending on the requirement, exams could be a combination of written and practical questions.
- All examinations are conducted and monitored by the office of Sr. Controller Examinations in the presence of the relevant teaching faculty.

General Marks Distribution

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

Classroom based Tests (optional)	15% - 20 %
Midterm Examination	15% -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 may vary from department to Department. For further details consult the relevant Program Manager or Head of Department.

Admit Card

- It is mandatory for all students to bring their verified SZABIST Admit card in all their final exams every semester.

  Procedure to obtain / verify admit card.
- Each semester the examination department would be generating an SMS to inform the students about the dates for the verification of admit card. This information will also be posted on SZABIST notice boards as well as on student ZABDESK.
- Students would be required to take a color print out of the admit card with their recent picture on it (visible on their ZABDESK) and get the same verified and stamped from the examination department by showing their valid/updated SZABIST ID card.
- Last date of verification of admit card by the exam department would also be communicated to the students via SMS.
- Newly admitted students to SZABIST will be required to get a softcopy of their photograph taken in ZAB solution for admit card purpose on receiving an SMS.

Duplicate admit card.

- If any student misplaces the admit card or forgets to bring his/her original verified admit card at the time of his or her exam he/she can always obtain a duplicate admit card from the examination department.
- A sum of Rupees 1000/- will be charged for every duplicate admit card issuance. The fee is subject to change by the management any time.

Late admit card verification fee.

- A certain amount is charged as late admit card verification fee in case if any student is unable to verify his/her admit card within the prescribed date announced by the examination department.

Code of Conduct during Examination

- To maintain the integrity of the examination process, exams can only be taken with the verified admit card as well as a valid SZABIST student 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 the examination room/hall 30 minutes after the start of exam.
- Students are strictly advised not to bring cell phones/smart watches and/or any kind of electronic devices in the examination hall except for a simple calculator (if allowed). If they bring any such devices in the examination hall, they should make sure that the cell phones/smart watch and/or any other electronic device is properly switched off. Otherwise, a penalty including “F” grade could 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/invigilating staff.
- 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. Sr. Examination Controller/invigilating staff may relocate the students if he/she deems fit.
- Departure from the examination hall will only be permitted after 45 minutes of commencement of examination in the Midterm Exam and Final Exam.
- Use of unfair means during the examination in any way is totally unacceptable. Any student found doing so will be penalized as per the ToRs of Unfair Means Cases Committee.
- Use of Unfair Means include but not limited to the following:

i. Any written or oral communication between two or more students during examination which may include:
   a. Oral Communication with a student for receiving/ giving information.
   b. Giving/receiving assistance/copying from another candidate’s answer script or allowing any other candidate to copy from his answer sheet.
   c. Exchange of Answer Script/Question Paper/Any Written Material.
   d. Exchange of information through cell phone/email/ social media or any other device.
   e. Any material in the form of notes,formulas and the like, written on a student's palm, hand,feet, etc.

f. Material written on student's clothes, personal belongings, calculators, calculator covers etc.
g. Any other form of exchange of information that falls in the category of "Unfair Means".

ii. Copying the contents from an unauthorized device or print material.
iii. Keeping any Material in the examination hall in form of Cell Phone, Device, Recording, Book, Notes, Image, Text, Documents, Website, application or any other form which can be used for cheating. This is not necessary that the student is caught *using* such material and merely **holding** such material during examination will be made the student liable.
iv. Sending a substitute candidate to take the examination.
v. Bringing or using unauthorized answer sheet in the examination.
vi. Changing the Seat during examination without the permission of Invigilator.
vii. Leaving the examination hall without handing over the answer script to the invigilator.
viii. Leaving the examination hall without the permission of invigilator .
ix. Leaving the examination hall for a long period of time without proper justification.
x. Not following the instructions of invigilator.
xi. Any undue influence, coercion, threatening or misbehavior with the invigilator/staff/faculty or with other students.
xii. Removing a leaf from his/her answer script, the answer script shall be cancelled immediately by the Invigilator and the case will be forwarded to the Unfair Means Committee.
xiii. Using abusive or obscene language in the answer script.
xiv. Possessing any kind of weapon in or around examination center.
xv. Doing any act which is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination process.
xvi. Providing incorrect information deliberately on the answers script such as Student Name, Registration # and the like with a view to deceiving the authority.
xvii. Any attempt by a candidate to alter, fabricate, or falsify their examination answer copy/results or engage in dishonest practices after completing the exam.
xviii. Any other activity by the student which may fall in the category of "Unfair Means.

- The decision of the Unfair Means Cases Committee shall be final and binding for all the parties.
- 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 however students can request for re-checking or recounting of his/her final exam copy for which the procedure is mentioned below in the section titled scrutiny of final exam papers. 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.'

Scrutiny of Final Exam Papers

- Scrutiny will be permissible for the final exam written papers only and of prevailing / ongoing semester. Scrutiny forms for recounting / re-checking are available at reception desks of 99 and 100 campuses for students. Students intending to get his/ her final exam paper(s) re-counted or re-checked shall fill up the scrutiny form and pay the required fee and get it signed by the finance department and submit both the scrutiny form as well as the payment receipt to the examination department. In case where the student's claim is found correct the amount paid by the student for recounting/re-checking will be refunded to him/her.

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, and HOD 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. or any other such document which may serve the purpose.
  - **In case of forced majeure** i.e., any unforeseen circumstances, the student may be allowed to appear in retake only in special circumstances where the authority deems that the student was unable to take the exam due to unavoidable circumstances the approval in this case will be given by the Registrar. In all such cases the student is required to produce any other document/evidence as asked by the examination department wherever the department deems it necessary.
  - **Hajj:** Copy of passport and ticket is required.

- **Examination retake fee** of Rs. 5000/= will be charged for any examination that is arranged separately. However if a student is assigned to take exam with another section of the same course with same faculty, no retake fee will be charged but in such case it is obligatory for the student to present to the invigilator a hard copy of the approval given by the relevant Program Manager.

NOTE: Students must apply for the retake exam within two weeks after the end of the relevant exam week, after which no such request/ application, shall be entertained by the examination department.

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 of rupees 5000/- (per exam) 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 relevant Head of department and V.P. Academics will be responsible to facilitate the students interested in Off-Campus Examinations.
- SZABIST also offers an Off site exam facility for which a certain fee is charged.

Change of Grade / Marks

- 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 / marks" form with the reason for change and required documentation within 05 working days after close of semester ZabDesk to Examinations.

Comprehensive Examination

- Comprehensive examination is conducted three times a year after the end of each semester (Fall, Spring and Summer) .
- All students intending to appear for the examination must register first by filling out a registration form for the comprehensive examination at least 2 weeks before the date of the said examination.
- The registration form is available at the reception desk of 99 and 100 campuses. No forms will be accepted by the examination department after the last date of registration set by the examination department.
- 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.

    - The Comprehensive exam is conducted only for PhD students which is a three hours off-line exam.
    - Comprehensive exam for MS has been discontinued since 2015 Maximum two attempts are permissible.
    - GAT is a necessary requirement to take the comprehensive exam.
    - It is mandatory for the students to clear their comprehensive exam within two years from the date of their admission/registration in the program; this is applicable for 2019 onwards batches.

Name	Designation & Email	Location and Extension
Zulqarnen Asadullah	Controller Examination (Acting)	Fourth Floor - Ext # 121
	zulqarnen.asadullah@hyd.szabist.edu.pk	
Ifra Noor	Examination Officer	Fourth Floor - Ext # 111
	ifra.noor@hyd.szabist.edu.pk	
Komal	Examination Assistant	Fourth Floor - Ext # 111
	komal.waghella@hyd.szabist.edu.pk	

Timings

9:00 am - 5:00 pm (Monday-Saturday)
Sundays Closed (open in case of scheduled examination)

RULES GOVERNING RESEARCH PROJECT, IRS, 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 BBAprogram) 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/ore-groups.
- Final report (s) in the approved format is to be submitted in both soft and hard copies, 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 / IRS / Dissertation is followed by a presentation in a duly scheduled symposium / Media Jury presentation / research seminar / SZABIST National or International Research Conference to apanel of experts for evaluation.

Additional Requirements and Communication

- A 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.

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 dequate 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 and citation 1st source should be <5%.

RULES GOVERNING TRANSFER

A. Transfer between the Campuses of SZABIST University

- Transfer between campuses of SZABIST University may be allowed, subject to fulfillment of the following conditions:
  - i. Availability of seats at transferring campus
  - ii. Meeting the eligibility-criteria of admission in the given program at the transferring campus and the student must have completed the required qualification before taking the admission in the program (No overlapping).
  - iii. At the time of transfer, the student must not be on probation/dismissal list.
  - iv. 25% of the program must have been completed at the campus where the admission was initially granted, however, this limit can only be waived under very special circumstances, with the approval of the President/Vice President (Academics).
  - v. Clearance of all past dues of the initial campus
  - vi. Payment of transfer fee (to the transferring campus)
  - vii. Degree shall be awarded by the campus where the student has completed more than 50% credits.
  - viii. 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 initially admitted.
  - ix. SZABIST Campus transferring students are requested to note that:
    Transfer of all equivalent passed courses from the Initial Campus to the Transferring Campus may be allowed, subject to fulfillment of the Course Transfer Policy. The course transfer shall be processed in consultation with the Program Manager through the prescribed Course Transfer form, available at the Reception Desk. The completed form, along with the required supporting documents, shall be submitted to the Program Manager Office.
  - x. New admissions on merit list at Karachi Campus, may seek transfer to other campuses, providing they fulfill the merit criteria of that campus. Their admission fee will be adjusted accordingly.
  - xi. Course Transfer shall be subject to the “General Rules of Course Transfer” as provided in the Student Handbook.

