



**NATIONAL DEFENCE UNIVERSITY
PAKISTAN**

HANDBOOK 2020



**"Intelligence plus character - that is the goal of true
Education"**

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Chapter 1: THE UNIVERSITY

1.1 NDU at a Glance

National Defence University (NDU) Islamabad is the apex institution of the Pakistan which aims to become a world class hub of education and research. This institution imparts higher education in policy and strategy formulation at various tiers with emphasis on national security and defence. It is the premier national research institute as well as an academic center of excellence in the interdisciplinary fields of social sciences. The university is designed to cater the needs of the senior leadership from various segments of the society and the government from both home and abroad suiting the needs of senior leadership, NDU runs a number of short and long duration programmes.

1.2 Vision

NDU as a centre of excellence in academic and research pursuits in diversified disciplines, will provide well thought out inputs on national security at policy/ strategy level, promoting the cause of a free, open and critical inquiry and scholarly debate in the service of society.

1.3 Mission

Prepare future leadership from public and private sectors of Pakistan and friendly countries through multi-disciplinary educational and research programmes, professional exchanges and outreach, focusing on security and contemporary studies.

1.4 Constituent/ Affiliated Colleges

National Defence University is the composite of following two faculties:-

1.4.1 Faculty of Security Studies (FSS) - Only Serving

Military Participants

Faculty of Security Studies (FSS) comprises of 2x constituent colleges and 3x affiliated colleges:-

a. Constituent Colleges

i. National Security College (NSC) – A Division, Islamabad

National Security College (NSC) is a specialist graduate studies school, offering graduate studies and professional courses aimed at enhancing the functioning of the national security community. We strengthen networks of cooperation between practitioners and non-government experts, and contribute to the development of a new generation of strategic analysts.

ii. Armed Forces War College (AFWC) – B Division, Islamabad

AFWC provides graduate level instruction to senior military officers and civilians to prepare them for senior leadership assignments and responsibilities. The aim is to groom selected officers of Pakistan Armed Forces, Civil Services of Pakistan and civil/military officers from Allied countries as visionary leaders capable of understanding the interplay of all

elements of national power for a comprehensive understanding of National Security and role of Armed Forces in application of military instruments at the strategic level. 44 weeks long course is attended by Army, Navy, Air Force participants, Civil Bureaucracy and Allied members from friendly countries.

b. Affiliated Colleges

- i. Command & Staff College (C&SC), Quetta.
- ii. Pakistan Navy War College (PNWC), Lahore.
- iii. PAF Air War College (AWC), Karachi.

1.4.2 Faculty of Contemporary Studies (FCS) - Open for General Public

The Faculty of Contemporary Studies (FCS) was formally inaugurated on 3rd September, 2008. Faculty of Contemporary Studies (FCS), National Defence University (NDU) Islamabad aims to become a world class hub of education. In addition to its existing professional development programmes, NDU-FCS has evolved into an academic center of excellence in the interdisciplinary fields of Social Sciences.

NDU-FCS vision is to enhance intellectual and professional capabilities of potential NDU graduates in the fields of Security & Contemporary Studies, to nurture and develop the skills to become enlightened and useful citizens and to serve the nation through the pursuits of excellence in the distinguished academic disciplines by focusing on the contemporary issues of national and international importance.

Faculty of Contemporary Studies (FCS) comprises following teaching departments:-

- a. Department of Government & Public Policy (GPP).
- b. Department of Peace & Conflict Studies (PCS)
- c. Department of Strategic Studies (SS).
- d. Department of International Relations (IR).
- e. Department of Leadership & Management Studies (LMS).

1.4.3 Centers

NDU inherited a center and institution as under from the NDC:-

a. Center: National War Gaming Center (NWGC)

National War Gaming Center (NWGC) was established in 2007, with a view to be used by three services, Civil Government and Civil Services Academies for different scenario building exercises and organizing War Games under these scenarios i.e. strategic crisis situations, disaster management exercises and military operations.

NWGC holds a sophisticated computer based war gaming simulation system known as Joint Theater Level Simulator (JTLS). NWGC hosts and conduct war games at strategic and operational level, map exercises as well as workshops concerning issues of vital national importance based on projected/ emerging scenarios relating to security (both internal/ external threat), war fighting and response to disaster management scenarios.

NWGC provides a neutral forum for analyzing/ validating the national as well as military level policies/ strategies /plans with the view to identifying voids and suggesting appropriate modifications/ re-alignments.

b. Centers of Excellence

NDU being an apex institution in the field of defense and security studies has a special role in monitoring the national security perspective and deliberating upon emerging scenarios with solutions. Concept to establish centers of Counter Extremism and International Law was to provide policy input on both the subjects and to build institutional linkages, develop qualified human resource, address the society's need, and effective collaboration in the respective field besides offering academic programmes.

i. Center of Excellence on Counter Violent Extremism and Conflict Resolution (CVE&CR)

Realizing the paramount significance of scholarly input to formulate effective counter-terrorism responses, Center of Excellence is operational with an objective to develop scientific understanding of extremism in Pakistan by critically examining the national, regional and international initiatives aimed at countering violent extremism.

ii. Center of Excellence on International Law

The rationale for the Center of International Law (CIL) at NDU is to promote research and study in International Law by involving national, prominent foreign scholars and experts of the field. It is providing support to post graduate students and scholars to undertake study and research in related fields.

iii. Pak-China Study Centre

The rationale for the Center at NDU shall endeavor to provide research based inputs on various facets of Pak-China friendship which has consistently contributed to the peace and stability in South Asia. China-Pakistan Economic Corridor (CPEC) is the stimulus behind the launch of this centre, which will also become a knowledge and research corridor. The dedicated aim of the centre will be to provide policy proposals on solidifying China Pakistan ties.