B. Transfer between Programs within SZABIST University

- Transfer may be allowed between the programs of SZABIST University subject to meeting the following conditions:
  - The student must meet the eligibility criteria for admission to the Program in which admission is sought.
  - ii. The student must fulfill the admission requirements of the new program, including meeting the required standard in the admission test and interview, where applicable.
  - iii. Clearance of all past dues is required of the original program, along with submission of the “Security Deposit Refund” form (available at the Reception Desk).
  - iv. Payment of fee including admission fee as applicable would be required for the new program. Admission fee will be charged from the students transferring voluntarily between degree programs.

v. Transfer of all equivalent passed courses from the Initial Program to the Transferring Program may be allowed, subject to fulfillment of the Course Transfer Policy. The course transfer shall be processed in consultation with the Program Manager through the prescribed Course Transfer Form, available at the Reception Desk. The completed form, along with the required supporting documents, shall be submitted to the Program Manager Office.

vi. CGPA will include all transferred grades from previous programs as well as courses taken in the new program.

vii. Course Transfer shall be subject to the "General Rules of Course Transfer" as provided in the Student Handbook.

C. Transfer from Other HEC-Recognized Degree Awarding Institutions/Universities

- A specified number of credit hours/courses completed at other HEC-recognized Degree Awarding Institutions may be transferred after admission to SZABIST University, subject to meeting the following conditions:

The course must have at least 70% similarity in content with the corresponding course at SZABIST University for which transfer is sought.

ii. Courses meeting the following minimum grade/marks requirements may be transferred:

a. **Undergraduate Programs:** Grade **B or above.** In the case of a percentage-based grading system, a minimum of **80% marks** in the course shall be required.

b. **Master Programs (except MS):** Grade **B or above.** In the case of a percentage-based grading system, a minimum of **80% marks** in the course shall be required.

c. **MS Programs:** Grade **B- or above.** In the case of a percentage-based grading system, a minimum of **70% marks** in the course shall be required.

d. **PhD Programs:** Grade **B or above.** In the case of a percentage-based grading system, a minimum of **80% marks** in the course shall be required.

iii. Maximum credits that can be transferred are 50% of credits required for a degree; which may be lower for certain degrees, subject to fulfilling other conditions. The detail of maximum no. of transferable credits of each program is given in the prospectus.

iv. The course transfer shall be processed in consultation with the Program Manager through the prescribed Course Transfer Form, available at the Reception Desk. The completed form, along with the required supporting documents, shall be submitted to the Program Manager Office.

v. CGPA tabulation will not include grades from previous university.

vi. Course Transfer is subject to the "General Rules of Course Transfer" as provided in the Student Handbook.

Rules Governing MS and PhD Course Transfers

D. Rules Governing MS and PhD Course Transfers

MS Program

i. In case of re-admission after self-withdrawal, maximum 50% of course work may be transferred which was done within the last two years from the date of re-admission subject to fulfilling minimum CGPA/Grade and other requirements. The same policy is applicable to external students coming from other universities for new admission at SZABIST.

ii. Maximum 2 Certificate Courses may be transferred which were done within the last two years from the date of admission subject to fulfilling minimum CGPA/Grade and other requirements. The policy is applicable to SZABIST University students as well as to external students coming from other universities.

iii. Minimum Grade for courses that can be transferred is B- or above. In case of percentage-based grading system, minimum 70% marks is required in the course.

iv. GAT General must be cleared at the time of re-admission after self-withdrawal.

v. Thesis, IRS, or any other research work will NOT be transferred.

vi. These conditions are also applicable to Transfers between the Programs within SZABIST.

vii. The course transfer policy between the campuses of SZABIST University shall remain unchanged as mentioned in the Student Handbook.

viii. Course Transfer is subject to the "General Rules of Course Transfer" as provided in the Student Handbook

PhD Program

i. In case of re-admission after self-withdrawal, maximum 50% of course work may be transferred which was done within the last one year from the date of re-admission subject to fulfilling minimum CGPA/Grade and other requirements. The same policy is applicable to external students coming from other universities.

ii. Maximum 2 Certificate Courses may be transferred which were done within the last one year from the date of admission subject to fulfilling minimum CGPA/Grade and other requirements. The policy is applicable to SZABIST University students as well as to external students coming from other universities

iii. Minimum Grade for courses that can be transferred is B grade or above. In case of percentage-based grading system, minimum 80% marks is required in the course.

iv. GAT Subject must be cleared at the time of re-admission after self-withdrawal.

v. Thesis, IRS, or any other research work will NOT be transferred.

vi. These conditions are also applicable to Transfers between the Programs within SZABIST University.

vii. The course transfer policy between the campuses of SZABIST University shall remain unchanged as mentioned in the Student Handbook.

viii. Course Transfer is subject to the "General Rules of Course Transfer" as prescribed in the Student Handbook.

E. GENERAL RULES OF COURSE TRANSFER

i. Course transfer shall be allowed only for students whose original date of admission in the previous institution is not more than three years at the Undergraduate level and not more than two (2) years at the Master's level, except for MS and PhD, at the time of admission at SZABIST University.
ii. The course transfer policy for internal students transferring from one campus to another without obtaining a new admission shall remain unchanged as already mentioned in the Student Handbook. However, internal students who obtain a new admission, whether within the same campus between different programs, or across different campuses in the same or different programs, shall be governed by the provisions of this policy.
iii. A course can be transferred only if its contents of course outline demonstrate a minimum 70% equivalence with the course to be replaced.
iv. Courses can be transferred only between degrees of the same academic level; however, exceptions may be considered for the courses Teaching of Holy Quran, Understanding of Holy Quran, and the courses allowed by the Academic Council.
v. A course cannot be transferred from a completed degree, as it has already been credited toward another degree. However, this restriction does not apply to built-in exemptions for Undergraduate level degrees in certain Master Level Programs, such as MBA 36.
vi. The credit hours of the transferred course must be equal to or greater than the credit hours of the course being replaced.
vii. A single course cannot be transferred or counted against more than one course.
viii. Only those certificate courses of SZABIST University may be transferable which are completed within last two years from the date of admission subject to fulfilling the other conditions.
ix. The minimum grade requirements and the maximum number of transferable courses vary from one program to another, as specified in the Student Handbook and the prospectus.
x. Students seeking admission with course transfer must consult with the PM before admission. However, the transfer of courses shall not be deemed a right of any student. All course transfer requests shall be subject to a rigorous review and approval process by the competent authorities in accordance with the provisions of policy. The University reserves the right to approve or reject any request based on academic, regulatory, or institutional considerations.

RULES GOVERNING CANCELLATION OF PROVISIONAL ADMISSION, PROBATION, DISMISSAL/RE-ADMISSION & CONTINUATION

Cancellation of Provisional Admission

- A provisionally admitted student who fails to meet applicable admission eligibility criteria (as per Prospectus 2026) and fails to submit educational documents showcasing he/she has met the applicable admission eligibility criteria, including mark sheets and certificates by 31st December, the provisional admission of the student shall be deemed cancelled / terminated, and the student's ZabDesk shall be blocked.

  Ineligible Students are required to submit their results within 2 weeks after publication of result to get 50% tuition fee refund.

  Those students who will be admitted in Fall semester in any undergraduate program on "Provisional Status" and fail to clear their Intermediate/A-Level and appear in the supplementary examinations, shall have an opportunity to apply for "Re-Admission" in the subsequent Spring semester, which begins in February. The following conditions shall apply:

  (a) Such students shall be issued "Provisional Transcript" of Fall semester.
  (b) They will be re-admitted in Spring semester with "New Registration" number".
  (c) No course of Fall semester shall be transferred to Spring semester.
  (d) Application fee & Admission fee shall not be charged. Moreover, no admission test will be taken.
  (e) Student will have to submit the result of supplementary exam (for which they appeared during the Fall semester) as soon as these are available.
  (f) In case of not clearing the supplementary exam, the admission will be canceled immediately, and no refund of fee will be given.

- A provisionally admitted student who fails to submit all required educational documents showcasing he/she has met the admission eligibility criteria (as per Prospectus 2025), including A-Levels/High School Diploma/IB Diploma equivalency by Inter Board Coordination Commission, (IBCC) for undergraduate admissions. Last degree verification from Higher Education Commission Pakistan, (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.