1.4.4 Institute: Institute for Strategic Studies, Research and Analysis (ISSRA)

The history of Research Cell ex NDC goes back to 1971. In 1998, a dedicated Research Wing headed by Maj Gen Hamid Nawaz Khan as DG Research was established. Research Wing was re-designated as ISSRA in 2006. ISSRA after its establishment of over ten years, is seen globally as well as domestically as one of the effective think tanks of Pakistan.

ISSRA has been and is making substantial contributions both at national as well as international levels in the domains of its

relevance. With this recognition and trust, institute from across the globe seek NDU's participation or view point especially once it comes to aspects related to National Security of Pakistan.

ISSRA has been structured to deal with wide-ranging subjects according to the emerging complexities of the 21st century. These wings deal with Global and Regional Studies, Internal Studies (Pak Specific), Defence Studies and Keystone, Capstone and Pinnacle Program (KC&PP). ISSRA also facilitates serious minds in producing genuine research, quality input through creating an environment conducive for learning while equally making all out efforts to disseminate the research work within the academia and to the concerned quarters. ISSRA has a Research & Publication Branch along with a well- endowed Library enriched by around one hundred thousand books, 150,000 digital books, access to multiple databases of international repute which offer access to millions of books and thousands of journals of high international acclaim.

1.5 Important Phone Numbers

NDU Reception	051-9262066	Ext 3501
Dean FCS	051-9262066	Ext 8010
Dean Office	051-9262066	Ext 8110
Registrar	051-9262066	Ext 3300
Registration Branch	051-9262066	Ext 3305
Admission Office	051-9262066	Ext 8124
Acting Controller of	051-9262066	Ext 3312

Examination

DD Administration	051-9262066	Ext 8102
Finance Branch	051-9262066	Ext 3014
Library	051-9262066	Ext32217
Quality Enhancement Cell (QEC)	051-9262066	Ext 3325
Public Relations & Student Affairs (PR&SA) Center	051-9262066	Ext 3334

Chapter 2: DEGREE PROGRAMMES, REQUIREMENTS AND DURATION

2.1 Academic Calendar

Academic calendar of the university provides a schedule of various academic activities/ events and exams during each semester. You may collect a copy of schedule and time tables from your department for guidance and compliance.

2.2 Programmes Requirement

The minimum number of credit hours as approved by Higher Education Commission (HEC), for each program, and duration for completing the degree shall be as under:-

Prog	Min Time Period	Max Time Period	Total Cr. Hrs/ Courses	Min CGPA	Max work load in each sem.
BS	8 Sem (4Yrs)	12 Sem (6Yrs)	133/43 + Thesis	2.00	15-18
M.Phil	4 Sem (2Yrs)	6 Sem* (3Yrs)	24+06=30/08	3.00	09-12
PhD	6 Sem (3Yrs)	8 Yrs** (2 yrs reserve for processing of thesis)	18+Thesis/06	3.00	09-12

*M.Phil: 1 year extension on extenuating circumstances.

** PhD: Roadmap for studies at Anx 'A'

2.2.1 Award of BS Degree

NDU on completion of prescribed degree requirements awards undergraduate degree to the students who satisfy the following conditions, namely:-

- a. Have completed minimum 133 credit hours.
- b. Have achieved a minimum cumulative GPA of 2.00/4.00.

2.2.2 Award of MPhil/ MS-PM Degree

A student will be awarded MPhil/ MS-PM degree subject to the completion of 24 credit hrs course work and dissertation of 6 credit hrs with an overall CGPA of 3.00/4.00.

2.2.3 Award of PhD Degree

PhD degree shall be awarded to those scholars who fulfill the following requirements:-

- a. Completion of PhD course work of 18 credit hrs.
- b. Deficiency requirements for the coursework (if any).
- c. Approval of Research Topic/ Research Proposal and Supervisor by ASRB.
- d. Pass Comprehensive Examination.
- e. Publish at least one research based article in an HEC approved 'Y' category journal.
- f. Review of thesis by University Examination and Research Committee (UERC).
- g. Deliver a Doctoral Seminar.

- h. Evaluation of thesis by 3x foreign experts and 2x local external evaluators.
- j. Public Defense.
- k. PhD degree shall be awarded on approval of Advanced Studies and Research Board (ASRB) and NDU Senate.