  Intermediate students are required to get their SSC and HSC Marksheets/ Certificates attested by Inter Board Coordination Commission (IBCC).

  The students' cases related to IBCC, with "Names" issues, will not be dismissed.

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 1.75
  - All Master's Programs: CGPA of 2.25
  - All MS Programs: CGPA of 2.50
  - All PhD Programs: CGPA of 2.75
- 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 six years for Bachelors Program and four years for Masters, and MS and, Eight 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 University 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 University, after dismissal.

Re-admission

A student is allowed to take re-admission, subject to following rules:

Re-admission after Dismissal

Cancellation of Provisional Admission

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

Re-admission after Time Bar Dismissal

- Students who could not complete the degree requirements during the prescribed time, cannot be re-admitted in the same program.

Dismissal on Academics through Probations

- Re-admission is allowed into any program, except the one from which a student was dismissed on probation, after meeting the admission criteria, and requirements including again passing test and interview.
- The student cannot be readmitted at other campuses in the program from which he/she was dismissed.
- Credit transfer is allowed, for equivalent courses as per policy, through the Course Transfer form, available at the Reception Desk.

- For Undergraduate: Equivalent courses with Grade Point of 2.00 (C) & above
- For Masters: Equivalent courses with Grade Point of 2.50 (C+) and above
- For MS Programs: Equivalent courses with Grade Point of 2.75 (B-) and above
- For PhD Programs Equivalent courses with Grade point of 3.00 (B) and above

- Payment of fee including admission fee as applicable for the new program. Admission fee will be charged from students getting readmitted into any other program after being dismissed for being on probation.

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.
- For all the programs except for MS and PhD, 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 (C) and above
  - For Masters: Courses with Grade Point of 2.50 (C+) and above
  - For MS and PhD Program, the policy mentioned in the section “Rules Governing MS and PhD Course Transfers”.

Name	Designation & Email	Location and Extension
Kiran Memon	Admissions Officer kiran.memon@hyd.szabist.edu.pk	Groud Floor - Ext # 106
Arifa Zubair	Admissions Officer arifa.ansari@hyd.szabist.edu.pk	Groud Floor - Ext # 106
Saqib Ali Khoso	Assistant Admission Officer saqib.khoso@hyd.szabist.edu.pk	Groud Floor - Ext # 106

Department Email Address: info.admissions@hyd.szabist.edu.pk

Timings

9:00 am - 5:00 pm (Monday-Saturday)
1:00 pm - 2:30 pm (Friday Namaz Break)
(Sunday Closed)

RULES GOVERNING PROVISIONAL TRANSCRIPT, FINAL TRANSCRIPT & DEGREE & DEGREE COMPLETION

Provisional Transcript

- Semester grades are only issued upon after the payment of applicable fee and later submitting of "Provisional Transcript / Migration Letter Request Form" at the Records Department.
- All semesters and grades are reported on the Provisional Transcript.
- CGPA is mentioned on the Provisional Transcript and its calculation includes all passing grades according to the applicable Grading Plan.
- Transfer courses from other university are "not mentioned" on the Provisional Transcript

Final Transcript

- Final Transcript is issued only after completion of all degree Requirements, and applying for Degree Clearance with required mandatory Documentation to be submitted at Records Office. Clearance Form is available at Records Office and on Official Website.
- SZABIST University will not process Final Transcript & Degree if discrepancy is found in the educational documents submitted by the student at the Records Department.
- Student's Name and Father's Name should be correctly written and spelt in English on all educational and legal documents submitted.

Degree

- Degrees are issued under the following Categories, as selected by the student on the Degree clearance Form:
  - Regular Degree: Will be issued after the convocation
  - Urgent Degree: Will be issued before the Convocation along with the Final Transcript
  - Degrees are issued as per the timelines of SZABIST University. The University is not responsible to follow the deadlines of any local/ international institute for admission purpose.

Degree Completion

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

Time Duration

- The maximum time allowed for completing the degrees are as under:
  - Undergraduate Programs: Maximum 6 years from time of admission.
  - Masters Programs: Maximum 4 years from time of admission.
  - MS Programs: Maximum 4 years from time of admission.
  - Ph.D Programs: Maximum 8 years from time of admission.

Required CGPA at Degree Completion

- Required minimum CGPA for Degree Completion is as under:
  - Undergraduate Programs: CGPA of 2.00
  - Masters Programs: CGPA of 2.50
  - MS Programs: CGPA of 2.75
  - Ph.D Programs: CGPA of 3.00

Degree Completion Requirements

- Degree completion requirements include:
  - Completing the required number of courses and credit hours.
  - Clearance of financial dues
  - Other requirements set for the degree as per Prospectus/any official communication

Additional Courses and Course Improvements

- A student has the option of taking more than the required number of courses and mention while filling the Online "Degree Claim Form", which additional course(s) are not to be reported on his/her Final Transcript.
- Additional course(s) are considered as certificate course(s) 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 Final Transcript and counted towards the CGPA.
- Additional course(s) taken cannot be transferred to the higher degree programs.

Majors/Specialization

- Majors are not mentioned on the Final Transcript, and Degree, unless as a part of degree name.
- A letter may be requested from the relevant Program Manager for any clarification regarding area of concentration.
- Specialization is mentioned on the Final Transcript for certain programs, subject to the approval of Academic Council.

Revised/Duplicate Documents

- Students can request for Revised / Duplicate Transcript and Degree after filling out the "Revised / Duplicate Transcript / Degree Form" (available at the Reception Desk & on SZABIST University website).
- Minimum processing time is one month for Revised / Duplicate Transcript and Degree and two working week for Urgent Duplicate Degree.
- Fee for Revised / Duplicate Transcript / Degree is mentioned on the relevant form.
- Students cannot begin or register for an advance degree's courses during Summer Semester.

Continuation for Higher Degrees

- SZABIST University students completing their Bachelors Degree and desiring to further continue their studies for a Masters Program, can continue further education without a new admission test.
- Those completing their Masters Degree and desiring to enroll into a Doctoral Program will have to apply at the time of admission with GAT subject with minimum 60% score.
- It is mandatory for students to submit the "Clearance Form" and "Degree Claim Form" through Zabdesk at the Online Final Transcript Clearance Portal "Before" applying for Program Continuation to Higher Degree.
- Students have to fill out the "Program Continuation Form" and submit it to the Admissions Office.
- 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 additional courses can be transferred 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.

Name	Designation & Email	Location and Extension
Tehreem Shaikh	Assistant Controller Records tehreem.shahid@hyd.szabist.edu.pk	Ground Floor - Ext # 153
Muhammad Anas	Records Officer muhammad.anas@hyd.szabist.edu.pk	Ground Floor - Ext # 153
Hina	Assistant Officer Records hina.qamar@hyd.szabist.edu.pk	Ground Floor - Ext # 153

Timings

9:00 am - 5:00 pm (Monday-Saturday)
1:00 pm - 2:30 pm (Friday Namaz Break)
(Sunday Closed)

RULES GOVERNING CONVOCATION, MEDALS & CHANCELLOR'S HONORS ROLL

Convocation

- Degrees are awarded to all applicants who have completed all the degree requirements and are deemed qualifying for a degree every year.
- To become eligible for the Convocation, students who have completed all degree requirements must apply for degree clearance at the records department after official closing of each semester (Fall, Spring & Summer) and within the specific time-period as announced by the Records Department. Students will not be entertained after the deadline is announced.
- It is mandatory for the students to complete the Final Transcript Clearance process, which also includes the submission of relevant documents at the Records Department.
- Names of students applying under the category of "I Will Attend the Convocation" will be placed in the Convocation Booklet under "Degrees Conferred".
- Names of students applying under the category of "I Will Not Attend the Convocation" will be placed in the Convocation Booklet under "Degrees in Absentia".

GOLD & SILVER MEDALS

A student with the highest CGPA in the graduating batch of a program will be awarded Gold Medal and the student next to highest CGPA will be awarded Silver Medal, subject to the following conditions:

i. CGPA must be at least 3.20 as mentioned on the Final Transcript.
ii. The student must have completed all the degree requirements with his/her batch within the minimum specified time as mentioned in the prospectus. The graduating student must also carry the registration number of the batch he/she was admitted into.
iii. It is mandatory for the students to complete the Final Transcript Clearance process, which also includes the submission of relevant documents at the Records Department, within the announced deadline.
iv. Certificate, External Transfer and Ph.D. graduating students are not eligible.
v. Minimum number of graduating students who apply for the Final Transcript Clearance in a program must be at least 10 for Master's Programs and 15 for Undergraduate Programs.
vi. If the student with highest CGPA does not meet any of the above conditions, the student next in line will be considered for Gold Medal subject to meeting the aforementioned conditions. The same is true for Silver Medal.
vii. Only one Gold Medal and one Silver Medal shall be awarded per academic program. However, in case of a tie in CGPA for the highest or second-highest position, the Gold or Silver Medal will be awarded to more than one student qualifying for the medal.
viii. Tentative List of Gold & Silver Medalists is released once the clearance process of all the applicants is completed. Any query / claim/objection on Tentative List must be made via email to records department within the deadline mentioned on the Tentative List. Any claim received after the deadline will not be entertained. Final List of Gold & Silver Medalists is published after one week the Tentative List.

ix. Tentative & Final Lists are shared with all the Deans, HoDs and Program Manager. They are also uploaded on the Zabdesk, SZABIST University's Website, Facebook page of Student Career Services & Alumni Relations and also posted on notice boards of the university.
x. In case of any dispute, the matter shall be referred to a committee under the supervision of Registrar (at Karachi Campus) or HoC (at other Campuses) and the decision of the committee shall be considered as final.

Chancellor's Honor Roll:

Eligibility Criteria:

All such Graduating Students who have secured CGPA equal to or greater than 3.50 as reported on the Final Transcript are placed under this category.

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.
- President SZABIST is the competent authority to take all academic decisions, and has the right to form committees comprising of the Program Managers, HoD(s) and Dean(s) and/or Department Managers, if deemed necessary.

STUDENT FACILITATION

- Rules Governing Libraries
- Rules Governing Computer Labs
- Rules Governing Media Cage, Studios, Sound and Media Labs, and iMac Suite
- Rules Governing Mechatronics Labs
- Rules Governing Biosciences Labs
- Rules Governing Psychology Lab
- Rules Governing Financial Assistance
- Rules Governing Student Career Services & Alumni Relation
- 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 LIBRARY

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 the HEC digital library. Students can access all the databases in the library within SZABIST's premises using http://www.digitallibrary.edu.pk/szabistkhi.html .
- 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, a penalty will be charged.
- In case of damage, the 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 on the fourth floor of SZABIST University Hyderabad Campus.
- The Senior 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.
- To use the library, it is mandatory for students, faculty and Staff to first obtain a library membership card.
- A fine of Rs.50/- per day per book will be charged for returning book(s) after the due date.
- In case of damage or loss of a book the user can replace it with a new copy or the latest edition of the same book.
- Reference materials such as reference books, dictionaries, hand books, Case Studies, Research projects, periodicals suchs as research Journals, Magazines, newspapers, CDs, and DVDs can not be borrowed. They can only be used within library.

Main Library

Name	Designation & Email	Location and Extension
Aftab Ahmed Chandio	Assistant Officer Library aftab.chandio@hyd.szabist.edu.pk	Third Floor - Ext # 126
Faiza Qureshi	Library Assistant faiza.qureshi@hyd.szabist.edu.pk	Third Floor - Ext # 126

Timings

8:00 am - 6:00 pm (Monday - Saturday)
1:00 pm - 2:30 pm (Friday Namaz Break)
(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 06:00 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 Lab Administrator 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 Lab Administrator. 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.

Network Operation Centre (IT Help)/ Wi-Fi Technology

Name	Designation & Email	Location and Extension
Zafar Mehboob Shaikh	Network Administrator zafar.shaikh@hyd.szabist.edu.pk	Fourth Floor - Ext # 130

Timings

10:00 am - 5:00 pm (Monday-Friday)
1:00 pm - 2:30 pm (Friday Namaz Break)
(Saturday-Sunday Closed)

Labs

Name	Designation & Email	Location and Extension
Dushyant	Lab Administrator cum Lecturer dushyant.maheshwari@hyd.szabist.edu.pk	Fourth Floor - Ext # 128
Sikandar Ali	Lab Engineer / Junior Lecturer sikandar.ali@hyd.szabist.edu.pk	Fourth Floor - Ext # 130
Rajesh Kumar Oad	Lab Engineer (Computing) rajesh.kumar@hyd.szabist.edu.pk	Fourth Floor - Ext # 130
Mr. Asad Ali	Lab Engineer (Computing) asad.ali@hyd.szabist.edu.pk	Fourth Floor - Ext # 130
Mr. Usman Ahmed Talpur	Lab Engineer (Computing) usman.ahmed@hyd.szabist.edu.pk	Fourth Floor - Ext # 130
Ms. Tooba Aftab	Lab Engineer (Computing) tooba.arisar@hyd.szabist.edu.pk	Fourth Floor - Ext # 130
Mr. Abdul Rehman	Software Engineer abdul.rehman@hyd.szabist.edu.pk	Eighth Floor - Ext # 146
Mr. Muhamamd Ahsan	Computer Lab Assistant muhammad.ahsan@hyd.szabist.edu.pk	Fourth Floor - Ext # 130
Mr. Malik Muhammad Waleed	Computer Lab Assistant malik.waleed@hyd.szabist.edu.pk	Fourth Floor - Ext # 130

Timings

8:00 am - 6:00 pm (Monday-Saturday)
1:00 pm - 2:30 pm (Friday Namaz Break)
(Sunday Closed)

RULES GOVERNING SZABIST SCHOLARSHIPS

SZABIST University, 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", "Interest-Free Loans", 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 as follows:

- **SZABIST General Scholarship**
- **SZABIST Board of Governors/ Chancellor Scholarship**
- **SZABIST Need-Based Scholarship**
- **SZABIST Talent-Based Scholarship**
- **SZABIST Merit-Based Scholarship**
- **SZABIST Sindh Police Shaheed Scholarship**
- **SZABIST Employee Continuing Education Scholarship**
- **SZABIST Employees Children Education Scholarship**

SZABIST Talent Based Scholarship

Talent Based Scholarship at SZABIST University is awarded to recognize and support students who demonstrate outstanding performance in Performing Arts, Sports competitions and other Extra Curricular activities at Regional, National and International levels. The scholarship is designed to showcase the skills of the students registered in SZABIST University so that they can represent SZABIST University on different platforms outside the campus.

Eligibility Criteria:

1. Registered Student at SZABIST University.

2. Top three positions in regional/ zonal/ city, national, or international competitions in:
   a) Performing Arts
   b) Sports
   c) Any other extra-curricular activities
3. Certificate or Medal or Trophy of Achievement.

SZABIST Need-Based Scholarships

SZABIST University Need-Based Scholarship for continuing students, applications are invited after the announcement of the every semester examination results. For new students, applications are invited once the (Fall and Spring) semester starts. The scholarship covers one semester. The scholarship covers tuition fees in varying percentages such as 100%, 75%, 50% and 25%.

Eligibility Criteria

1) Both continuing and new students are eligible.
2) Maximum annual family income is less than Rs 1,500,000/-.
3) For continuing students minimum 2.5 CGPA in all degree programs except Ph.D.
4) For new students' successful admission in SZABIST in all degree programs except Ph.D.

SZABIST Merit-Based Scholarships

- SZABIST University 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/section is equal to 25% tuition fee of the next semester. For example, if a student is found eligible for scholarship in Fall Semester, he/she will be awarded 25% fee waiver for the following spring semester.
- Student with the highest semester GPA is eligible for 25% Merit Based Scholarship, in the subsequent semester provided the candidate has:
  - Obtained a minimum semester GPA of 3.70 for all programs.
  - Taken full load of courses with assigned section 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 programs with more than 10% subsidy are not eligible.
  - Transfer/Open students are not eligible for the Scholarship.
  - LLB, EMBA, MS and PhD students cannot avail this scholarship.
  - The Merit-Based Scholarship is available to students of the Four Years BABS Degree Program, effective from Fall 2024.
  - If there is more than one student with the same GPA in a semester, then the scholarship amount will be awarded on the basis of percentage of marks. If two or more students achieve the same percentage of marks, the scholarship amount will be divided equally among them.
  - 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 University also awards scholarships in collaboration with external donor agencies, such
  - Sindh Education Endowment Fund Scholarship .
  - Chief Minister SZABIST Merit and Need-Based Scholarship.
  - Balochistan Education Endowment Fund Scholarship (Regular/Partially Funded).
  - Higher Education Opportunities for the students of Balochistan and FATA.
  - Orange Tree Foundation Scholarship.
  - USAID Funded Merit and Need-Based Scholarship.
  - HEC Indigenous PhD Fellowship Program.
  - Sindh HEC Indigenous Scholarship
  - Pakistan Education Endowment Fund Scholarship
  - Various community-based scholarships.
- SZABIST University also offers loan facilities as under:
  - Ihsan Trust's Qarz-e-Hasna Interest Free Loan Facility.
  - The Citizens Foundation Financial Assistance.
  - EDUFI Study Now, Pay Later Program.
- For more information, contact the External Relations and Financial Assistance (ERFA) Department

Name	Designation & Email	Location and Extension
Mr. Ahmed Mustafa Mughal	Officer (SCS&AR) ahmed.mustafa@hyd.szabist.edu.pk	Eighth Floor - Ext # 148

Timings

10.00 am – 5:00 pm (Monday-Friday)
1:00 pm - 2:30 pm (Friday Namaz Break)
(Saturday-Sunday Closed)

RULES GOVERNING STUDENT CAREER SERVICES & ALUMNI RELATIONS

The Student Career Services department serves as a liaison between job-seeking SZABIST University graduating students and alumni 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:

- LinkedIn page (https://www.linkedin.com/in/szabistedchyd/).
- Student Career Services dept has separate job portal to facilitate students for internships/ placements.(https://www.facebook.com/groups/szabisthydscsar).