Chapter 3: GENERAL POLICIES & PROCEDURES

3.1 Admission/ Registration Formalities

- a. All admission at NDU are provisional subject to completion of following formalities:-
 - i. Deposit of admission, registration and 1st semester fee within due date.
 - ii. Submission of registration form & other documents including undertaking within 15 days of commencement of classes.
 - iii. Submission of original **Migration Certificate** from last university attended within 30 days of commencement of classes.
 - iv. Police verification.
 - v. Submission of HEC attested degrees within 1st semester. No transaction at Registration Branch shall be carried out without submission of HEC attested degrees.
 - vi. In case of result awaited submission of complete transcript within deadlines with minimum 2nd Division.
 - vii. In case of foreign qualifications 'O/A' Levels/ foreign degree etc, submission of IBCC/ HEC Equivalence.
 - viii. In case of foreign students subject to confirmation from HEC.
- b. All students are required to register their enrollment & courses on University Campus Management System

(CMS) ACADMAX in consultation with departments. Your default login password is your APP-ID through which you applied for admission. Once you complete the admission formalities you will be issued the university registration no. which will be your login/ ID. You must set password upon first time login.

- c. All students who join the University cannot leave without intimation and submission of complete clearance form (to be issued by the Superintendent FCS). Students who want to leave the University at their own must complete all the formalities.
- d. Students who fail to complete the admission/ registration formalities shall not be allowed to appear in Final Term Exams and their admission shall be cancelled subsequently.
- e. Don't forget to take the copy of Academic Calendar and time table in each semester from your respective departments.
- f. Following functions/ information should be checked on ACADMAX regularly:-
 - i. Personal Information.
 - ii. Registration of Courses.
 - iii. Attendance.
 - iv. Semester Fee Challan.
 - v. Semester Results.

3.2 Registration of Courses

At the beginning of each semester, a student shall register the course(s) being offered by the departments on ACADMAX.

- a. A student shall normally be required to register for a maximum of 15-18 credit hrs in a semester (for BS programme) and maximum of 12 credit hrs in 1st and 2nd semester (for MPhil/ MS/ PhD Programme).
- b. A student of BS Programme in the final semester may be allowed to register a maximum of 21 credit hrs in order to complete his/ her degree requirements. He/ she will have to give justification for the purpose, duly recommended by concerned Head of the Department.
- c. A student of BS programme may register maximum of 3 courses and student of MPhil/ MS/ PhD Program may register only 1 course in another department subject to the recommendation of the Head of the Department during the entire degree programme.
- d. A student may register additional non-credit course(s) out of the prescribed courses, on successful completion of which a mention will be made in his/ her transcript. Such non-credit courses can be studied in any of the departments at the Faculty of Contemporary Studies subject to the payment of prescribed charges however will not be considered for replacement of credit courses.
- e. The Head of Department shall accept and forward within seven days from the date of commencement of a semester

all the course to the Controller of Examination on ACADMAX.

3.3 Dropping of Course(s)

- a. A student may drop a course within 15 days from the date of commencement of a semester on the recommendations of the teacher(s) and the Head of the Department concerned.
- b. No drop of course (s) shall be allowed after 15 days from the date of commencement of the semester.
- c. Courses withdrawn within 15 days of commencement of semester will not be recorded on transcript.

3.4 Dropping of Semester

A student choosing not to register in any course during a semester will deem to have dropped the semester.

3.5 Semester Freezing

- a. A student who after having deposited the fee and other charges has not been able to register courses and attend classes because of some personal compulsions or compassions may apply to freeze the semester with the approval of the HoD and Dean of the Faculty. Fee paid by a student for the semester being frozen shall not be carried forward to the next semester(s).
- b. A semester may be frozen within first two weeks of the start of a semester. If a student freezes a semester, he/

she will re-register the courses at the same level in the next semester.

- c. No freezing during the semester shall be allowed. The maximum duration of the degree programme shall remain the same. Semester freeze request must be processed through Campus Management System (CMS) ACADMAX.

3.6 Change of Course(s)

- a. A student may change course(s) or convert a credit course into a non-credit course, or vice-versa, within 15 days from the date of commencement of a semester on the recommendations of the teacher(s) and the Head of the Department concerned.
- b. No registration or change of course(s) shall be allowed after 15 days from the date of commencement of the semester.
- c. No change of a non-credit course to credit course or a credit course to a non-credit course shall be allowed after 15 days from the date of commencement of the semester.

3.7 Change of Department

A student of first semester, on the recommendations of HoDs concerned and the Dean, Faculty of Contemporary Studies may apply for change of department within 15 days after the commencement of the semester on the prescribed performa, and subject he/she has applied and appeared in entry test/ interview in that department during admission process and availability of seat.

3.8 Attendance Requirement

A student shall be eligible to appear in the final term examination provided that:-

- a. He/ she has been on the rolls of the University during that semester.
- b. Has registered himself/ herself for the courses of study and has attended minimum of 80% of total number of lectures/ seminars delivered in the course during the semester for which the examination is being held. 5% leverage in attendance can be provided by the Dean FCS.
- c. Has paid all the University dues including tuition fee and other charges, etc, by commencement of the semester.

3.9 Examination Schedule

The Controller of Examination (CoE) NDU will publish the examination schedule at least two weeks prior to the commencement of the Final Term Examination.

3.10 Assessment Components

The following shall be the assessment components to be used for the purpose of grading:-

3.10.1 Quizzes

A number of quizzes conducted frequently in each course of undergraduate programmes at irregular intervals throughout the semester, with/ without intimation. 15% marks (5% each) shall be reserved for quizzes. The total number of quizzes should be taken

4-5 in number out of which 3 best will be considered/ calculated for sessional awards.