Student Development Counseling Workshops and Mock Interview Session

- The Student Career Services arranges 'Corporate Finesse Workshops' every semester 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, interests, 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.
- Student Career Services also arranges interview simulations known as “Mock Interviews” for graduating students, in collaboration with Alumni and HR Professionals from the corporate sector, to assess and provide feedback for improvement. Relevant students are required to register as per the schedule announced by Student Career Services.
- Student Career Services arranges “Career Counselling Sessions” from industry’s top professionals to give students a real flavor of the corporate world and also for the enhancement of their soft skills.

Internship Placements

- All the students studying at SZABIST University in undergraduate programs are liable to complete graded Internship/Field Experience requirement within the degree completion time duration as mentioned by HEC from time to time.
- The student must be Registered for 03 credit hours on ZABDESK. The student has submitted the required documents to the Career Service Department.
- The student has informed the relevant Program Manager for assigning the Faculty Member.
- The student has informed the details and particulars of the field supervisor.
- After the internship is completed, students are required to write a report about the learnings at the internship which enhanced the knowledge and skill set of the student. This Internship report, along with the ‘Internship Certificate’ issued by the company and the ‘Internee Evaluation Form’ filled out by the company and internship evaluation form filled by the student, is to be uploaded to the Internship portal within a given deadline.

Graduate Directory

- Student Career Services (Formerly EDC) compiles students' profiles and publishes the Annual Graduate Directory every year to improve the employability of SZABIST graduates in renowned & credible organizations. Graduat- ing students are required to provide updated information in required format, as per schedule announced by the department.

Apprenticeship Placements

- The students of the BS- Entrepreneurship program are required to undertake graded apprenticeships/field experience (instead of an internship) with any start-up or small and medium enterprise (SME).
- In third or in fourth year, every student enrolled in the BS Entrepreneurship program has to do an apprenticeship/field experience with any start-up or small and medium enterprise (SME).
- For apprenticeship the student must be registered for 03 credit hours on ZABDESK.
- A student can request the Student Career Services Department (Formerly EDC) to issue a letter. After obtaining the consent of that firm and before starting an apprenticeship/field experience.
- After completing Apprenticeship, students are required to write a report on how well it enriched the student's learning.
- Apprenticeship report, along with the 'Apprenticeship Certificate' issued by the company and 'Apprenticeship Evaluation Form' filled and stamped by the company, are to be uploaded at the portal within a given deadline.

Job Placements

- The Student Career Services arranges on-campus recruitment drives and management trainee programs of reputed national and multinational companies, throughout the year. SCS keeps students informed about various placement opportunities through notice boards, e-groups, and social networking platforms.
- Students from third and final years are required to register for any internship program and graduating students for Management Trainee program announced by The Student Career Services (Formerly SCS).

Career Fair

- Annual 'Career Fair' is held on campus to fulfill the need & requirements of internship/job for the completion of student's degree program.
- Leading national and multinational companies participate and offer internship and job opportunities to the graduating students.
- The 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 the Student Career Services (Formerly EDC).
- The students are informed to come in formal attire and bring copies of well-written resumes along with them.

ALUMNI

Alumni Reunion

Alumni Relations hosts reunion for the alumni to provide them with an opportunity for networking.

SZABIST University Alumni Global Association

SAGA will act as a liaison between the Alumni body and SZABIST University to promote the welfare of the Alumni and the Institute. The aim of SAGA is to establish ties between Alumni and SZABIST that bind through volunteerism, involvement and partnership.

Ambassador Show

To strengthen the bond with SZABIST University, alumni are invited as guest speakers, mentors/ trainers.

Alumni Testimonials

Alumni Testimonials are published on all revelent social media platforms and alumni website; Alumni share their experiences and the set of skills that SZABIST University equipped them with.

Alumni Achievements

Alumni showcases alumni achievements across all social media platforms to strengthen engagement and expand outreach.

Alumni Advisory Board Meeting (AAB)

SCS&AR arranges Alumni CAB meeting once a year to keep up with the current businesses with respect to curriculum, skills development, brand image, culture, procedures, alumni engagement and so forth.

Alumni placement

SCS&AR also helps in seachching Job Opportunities for Alumni and Students publish the job ads on Alumni SZABIST Facebook Groups, LinkedIn groups, Job portal & Social platforms.

Alumni Management System

SCS&AR 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 for mentors.

STUDENT CAREER SERVICES & ALUMNI RELATIONS

Name	Designation & Email	Location and Extension
Mr. Ahmed Mustafa Mughal	Officer (SCS&AR) ahmed.mustafa@hyd.szabist.edu.pk	Eighth Floor - Ext # 148

Timings

10:00 am - 5:00 pm (Monday - Friday)
1:00 pm - 2:30 pm (Friday Namaz Break)
(Saturday-Sunday Closed)



RULES GOVERNING
STUDENT ACTIVITIES & ASSOCIATIONS

Student Engagement

- SZABIST University aims at providing a holistic experience to its students where alongside, in addition to academics, a wide range of co-curricular and extra-curricu- lar student activities are offered.

- Students at SZABIST University have an opportunity to be involved in leadership & public speaking, sports, community services, art, culture & film, technology, entrepreneurship & field trips and social events.









Community Services at SZABIST University

At SZABIST University, it is expected of all students to develop an understanding of the social woes, concerns and problems of individuals and groups in the society they live in aiming to work towards giving back by providing help and assistance to those in need. To serve society and the community at large being one of the core values enshrined in the ideology of SZABIST University makes the university focus on training for the future, leaders with a social conscience, who think about others in need and work towards helping to improve their lives and living conditions.

Co-Curricular Activities

- A project or idea may be approved by the course instructor or Program Manager in line with the relevant courses leading to planning, organizing, financial management and end goals.

- All such projects require approval from Head of Department upon recommendation by Program Manager after submission of project proposal. Project proposal should have scope, purpose, relevance to course, and financials.

Extra-Curricular Activities

- Any idea or project put up by Lions Club, RCoSKM (student societies fully focused on social work/welfare) or Social Responsibility team of SSC after an initial discussion is to be put in writing with all procedures pertaining to planning, financial prudence guidelines, event approvals and execution, followed.
- Any initiative approved must have clearly defined goals and add value to the cause or area/sector identified for assistance.
- All donations/proceeds to be recorded for internal purposes and distribution to be documented as well.

substantial grant acquired through a contractor of USAID for the period 2007-18. Today, projects like 'Umeed' that teaches literacy and basic education to lower staff at SZABIST, 'Nijaat' which focuses on women empowerment and mental health and EPC (Environmental Protection and Conservation) to create awareness about environmental sustainability and engaging students in environmentally friendly practices are also run by the students under relevant societies

The Office of Student Advisory

The Office of Student Advisory keeps students engaged in extra-curricular activities to allow for students to explore their talents and develop problem solving skills so that they may be better equipped to become tolerant leaders for tomorrow with the vision and willingness to contribute and work towards change.

SZABIST Student Council

- The SZABIST Student Council (SSC) since its inception in 2015 has been a body of hardworking, ambitious and talented individuals who are elected under the supervision of the Election Commission of SZABIST with members of its work force also selected by means of an entrance test and screening process all on an annual basis to form the student government at the institute.

- The primary purpose of the SSC is to promote general interests of its members as students for academic, disciplinary, extra-curricular or other matters relating to the affairs of the students of SZABIST. Furthermore, it acts as a parent body to its chapters in other campuses of SZABIST namely, SSC-Hyderabad Chapter, SSC-Islamabad Chapter, SSC-Larkana Chapter and SSC-Dubai Chapter.

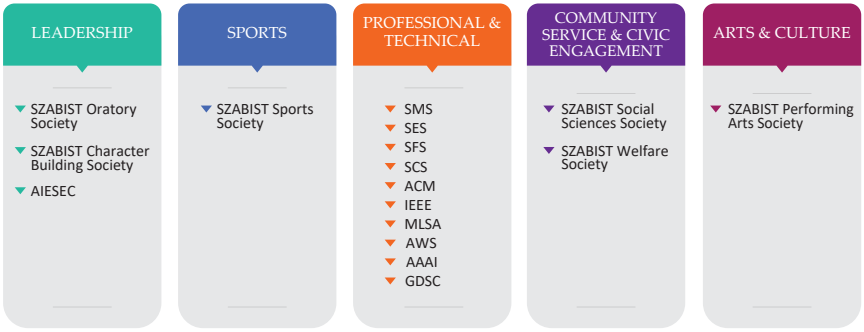
The SSC is an elected student body that is comprised of the Executive Branch (EB), Council of Common Interests (or Program Representatives), General Body and Societies Committee.

The Executive Branch of the SSC consists of elected members to serve as President, Vice President, General Secretary, Treasurer, Secretary Legal, Secretary Operations, Secretary Resource Mobilization, Secretary Media and Communication and Secretary Projects and Training.

Each program at SZABIST has an elected Program Representative in the SSC. The program wise representation of students within the SSC shall be one representative for every 250 students of a program.

The Five Pillars of SSC and Student Societies

The SSC and all its student associations and clubs fall under the purview of and are registered with, the Office of Student Advisory once they are formed. To ensure that democratic norms are adhered to, every year proper elections are held for the various offices of these student societies under the supervision of Student Council/Student Advisor/SZABIST Election Commission.



To get more information, please visit the SSC office.

Departments of SSC

The SSC has following four functions to ensure smooth running of students' activities.

Projects and Training

This department is responsible to look for potential collaborative opportunities to engage students in meaningful projects with the external associations including HEC or others. Also, this department ensures the training of SSC members for carrying out their responsibilities professionally.

Resource Mobilization

This wing is responsible for business development and resource management for SSC functioning through out the year. This wing is also significant in networking and external outreach for potential collaborative opportunities for effective utilization of resources at SZABIST University.

Operations

Operations department of SSC facilitate all logistical needs of the activities executed by the SSC, maintain a vendor management list to be utilized by SSC and Student Societies and campus facilitation for carrying out their activities.

Media and Communication

This department of SSC is responsible for branding of SSC as well as handling the social media activity. It also produces 'Odyssey,' a students literary publication, quarterly, a bi-monthly (due to Covid period otherwise monthly) newsletter, 'The Reporter' and now work is underway on an upcoming SZABIST University Comic Book Series.



RULES GOVERNING STUDENT CODE OF CONDUCT

The norms of behavior under the Code of Conduct are aimed at providing every SZABIST University 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 University 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 University 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 University staff will lead to strict disciplinary action by SZABIST.

Dress Code

- All students are expected to wear suitable attire and act in a manner that is appropriate for any Institution of Higher Learning. Student attire must be culturally or socially inoffensive in style, cuts or prints. Examples of attire that is not allowed on campus includes:
  - Hawaiian chappals and/ or flip-flops; slides;
  - Loungewear;
  - Shorts, Bermudas/ three-quarter trousers; and
  - Ripped jeans
- Students are expected to be well-groomed, presentable, clean, and tidy, as they are representatives of SZABIST University within and outside SZABIST premises.
- Students are to be in formal attire for any special occasion e.g. guest lectures, conferences, seminars, moot court competitions, and presentations.

Environmental Protection

Every SZABIST University 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.
- Reporting all malfunctions immediately to Administration.
- Performing ablution in a separate area reserved for this purpose.
- Avoid being noisy, using foul language threatening anyone, using illegal drugs or alcohol, or engaging in any illegal activity while on campus.
- Restrain from harassing any member of the SZABIST community.

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.
- Avoid Eating of “paan” and “gutka”, Smoking cigarettes/E-cigarettes/Vaporizers in the areas of campuses.

Counseling:

To ensure that students are able to work to the best of their abilities SZABIST University provides professional student counseling to ensure an all-inclusive and nurturing environment that allows students to become good, well rounded and responsible human beings.

Types of Counseling Available to Students

Academic Counseling:

- All students report to their Program Managers who offer guidance pertaining to course selection, class timings and schedule, course registration, attendance and all other academic matters.
- Program Managers may also advise on co-curricular activities.
- For certain issues, Program Managers may refer matters to Head of Department for resolution.
- Program Managers are to meet with students falling on probation and allowed to take (N2) or less load of the regular semester load only. Students on probation are counseled to improve their GPA to above 1.75 to avoid dismissal.
- A student securing a CGPA below 2.00 for two consecutive semesters is dismissed from the program, so he/ she may want to discuss with PM regarding other options.
- PM is available to meet in case any prospective student wants to get some specific queries related to the admission of their program.

Career Counseling:

- The Student Career Services & Alumni Relation offers guidance through Assistant Manager & Manager Career Services and Alumni Relations on all matters pertaining to career choices and paths.
- Additionally, Student Career Services & Alumni Relation offers opportunities to students with regard to internship and job placements allowing for the guidance and discussion interning and placement opportunities.

Non- Academic Counseling

- All students may approach the Student Advisory Office/ Student Advisor or the Head of Student Support Services for counseling matters pertaining to non-academic activities including extra-curricular activities, student bodies and events to be organized on premises.
- The Student Advisory Office may be approached to report any disciplinary matter or behavioral complaints involving students, staff or faculty members.

Personal Counselling:

- All personal counseling services will be provided by an in house counselor/therapist.
- All students willing and able to discuss and treat issues of a personal nature may avail the services of the counselor who, by virtue of being a trained and licensed psycho- therapist, would help treat issues students might be concerned about or problems they may be afflicted by all with the aid of counseling and therapy.
- In case of minor issues related to advise related to personal issues, students may contact Program Manager or HOD.
- For serious matters, Program Mangers may recommend students to approach the in-house counselor or seek external help.

Any student of SZABIST University may directly approach the Counselor by email at campus.counsellor@hyd.szabist.edu.pk

Referral to the Counselor

A student of SZABIST University may be referred to the Counselor by

- Faculty/Staff through the concerned Program Manager, PM/HoD/Dean.
- Student Disciplinary Committee (SDC) or Anti- Harassment Committee (AHC) with information to Head of Student Support Services (HoSSS) and Student Affairs Advisor (SAA).
  campus.counsellor@hyd.szabist.edu.pk

Grievance Management

As part of the SZABIST University community, we strive to bring positive change through dialogue for continual improvement.

Feedback Related to Program

- If any SZABIST student, faculty or staff has constructive feedback regarding their Program,
- campus or SZABIST University, she/he may inform the Program Manager or Head of Department in writing.
- Students may also meet with the Student Advisor or Head of Student Support Services for any further guidance or feedback. Furthermore, students can
  discuss the issues with the Program Representatives of their Program in the SSC. Additionally, feedback boxes have been placed on campuses for anonymous feedback.

Feedback Related to Student Support Services

Students may also meet with the Student Advisor or Head of Student Support Services for any further guidance or feedback on non-academic matters.

Conflict Resolution

- 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 will call for the formulation of the SZABIST Disciplinary Committee (SDC) for Disciplinary Review.
   The composition of a typical SZABIST Disciplinary Committee is as follows:

- Head of Student Support Services
- Student Advisor
- Relevant Program Manager
- Any co-opted member, as per the need.

Email Address: sdc@szabist.edu.pk

Misconduct:

Matters pertaining to student(s) being alleged of the following action(s) are to be referred to the Student Disciplinary Committee

- Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the SZABIST University, including offensive behavior, on SZABIST University premises;
- Obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of the SZABIST University or any visitor to the SZABIST University;
- Behavior which brings disrepute/ defamation on SZABIST University;
- Misuse or unauthorized use of SZABIST University premises, facilities or items of property including computers and library;
- Intentional or reckless damage to, or defacement of, SZABIST University property or the property of members of the SZABIST University and community;
- Acts of dishonesty including theft, fraud, deceit, or deception in relation to the SZABIST University, its student, faculty, staff,;
- Harassment of any student, faculty, staff, or any authorized visitor to the SZABIST University, whether physical, verbal, sexual, racial or bullying, including defamation of character or slander (which may be referred to the Anti-Harassment Committee).
- Violent, indecent, disorderly, threatening or offensive behaviour or language in SZABIST University premises/ events whether directed towards student, faculty, staff, or a member of the public within SZABIST University premises/ events; • Obstruction of, or improper or fraudulent interference with, attendance.
- Indulgence of students in illegal practices in Examination as prescribed in student handbook.
- Refusal to submit to the authority of any legitimate decision of the authoritative body or staff member of the University;
- Encouragement to a fellow student to commit any act of misconduct;
  Conviction in a criminal court shall be prima facie proof of misconduct, where applicable.
- Any act that endangers safety of self or any staff or faculty member of SZABIST University
- Usage, possession or distribution of arms, contraband material (drugs/ alcohol), offensive literature/ hate material in SZABIST University premises/events.
- Misrepresentation, forgery of documents, hacking, calumniating/maligning the name and reputation of SZABIST University or its officials.
- Violation of any rule or code of conduct.
- Any act on part of the students that is considered socially and morally undesirable.

Social Media Policy

SZABIST University aims to protect the safety and security for all its stakeholders including students, faculty, management, staff, and alumni, on premises and online. Students, alumni, management, faculty and staff are encouraged to be legally responsible and ethically mindful while using social media, including but not limited to Facebook, Instagram, Snap Chat, TikTok, WhatsApp, Botim, LinkedIn, X (formerly known as Twitter), Threads, YouTube or any other such social networking app; and public domain blogs or discussion or information boards.

SZABIST University, aims to ensure upholding of the Constitution and Laws of Pakistan, the Charter of the University; protecting reputation of the University; safeguarding the privacy, physical and mental well-being of its community/ stakeholders; and, maintaining the employability of its students and alumni.

It is, therefore, that SZABIST University may seek removal of any derogatory, abusive, discriminatory, threatening, harassing, offensive, unlawful or defamatory content, whether posted by any person or organization.