3.10.2 Class Assignments/ Presentations

A task relevant to a course of study may be assigned by concerned faculty to substantiate the course contents. 15% marks shall be reserved for class assignments/ presentations. 4-5 assignments shall be given for each course out of which best 3 shall be calculated for sessional awards.

3.10.3 Mid Term Examination

A 2-3 hours exam will be conducted in 9th week of each semester in each course according to Academic Schedule for with due notice of at least two days. 20% of the total marks shall be reserved for midterms in UG programmes and PG programmes.

3.10.4 Sessional

5% weightage will be reserved for class participation and 10% for projects or GRP of UG students while in case of M.Phil Students, 15% weightage will be reserved for research.

3.10.5 Final Term Examination

The Final Term examination approximately three hours duration will be held at the end of each semester on the dates to be fixed by the Controller of Examination in consultation with the HoDs. 35% of marks shall be reserved for the final term examination for both UG and PG programmes.

The weightage for various assessment components shall be as given below:-

Ser	Category	Numbers	Weightage	Remarks
a.	Quizzes	4-5 (Best 3)	15% (5% Each)	
b.	Assignments/ APs /Presentations	4-5 (Best 3)	15% (5% Each)	
c.	Mid Term		20%	
d.	Sessional	Class Participat ion	5%	
		Project / GRP	10%	Research for M.Phil Students (15%Weight age)
e.	Final		35%	
	Total		100%	

3.11 Conduct of Final Term Examination

It will be the sole responsibility of the Head of the Department and Dean, FCS to ensure that proper invigilation staff has been detailed for conduct of final term examination. The officials deputed for the purpose shall ensure the following:-

- a. Examinees are seated in the examination room/hall according to the seating plan prepared by the concerned department.
- b. All answer books used in the examination are initialed by them. No other answer books are to be used.
- c. Answer books are issued to the invigilators five minutes before the commencement of the examination and

retrieved at the end of the examination by the concerned department.

- d. Attendance sheet duly signed by all students and counter signed by the Examiner/ Invigilator shall be forwarded to the examination branch at the end of the each examination.
- e. No candidate is in possession of helping material and electronic gadgets such as mobile etc.
- f. Candidates shall not be allowed to enter the examination hall without Admit Cards.

3.12 Makeup Exams

In case of extreme situation when a student misses the mid-term exams, some relaxation in mid-term exam may be given in the form of make-up exam. Such relaxation shall be finalized by a committee comprising of HoD of respective department and Controller of Examination subject to the approval of Dean FCS. No supplementary or makeup exams are allowed for final term exams under any circumstances.

3.13 Student's Responsibility about Examination

Student shall report half an hour before the time fixed for the examination on the first day, and ten minutes on subsequent days. No books, notes or documents, electronic gadgets (mobiles, laptops etc) and handbags are allowed in the examination room/hall. Students shall ensure that they are in possession of Admit

Cards, in case of misplacement; they must get duplicate copy from Examinations Branch.

3.14 Use of Unfair Means in Examination

All cases pertaining to unfair means shall be dealt with severally, in accordance with the provisions made under the regulations. Any student found using unfair means or assisting other students during a test/ examination shall be liable to disciplinary actions. A student found guilty of use of unfair means in an examination shall be dealt according to the policy in vogue. Following shall constitute acts of unfair-means during an examination:

- a. Procuring or divulging information to a student pertaining to the examination question paper.
- b. Concealing notes on clothing, hands, caps, shoes or in pockets.
- c. Supplying answers to a student during his/her examination that may or may not be contained in the question paper.
- d. Copying from any paper, book or note, or any electronic device, or allowing any other student to copy the answer, or using or attempting to use these or any other unfair means.
- e. Possessing papers, books, notes, any electronic device, or any material which may possibly be of assistance in the examination, and which has been explicitly prohibited in the examination.

- f. Giving or receiving unlawful assistance during an examination.
- g. Impersonating or falsely representing a student in the examination.
- h. Replacing an answer book or any portion thereof.
- j. Mutilating an answer book by way of tearing off pages.
- k. Impeding the progress of an examination by any means whatsoever.
- l. Assaulting or threatening to assault any person in charge of an examination.
- m. Possessing fire-arms or anything capable of being used as a weapon of offence during an examination.
- n. Falsifying an examination result by any means including the substitution of answer books, mutilation, or alteration of the examination records, etc.
- o. Approaching or influencing an employee of the University to act corruptly or dishonestly in the conduct of an examination, declaration of examination result, or marking of paper or obtaining secret information relating to an examination.
- p. Possession of Mobile Phone during the examination.
- q. Any such offence which is deemed to constitute the use of unfair means. Penalties for Unfair Means Cases

The penalties for using unfair means in examinations may be any of the following or a combination thereof:-

- a. Cancellation of the examination paper in which the unfair means were used.
- b. A fine of up to Rs. 10,000 commensuration with the offense.
- c. Cancellation of the entire examination result of a semester, whether or not already completed wherein the malpractice occurred.
- d. Cancellation of the entire course to which the examination paper was related.
- e. Disqualification from appearing in examinations for a specified period.
- f. Expulsion from the rolls of the University.
- g. Forfeiture of degree/ diploma/ certificate.

3.14.1 Actions/ Procedures

Candidate found engaged in use of unfair means, shall be stopped from taking the paper further. Their cases shall immediately be referred to examination branch in sealed envelope along with paper, unfair means material and statement of the offender (if available) for disposal by the “Unfair Means Control Committee”.

3.15 Grading System

NDU follows Absolute Grading System as mentioned below:-

Range	Grades	Quality Points/ Grade Points
90% and above	A+	4.00
80% to 89.99%	A	4.00
70% to 79.99%	B+	3.50
65% to 69.99%	B	3.00
60% to 64.99%	C+	2.50
50% to 59.99%	C	2.00
Below 50%	F	0.00

3.15.1 Award of Final Grades

Final grades are awarded on the basis of final CGPA and not on the basis of percentage of marks secured.

a. Calculation of GPA

Grade Point Average (GPA) shall be calculated in accordance with the following formula:-

$GPA = \text{Sum of } (GPE \times Cr) / \text{Total credits}$
where

GPE = grade points earned in a course

Cr = credits of the corresponding course and
sum is over all the courses

b. Calculation of CGPA

The Cumulative Grade Point Average (CGPA) at the end of a semester shall be the Grade Point Average of all the courses which have been passed up to that time.

c. Paper Viewing by Students

Students are entitled to view marked papers of final term exams in accordance with schedule in academic calendar.

3.16 Rechecking of Papers

A student may, on payment of Rs. 500/ per paper, get the answer book re-checked for totaling and for verification that all questions or parts thereof have been fully marked, in the presence of the concerned teacher, the HoD of the concerned department and the Controller of Examination, within one month from the date of the declaration of the results. There shall be no re-evaluation of answer books. Errors or omissions, if any shall be rectified. These regulations will apply to all teaching programmes at NDU.

3.17 Award of 'I' Incomplete Grade

Under extenuating scenarios (illness or other acceptable reason) a student may be given incomplete grade "I" provided his/her overall attendance is not less than 80%. The students receiving such a grade must make-up the un finished portion of his/ her course appear in exams missed by him/her and earn a grade as per his performance without prejudice to the previous grade 'I' in next semester, failing which the 'I' grade shall automatically be converted into 'F' grade.

3.18 Award of 'W' Withdrawal Grade

The Head of Department and Controller of Examination must be informed and approval obtained by the student through a written

request/ ACADMAX about his/her intention to withdrawal from a course.

- a. If a course is withdrawn before the mid semester exams, the course will be registered but 'W' will be not recorded in the transcript.
- b. Courses withdrawn after midterm examination and three weeks before the commencement of the final examination will be recorded on the transcript with a grade 'W' after which withdrawal of the course will not be allowed. 'W' grade courses shall not be counted towards calculation of SGPA and CGPA.

3.19 Award of 'F' Fail Grade

- a. A student obtaining less than 50% marks in any course shall be deemed to have failed in that course.
- b. If a student fails to appear in the final term examination in a course (s) on medical or any other reasons, he/ she shall be treated as absent and failed, and be awarded 'F' grade. Such a student shall be required to appear in the final term examination in the subsequent semester in the subjects in which he/ she was allowed as 'F' grade.
- c. He/ She has to re-register in the course(s) in which failed and has to attend at least 80% lectures and has to pay prescribed charges per course for registration in that course(s).

3.20 Academic Deficiencies

A student who obtained one or more of the following grades in a semester final result is considered academically deficient, namely:-

- a. One or more 'F' grades in any course in a semester.
- b. One or more 'I' or 'W' grade in a semester.
- c. CGPA less than 3.00 in case of PhD and MPhil/ MS and 2.00 in case of MSc and BS.

3.21 Academic Dismissal

Students are required to pass each semester with minimum GPA of 2.00 (MSc and BS) and 3.00 (MPhil and PhD) failing which they will be placed on probation.

- a. A student, who has failed in maintaining minimum required GPA in the two consecutive semesters, shall be given one chance as a concession to continue his/ her studies. Such a concession shall be granted only ONCE during the entire program period of studies.
- b. A student failing TWICE under clause 'a' above shall cease to be a student of the University.
- c. Students dismissed under this clause shall, however, be furnished with an official transcript indicating the course completed along with grades earned in registered courses.

3.22 Cancellation of Admission

The admission of a student may be cancelled subject to the following:-

a. Result Awaited

Students granted admission in UG programme on result awaited basis will have to submit their mark sheet before Mid-Term examination. Failing which, he/ she will stand disqualified academically and his/ her admission will be cancelled. If a student applying for PG programme fails to achieve basic eligibility criteria, he/she will stand disqualified academically and his/her admission will be cancelled.

b. On student's own request to cancel his/ her admission

A student can get his/ her admission cancelled if he/ she is not willing to continue his/ her studies further subject to settlement of dues. Request must be processed/ submitted along with clearance form which is also available at superintendent FCS office.

c. By the University, after issuance of Show Cause Notice/ Warning

- i. A student who remains absent from classes/ research activity for four weeks without assigning a reason.
- ii. Upon registration in another degree programme.
- iii. On account of poor academic performance i.e. CGPA less than 2.00/4.00 under the provisions of the Academic Regulations.