In case of a student or an employee (staff or faculty) breaching the above, they may be subject to appropriate disciplinary action, which may be followed by penalty including but not limited to imposing fine, termination/ suspension of service to SZABIST University for a specific time or permanently, and suspension or appropriate legal action, if necessary.

As social media usage is increasing, please be mindful that your digital footprint is monitored by prospective employers, students, faculty, and any member of the SZABIST University community. For your safety,

- Do not post, share, forward, comment, or engage on content that may be termed as derogatory, abusive, discriminatory, threatening, harassing, offensive, unlawful or defamatory to SZABIST University or any of its members, current or former.
- Likewise, no abusive, threatening or derogatory comment is to be made against any sect, ethnicity, or other religions.
- Do not share confidential information regarding yourself including account details, passwords, PINs, address to any person.
- Maintain a respectful tone of communication even if you may not agree with someone online. Your choice of words showcase your background, whether in person or online.
- Do not share, nor ask another person to share personal content including pictures or voice notes, which you would never want in the public domain, or to be accessed by your parents, recruiters, employers, or colleagues.
- Double check privacy settings, and activate two-factor authorization for own safety.
- Do not engage online with people you do not know.
- Do not use the logo of SZABIST University without proper approval through your Program

- Manager (if you are a student or alumni) or Marketing Department (if you are a faculty or staff member).
- Do not use social media during class, if not relevant to the course being taught.
- In case you are accessing any social media from public systems (computer labs, classrooms, library etc), you should sign out from the accounts when leaving the terminal.
- All academic matters are dealt through your Program Manager or Head of Department, so please discuss your issues with the relevant office, officially. Do not post or comment regarding any course, faculty or student online, that may be slander or gossip.
- In case you are the person being bullied, or at the receiving end of online harassment, reach out to the Student Affairs Advisor/ Program Manager/ Head of department immediately.

The Committee on Protection Against Harassment

Purpose:

The committee in line with the HEC Policy on Protection against Harassment in the Higher Education Institutions has been formed for dealing with all cases of harassment at SZABIST. This policy applies to actions by students, faculty, staff, employees of SZABIST.

Committee Members:

- Focal persons (male & female member)
- Inquiry Committee
- Appellate Body

Guidelines:

1. All complaints/matters pertaining to harassment must be Written Complaint to the anti-harassment committee for review.
2. This committee is to be called into session at the discretion of the Chairperson or alternatively a meeting may be fixed as decided by the committee members.
3. The committee may summon the concerned parties for an official hearing (s) to interrogate the issue and provide the aggrieved and accused parties an opportunity for presenting their perspective.
4. This committee may investigate and collect information on its own as well in tandem with the rules/procedures/policies of the university.
5. The decision of the committee may be conveyed with the issuance of an official letter by the concerned Program Manager/Head of Department to the student after the content has been shared with and approved by the committee.
6. The decision of the competent authority will be final.

Anti-Drug and Tobacco Abuse policy

Purpose:

SZABIST is committed to maintaining a safe, healthy, and supportive learning environment for all members of its community. In line with the Higher Education Commission's (HEC) 2021 Drug and Tobacco Abuse Policy, SZABIST has established an Anti-Drug and Tobacco Committee (ADTC) to address issues related to drug and tobacco use on campus.

This policy applies to all students, faculty, staff, and visitors—including outsourced service providers—across all SZABIST campuses and facilities (classrooms, libraries, cafeterias, common areas, etc.). Our goal is to ensure a drug-free and smoke-free environment, and to safeguard student well-being by:

- Raising awareness on the prevalence, problems and persistence of drug abuse and tobacco consumption.
- Coordinating with and connecting students to rehabilitative services including counselling, medical care and helplines when needed.
- Taking appropriate action against the use, possession, distribution, or sale of illegal drugs and tobacco products within SZABIST premises.

Note: The ADTC procedure and guidelines in line with HEC Policy for Tobacco and Drug Abuse available on SZABIST website.

Committee Members:

- Chairperson
- Focal person
- Secretery
- One male and one female faculty member
- One member from student body
- Campus Psychologist

Guidelines for reporting and consultation:

- Students, faculty, or staff may confidentially report drug or tobacco-related concerns, or seek medical/mental health support, by emailing the ADTC or Student Counselor.
  The identity of the complainant will be kept strictly confidential.
- Reported cases will be reviewed by the Student Disciplinary Committee (SDC), with ADTC representation, based on available evidence (witness statements, physical evidence, video recordings, etc.).

Consequences and Support:

- Depending on the severity of the case, consequences may include warnings, suspension, penalties, or referral to counselling/rehabilitation.
- Parents/guardians will be informed in case of student violations.
- First-time, minor infractions will result in referral to the Student Counselor for 8–12 mandatory counselling or rehabilitation sessions.
- Severe or repeated cases may require referral to specialized rehabilitation centers (e.g., ANF Rehabilitation Centers) for long-term treatment.
- SZABIST has right to report the violation to the appropriate authorities including law enforcement agencies in the case of distribution or sale of illicit drugs.
- False allegations will lead to strict disciplinary action against the complainant. All complaints will be investigated and decided within one month of submission.



OTHER FACILITIES: ACTIVITY ROOMS, GAMES' ROOM, PHOTOCOPY SHOP & CAFETERIA

Cafeteria

- SZABIST offers spacious indoor Cafeteria right on campus, where full meals, snacks, and refreshments are available.

Timings of Cafeteria

8:00 am - 7:30 pm (Monday-Wednesday)
8:00 am - 4:00 pm (Thursday-Saturday)
Sunday Open (Subject to class timings)





INSTITUTIONAL RESEARCH QUALITY ENHANCEMENT CELL (IR/QEC)

About the IR/QEC

The Institutional Research and Quality Enhancement Cell (IR/QEC) at SZABIST University supports quality assurance, institutional research activities, and strategic planning. The department's officials collect, analyze, and report on quantitative and qualitative data related to students, faculty, staff, alumni, curricula, and learning outcomes. This information is crucial for management as it guides policy development and revision, and introduces new initiatives to ensure continuous improvement in academic operations across all campuses.

Quality Assurance & Compliance

IR/QEC works closely with academic departments to maintain and enhance quality standards. It annually reports SZABIST University's academic progress and achievements to the QAA of the HEC. The department also works directly with academic departments on critical internal and external quality assurance activities, including:

- Program Review for Effectiveness and Enhancement-Self-Assessment Report (PREE-SAR)
- Graduate Program Reviews
- Review of Institutional Performance and Enhancement (RIPE)
  Performing Examination Audit Exercises
- Institutional Surveys

Ultimately, IR/QEC is dedicated to embedding a quality-conscious culture throughout SZABIST University's academic and administrative departments with the support of the Institutional Quality Circle (IQC). Further, in collaboration with the Sustainable Development Research and Training Center (SDRTC), the IR/QEC staff also prepares reports on the university's progress on various Sustainable Development Goals (SDGs).

Provide Your Feedback

The IR/QEC highly values feedback from all stakeholders; employers, alumni, students, instructors, and the management to help improve courses and the university as a whole. Various surveys are conducted throughout the year, providing all stakeholders an opportunity to offer feedback to the management. All responses are kept anonymous, and research guidelines are strictly followed.

IR/QEC can also be contacted by sending an email to zulqarnen.asadullah@hyd.szabist.edu.pk, maheen.khan@hyd.szabist.edu.pk

The Institutional Research Department welcomes your comments on the following topics:

- Employer Survey
- Current Student Survey
- Faculty Survey
- Graduating Student Survey
- Alumni Survey
- Teacher and Course Evaluation
- Administrative Support
- Software/Hardware/Technical Support
- Any Other Comments/Feedback

ANNEXURE-A

List of Forms

All Forms are available at the Reception Desk
Auditorium Usage Request Form.
Campus Transfer Form.
Certificate Student Form.
Comprehensive Exam Registration Form.
Corporate Internee Evaluation Form.
Course Transfer Request Form.
Declaration Form.
Degree Claim Form.
Dissertation Progress and Meeting Form.
Revised/Duplicate Transcript/Degree Form.
External Program Clearance Request Form.
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.
Provisional Transcript/Migration Letter Request Form.
Letter Request Form.
MBA Research Project/Thesis Form.
Microsoft Dreamspark Registration Form (for BCS/BS Computer Science students only).
Program Continuation Form.
Project Proposal Form.
Reference Lettetr Request 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.
Scrutiny Form.
Security Deposit Refund Transfer Form.
Seminar Facilitation Form (Auditorium).
Software/Hardware/Video/Audio Copyright Form.
Special Exam Request Form.
Special Facilities Request Form.
Special Lab Facilities Request Form
Student Disciplinary Committee Record Form.
Student Internship Evaluation Form.
Student Vehicle Sticker Issuance Form.
Study Room Booking Form.
Survey of Graduating Student Form.
Thesis/Dissertation Continuing Registration Form.
Thesis/Dissertation First Registration Form.
Transfer Course Form.
Undertaking for Completion of Degree for time barred students.

ANNEXURE-B

List of Registration Charges, Fines, and Penalties

Registration Charges/Fines/Penalties	*Amount (Rs)**
Registration Charges/Fines/Penalties	Amount (Rs)* Absence in
Forums/Video Conferencing/IS Advisor Meetings	1,500/-
Cheque Return Charges	1,000/-
Comprehensive Exam Fee (per attempt)	1,000/-
Letter Grade	1,000/-
Duplicate Admit Card Fee	1000/- per duplicate
Duplicate Degree	16,000/-
Duplicate Degree (urgent)	17,000/-
Duplicate Final Transcript	3,000/-
Revised Final Transcript and Degree	17,500/-
Convocation Fee - Normal (Degree and Gown)	26,000/-
Degree Fee - Urgent (Degree and Gown)	31,000/-
Exam Re-take Fee	5000/-
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)	50/-
Late Fee	5% of Semester/Annual (Law) Fee from 3rd Week till 4th Week
	5% + 1000 from 5th Week till end of 10th Week
	5% + 2000 from 11th Week onward
Late Registration	1,500/-
Late Arrivals at Forums/Video Conferencing	500/-
Loss of Book	200% of price
Media Cage Penalty	Depending upon the equipment
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/-
Re-counting fee of Final Exam paper	1000/- per paper Scrutiny fee
Final Exam paper (for full scrutiny per paper)	5000/-
Smoking in areas of Campus	2,000/-
Transfer from other SZABIST Campus	45,000/-
Tampering with Computer	1,000/-

Registration Charges/Fines/Penalties	*Amount (Rs)**
Writing on desk and walls, etc.	500/-
EMBA Re-take fee:	-
Mid-term exam/Final exam	5000/-
SZABIST ID Card Re-issuance Charges	500/-
Late admit card varification	500/- to 1,500/-
Course registration fee	500/- Per course
Examination fee	500/- Per course
Program continuation fee	10,000/-
Lab Charges	2000/ to 5000/

*This fee is subject to change as per the decision of the Convocation Committee. (Including Gown fee)

ANNEXURE-C

Office of Research, Innovation & Commercialization (ORIC)

ORIC is an academic support department at Shaheed Zulfiqar Ali Bhutto Institute of Science & Technology (SZABIST) that provides comprehensive services for research, innovation, and commercialization. It serves as a bridge between multiple faculties of SZABIST and promotes the production of quality research.

ORIC facilitates the development of innovative products for filing patents, trademarks, and designs. It is the epicenter of all research and development activities across all campuses of SZABIST. The office provides assistance to faculty members and research students in producing research articles and projects at both national and international levels, and arranges periodic workshops, training sessions, seminars, and conferences.

ORIC bridges the gap between acquired and required knowledge within the organization. Its operations revolve around coaching, counseling, recognition, and feedback. The leadership of ORIC emphasizes integrity, impartiality, professionalism, partner focus, efficiency, and mutual respect.

Team ORIC continuously provides strategic direction for research and development initiatives across SZABIST and promotes collaborative research activities with partner institutions. It strengthens relationships with industry, government, and non-governmental organizations to promote entrepreneurship, technology transfer, and commercialization activities.

ORIC focuses on the sustainability and reliability of research outputs and has a mandate to generate annual revenue through licensing, royalties, policy advocacy, and related activities. Moreover, it invests in the capacity development of faculty, staff, and researchers by organizing exhibitions, showcasing events, industry linkage fairs, seminars, training sessions, and workshops.

WHY ORIC

In the modern knowledge economy, the need for strategic partnerships has grown significantly, extending beyond traditional collaboration. World-class research universities are at the forefront of such partnerships, which are long-term, resource-intensive, and aimed at enhancing competitiveness.

The mission of ORIC, as outlined by HEC, is: “Transforming Pakistani universities to drive high-impact innovation, applied research, and entrepreneurship.” Its vision is to enable and lead Pakistan’s transformation into a knowledge-based economy driven by innovation and entrepreneurship.

ORIC connects research at SZABIST with emerging and established firms across Pakistan and globally. It works closely with researchers, incubators, and Science & Technology Parks, while also serving as a conduit to local, regional, and federal partners.

ORIC supports commercialization of research and assists startups in incubation, growth, job creation, and market development. Its key activities include managing applied research, facilitating intellectual property commercialization, establishing partnerships, securing funding, organizing training, and supporting student startups.

ORIC IN 2024–25

ORIC SZABIST secured X category (64 marks) in HEC evaluation 2023–24, reflecting progress toward becoming a research-intensive university. It continues strengthening internal and external partnerships aligned with Industry 4.0.

ORIC has developed a Five-Year Plan focusing on sustainable competitive advantage through training, development, and mentorship. It follows an Input–Throughput–Output strategy to link academia with industry.

ORIC has achieved milestones including effective grant management, networking, policy advocacy, and innovation promotion. It has facilitated intellectual property submissions and contributed to major events like ZAB-E-FEST.

Linkages & Commercialization

The Linkages and Commercialization Section of ORIC continued to strengthen SZABIST University's engagement with industry and innovation ecosystems through strategic collaborations, product development initiatives, and participation in national innovation showcases. By facilitating industry partnerships, investor linkages, and startup acceleration, the section played a key role in bridging the gap between academia and industry and transforming research outcomes into practical, market-driven solutions.

These initiatives directly contributed to the advancement of several United Nations Sustainable Development Goals (SDGs), including SDG 9 – Industry, Innovation and Infrastructure, SDG 12 – Responsible Consumption and Production, and SDG 17 – Partnerships for the Goals, reinforcing SZABIST's commitment to sustainable and impactful innovation. ORIC actively supported SZABIST projects at national and regional innovation platforms to promote commercialization opportunities.

Significant progress was made toward protecting intellectual property generated by SZABIST researchers and students. Innovation Highlights 2024–25 include top performance in research showcases, startup recognitions, and flagship innovations such as HaloPLAST, HaminoX, AceBot, and SurveyPay.

A total of 14 new industrial partnerships were established to support collaborative research, internships, and startup acceleration.

ORIC conducted various seminars on IP protection, innovation, and legal frameworks, enhancing startup readiness and commercialization awareness.

IGNITE NGIRI

SZABIST University has actively participated in the National Grassroots ICT Research Initiative (NGIRI) a program funded by IGNITE, Ministry of IT & Telecom, Government of Pakistan. The objective of this participation is to strengthening Pakistan's Innovation Value Chain by encouraging hands-on development and practical engineering experience through funded FYPs.

SZABIST Entrepreneurial Nest (ZEN)

The SZABIST Entrepreneurial Nest (ZEN), operating under the Office of Research, Innovation and Commercialization (ORIC), serves as the university's flagship business incubation center, dedicated to promoting innovation and entrepreneurship among students, alumni, and faculty. ZEN provides a comprehensive startup ecosystem with acceleration support, enabling aspiring entrepreneurs to transform their innovative ideas into sustainable business ventures.

WHY ZEN

Financial assistance up to PKR 200,000, incubation space, training, mentorship, legal support, prototype development, investor outreach, and networking opportunities.

ZEN is a launchpad for innovation and entrepreneurship.

At present, the Orientation and Onboarding of Cohort 3 was conducted on March 05, 2026. A total of 11 startups were selected for Cohort 3 under ZEN's incubation program

Through its continued mentorship, training, and access to industry linkages, ZEN remains committed to nurturing entrepreneurial talent and strengthening SZABIST's role in Pakistan's innovation-driven economy.

Business Plan Competition (BPC)

The Business Plan Competition (BPC) is an initiative of the SZABIST Entrepreneurial Nest (ZEN) under the Office of Research, Innovation and Commercialization (ORIC), aimed at fostering an entrepreneurial mindset among students. The competition provides a structured platform for aspiring entrepreneurs to develop, refine, and pitch innovative business ideas that address real-world challenges.

Through mentorship, training, and evaluation by industry experts, the BPC enables participants to transform conceptual ideas into viable business models. The initiative not only promotes innovation and creativity within the university ecosystem but also strengthens the linkage between academia and industry.

This year, the competition is being piloted within the Department of Management Sciences, on April 24, 2025, with plans to scale it up across other departments in subsequent years as part of ORIC's broader entrepreneurship promotion strategy.

Name	Designation & Email	Location and Extension
Asst. Prof. Dr. Anam	Focal Person Oric SZABIST-Hyd soomro.anum@hyd.szabist.edu.pk	Ground Floor - Ext # 156

We Just Don't Work Hard
We Work Smart

STUDENT HANDBOOK COMMITTEE MEMBERS

Ms. Wajeeha Javed, (Head Student Support Services), **Syed Bashir Ahmad**, Designer Marketing Department),
Dr. Hareem Siddiqui, (Student Affairs Advisor & Assistant Professor, Management Sciences SZABIST University)
Ms. Kiran Memon (Admissions Officer), **Muhammad Adil Siddiqui** (Marketing Assistant)

Student HANDBOOK 2026-27

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Gharo Campus

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Shaheed Zulfikar Ali Bhutto Institute of Science & Technology University