- iv. A student faces expulsion on account of disciplinary action.
- v. A student failing to submit his/ her dissertation by the end of the 12th semester of BS or 8th semester of MS/ MPhil and 12th semester of PhD shall cease to be a student of the university (No extension beyond eighth/ twelve semester shall be granted under any circumstances).

d. Provision of Re-admission of Cancelled Admission

Students whose admissions are cancelled on account of fee default/ long absence (more than 04 weeks), will be considered for admission restoration on following conditions:

- i. Such students whose admission are cancelled owing to fee default or long absence (after 1st semester) may be provided only one opportunity of re-admission subject to max time period for completion of degree requirements is available.
- ii. Additional fee up to ongoing admission/ regn fee and semester fee may be charged along with default fee and fine on prescribed rates.
- iii. In this regard, HoD and the Dean may be allowed to recommend the case to the Competent Authority for re-admission if they find the case genuine and deserving for compassionate consideration.

**3.23 Allocation of Research Topic of Thesis and Supervisor
(for PG Students)**

- a. Students who have completed 24 credit hrs coursework in MPhil and 18 credit hrs coursework in PhD with CGPA 3.00 or above are eligible to apply for the allocation of Research Topic and Supervisor. After having completed the coursework, each PG student will be required to submit Research Proposal and title of the thesis to Advanced studies and research board (ASRB) through his/ her supervisor and Head of the Department.
- b. Student shall preferably opt for supervisors from the concerned department. They may indicate the name of Supervisors in order of priority out of the following categories:-
 - i. Department concern.
 - ii. Suitable faculty members from other departments of NDU.
 - iii. HEC Approved Supervisor/outside NDU for genuine reasons, if not available from first 2 categories.
- c. Concerned HoD will propose the name of the supervisor/ co-supervisor after ensuring eligible criteria. HoD concerned shall recommend the supervisor to ASRB after discussing the student's area of interest with him/ her in presence of supervisor.
- d. The ASRB shall approve the proposal, the title of thesis and supervisor's name subject to the recommendations of

the HoD. The ASRB can refer back the proposal and title of thesis for further improvement/ changes. The student may request ASRB to appoint a co-supervisor, if necessary.

3.24 Submission of Thesis (for PG Students)

The thesis submitted by PG student shall comply with the following conditions:-

- a. It shall form a distinct contribution to knowledge and afford evidence of originality, shown by the discovery of new facts, by the exercise of independent critical judgment, and/or new interpretation.
- b. It shall be written in English and the presentation must be satisfactory for publication.
- c. Thesis should be typed and submitted in the proper format as per the thesis guidelines which are available on the NDU website.

3.25 Plagiarism Policy (for PG Students)

Plagiarism is defined as “taking and using the thoughts, writings, and inventions of another person as one’s own”. NDU follows the policy of Plagiarism as per HEC guidelines which are available on HEC and NDU website.

3.26 Change of Research Title

The topic for research should be selected carefully. It should be specific and about the general issues at national or international level. But in any case if there could be a need to change the research title, an MPhil/ PhD student can submit an application to

the concerned HoD with approval of concerned supervisor to be presented in ASRB.

3.27 Change of Supervisor

In any case, if extenuating scenarios happened to appointed/ approved supervisor, a PG student can give an application to concerned HoD for change of supervisor subject to approval of ASRB.

3.28 Improvement of Grades

Students having deficiencies shall be required to repeat/ improve courses:-

- a. If a student obtained 'F' grade in any course, he/she shall have to repeat that or replace with an equivalent course. Similarly a student can improve a lower grade by repeating that course.
- b. Whenever a student is marked "Failed" and is awarded 'F' grade, he/ she will repeat the course(s) with at least 80% attendance subject to prescribed payment of course charges, when offered by the department concerned. A student will be required to repeat the entire required/ compulsory course in which he/ she has failed within prescribed period of study.
- c. In case a student repeats the course which has already been taken, the old grade will be substituted with the new grade (for CGPA calculation) but in case a student takes a new course in lieu of the course in which he failed, both

the courses along with grades will be reflected on his transcript.

- d. An academically deficient student will be allowed to repeat or improve the course during a regular (Fall/ Spring semester) whenever the teaching an examination schedule makes it possible for her/ her to register herself/ himself for the courses, attend the classes and take the mid and final term examination.

3.29 Improvement of CGPA

A student can improve a lower grade by repeating that course. As soon as a student is registered for a course, his previous grade for that course whether low or high shall be cancelled, and only the latest grade earned by the student shall be considered for the computation of CGPA. A maximum of 3 courses can be improved for improvement of CGPA.

3.30 Issue of Academic Transcript/ Detailed Marks Sheet

The result of a student in each course, whether passed or failed, shall be indicated on transcript by the letter grade. A transcript shall, however be issued to each student showing percentage of marks, grade obtained in each course and cumulative grade point average (CGPA). After the completion of degree requirements and submission of clearance certificate to exam branch, student may obtain transcript from exam branch. A student may request for multiple copies of Final Transcript or degree in Absentia on payment of prescribed fee. A student may obtain Result

Card for each semester on written request to exams branch.

Students who have a requirement of duplicate degree, have to submit an application along with the following requirements:-

- a. A copy of FIR.
- b. A letter from Embassy (in case of foreign students).
- c. Newspaper advertisement.
- d. An Affidavit.
- e. A prescribed fee.

3.31 Urgent Issuance of Degree & Transcript

Graduates may apply for urgent issuance of degree & transcript which will be issued within 7 days & 24 hours respectively on payment of urgent fee of Rs 5000/- for urgent degree and Rs 1000/- additional for transcript.

Chapter 4: PhD DEGREE

4.1 Award of PhD Degree

PhD degree shall be awarded to those scholars who fulfill the following requirements:-

- a. Completion of PhD Course requirements of 18 credit hours.
- b. Deficiency requirements for the coursework (if any).
- c. Pass Comprehensive Examination.
- d. Approval of Research Topic/ Research Proposal and supervisor
- e. Publish at least 1 research based article in an HEC approved 'Y' category journal.
- f. Deliver a Doctoral Seminar.
- g. Review of thesis by Departmental Review Committee (DRC).
- h. Evaluation of thesis by 3x foreign experts and 2x local external evaluators.
- i. Public Defense.
- j. PhD degree shall be awarded on approval of ASRB and NDU Senate.

4.2 Programme of Studies

- a. The minimum period for completion of PhD degree requirements shall be three years from the date of registration, and the maximum period shall be eight years (Scholars to submit thesis by the end of 12th semester i.e. 6

- years and 4 semesters i.e. 2 years shall be utilized for processing of the thesis by the Exam Branch).
- b. Residence requirement of two semesters shall be necessary for the students pursuing PhD programme.
 - c. A PhD student shall be required to pass MPhil deficiency courses as recommended by concerned HoD and approved by the respective Dean with an overall CGPA of 3.00.
 - d. It will be mandatory for all PhD students to pass a minimum of 18 credits PhD level course work after MPhil. If the Research Methodology (RM) course has already been passed by a student in MPhil, then it is up to the department concerned to provide a replacement of RM course with any other approved course.
 - e. The mode of registration and examinations shall be the same as applicable to MPhil students.
 - f. In exceptional cases, a teacher may direct a PhD scholar to submit a Term Paper (research based) in place of written examination of that paper with prior **approval of the President NDU**. Such a term paper, after evaluation will be sent to the Controller of Examination for record.

4.3 Comprehensive Examination

- a. A student shall be required to pass a comprehensive examination, consisting of a written and an oral part, within One (01) year of completion of the PhD course work.

- b. If a student does not pass the comprehensive examination in the first attempt, he/ she may be given one more chance on the recommendation of his/ her supervisor.
- c. The comprehensive examination shall consist of written and oral parts. The examination shall be conducted by a PhD Examination Committee appointed by the President NDU on the recommendations of the Head of the department concerned in consultation with the Supervisor. The supervisor of the student will also be a member of this committee.
- d. The pass percentage in the comprehensive examination shall be 60%.

4.4 Annual Progress Reports

PhD scholar will formally present the research/ thesis progress in every semester to UERC committee which will critically examine the direction, regular progress and quality of the research. The supervisor of a PhD student shall submit two reports to the ASRB each year on the progress of the student on prescribed forms.

In case of two consecutive adverse reports, the registration of student admitted to PhD program may be cancelled.

4.5 Doctoral Seminar

Before the submission of thesis, it will be mandatory for each PhD scholar to deliver a seminar relevant to his/ her thesis (One year gap between comprehensive and Doctoral Seminar). UERC will ensure the compliance of amendments, proposed during the

doctoral seminar before sending his/ her dissertation to the foreign evaluators.

4.6 Research Paper/ Publication of Article(s) in HEC recognized Journal(s).

After admission in PhD, a PhD scholar must have published 01x research article in an HEC recognized journal of min 'Y' category, as specified from time to time by the HEC. The acceptance letter from editor of "Y" category journal will also be accepted for processing of thesis. However, printed articles shall be mandatory prior to scheduling of public defense.

4.7 Thesis

The thesis submitted by a PhD candidate shall comply with the following conditions:-

- a. It shall form a distinct contribution to knowledge and afford evidence of originality, shown by the discovery of new facts, by the exercise of independent critical judgment, and/ or new interpretation.
- b. It shall be written in English and the presentation must be satisfactory for publication.
- c. The thesis shall be typed on A4 size (11.69"x8.27") paper with margins of 1-1/2" on the left and 1" to the right, top and bottom of each page. Minimum number of words for PhD should be 75,000, 10% variation (excluding bibliography). The thesis shall be hard bound with sky-blue cloth cover and golden lettering on the front and the spine.

4.8 Evaluation of the Research Thesis

- a. The candidate shall in the first instance submit four unbound copies of his/ her completed thesis along with an application on prescribed form for the evaluation of his/ her thesis, duly forwarded by his/ her supervisor and the Head of the Department.
- b. The HOD shall suggest a panel of at least six external examiners from the approved lists. The President NDU shall appoint three external examiners from the suggested panel to evaluate the thesis.
- c. The Supervisor of the candidate will also submit a detailed evaluation report of the thesis supervised by him/her.
- d. The report of the examiners/ supervisors shall be placed before the Advance Studies & Research Board for consideration. In case ASRB meeting more than 30 to 45 days away, a committee comprising of Dean FCS, Dir QEC, HoD concerned. Advisor and a rep of ISSRA (PhD), shall formally consider the foreign evaluation reports and submit their verdict to the Exam Branch duly signed by all the members. The verdict shall be placed in next ASRB meeting for concurrence.
- e. If the thesis is adjudged as adequate by two of the three external examiners, Advanced Studies & Research Board shall allow the candidate to appear in the viva-voce (thesis defence) examination.
- f. If two of the external examiners find that the thesis is wholly inadequate, the Advanced Studies & Research Board may

reject the thesis. In case the third report is excellent, the ASRB may allow the scholar a maximum time of one year to improve his/her thesis in accordance with the suggestions of the examiners and submit the same within the extended time. The revised version of the thesis shall be again sent for evaluation to the same examiners who had found the thesis inadequate.

- g. If two of the external examiners suggest major modification/revision of the thesis, the candidate shall be required to resubmit a revised version of the thesis, duly certified by the supervisor, within a period as specified by ASRB. The revised version of the thesis shall be sent to the same external examiners who had suggested modifications.
- h. If any of the examiners finds the thesis adequate but suggests minor modifications/revision, this may be incorporated without referring again to the examiner(s).
- i. If a Ph.D. scholar feels that his thesis was not sent to the examiners specialized in the area of research, he/she may appeal the ASRB for change of external examiners. The ASRB may accept the request of the scholar and change the external examiners out of the approved panel.
- j. If approved by ASRB, the dissertation shall be required to be evaluated by 2x local external examiners who will also conduct viva voce through Public Defence.

4.9 Thesis Defence

- a. A research scholar must attend up to 10x PhD relevant thesis defense in different public/ private universities preferably in the scholar's discipline of knowledge/ research.
- b. The PhD thesis shall be finally evaluated and certified by the supervisor/ HoD before sending it to Controller of Exam.
- c. Open defence of Dissertation is an essential part of PhD programmes after positive evaluation. The viva-voce examination shall be conducted by the two examiners appointed by the President from the approved panel of local examiners, the Supervisor and the concerned Head of the department in/ after the open defense.
- d. The HoD will propose a panel of four examiners out of the approved list of local examiners for purpose of Viva-Voce Examination. The President NDU will approve two examiners out of the suggested panel of examiners.
- e. The viva-voce examination shall be open to the public but the evaluation will be done only by the panel of external examiners.
- f. If the candidate fails to satisfy the examiners in the viva-voce examination he/ she may be given a chance to defend the thesis for the second and final time within a suitable period but not exceeding six months.
- g. A candidate who successfully completes all the requirements shall be awarded, with the approval of the ASRB and the Senate, the degree of PhD under the seal of the University.

- h. The President NDU may approve the recommendations of the ASRB on behalf of the Senate regarding the award of PhD degree to the candidate.
- j. A copy of thesis will be submitted to the HEC for record as per requirement.

Chapter 5: UNIVERSITY MEDALS AND MERIT CERTIFICATES

5.1 Award of Medal

Gold medals and merit certificates shall be awarded in the “Convocation”. The number of University Medals/ Merit Certificates to be awarded each year to the outstanding graduate of each batch of FCS, shall be decided by the Controller of Examination and approved by the Dean FCS.

5.2 Types of Medals

a. Chancellor’s Gold Medal

A Student obtaining first position in the Faculty of Contemporary Studies shall be awarded Chancellor’s Gold Medal provided that he/ she obtains a CGPA of at least 3.5/ 4.0 and has not failed in, and has not repeated any course and has completed the entire degree requirements in consecutive four semesters.

b. President’s Gold Medal

A Student obtaining second position in the Faculty of Contemporary Studies shall be awarded President’s Gold Medal provided that he/ she obtains a CGPA of at least 3.5/ 4.0 and has not failed in, and has not repeated any course and has completed the entire degree requirements in consecutive four semesters.

5.3 Merit Certificates

Students securing first position in each department of each entry (including morning and evening sessions) shall be awarded merit certificates.

NOTE: In case, two or more students maintain the same CGPA, the decision will be made on the basis of percentage, therefore secured. If CGPA and marks of two students are equal, final decision shall be taken by the Committee for award of Medals/ Merit certificates.

Chapter 6: CODE OF CONDUCT

6.1 General

Where it is necessary to create conditions on the campus for not only imparting education to students in a peaceful environment but also to enrich their personalities by inculcating in them sense of reason, tolerance, discipline and civilized behavior ensuring thereby an orderly and decent atmosphere of learning on the campus, therefore, the following Regulations establish rules for permissible student behavior and structure for enforcement.

6.2 Security Clearance of Students

- a. Admission to any academic program/ course/ training at NDU is provisional and subject to security clearance of student by the security agencies. If any student is not cleared by the agencies, his/her admission will be cancelled forthwith without any further notice.
- b. If during the academic session the NDU management received any information/ report about any student regarding his/ her misconduct. Connections with any anti-Pakistan or any banned organization or the student is involved in any other illegal activity, the university will cancel the admission forthwith.
- c. If the NDU management at any time feels that the situation requires to get the credentials/ conduct of a student checked, the security agencies may be asked to verify the

credentials of the student. In case any negative report is received from security agencies, the admission of the students will be cancelled and he/ she will be expelled from the University immediately without any further notice.

- d. In any of the cases mentioned in paras above, NDU shall not be liable to reveal the source nor shall the contents/ complete reports with the student and his/her representative(s) at any forum.

6.3 Discipline Matters/ Committee

In order to maintain student discipline on the campus, the following shall be the competent authorities:-

- a. President NDU.
- b. University Discipline Committee.
- c. Heads/ CIs of the Departments/Colleges.

NDU Discipline Committee shall consist of:-

- a. The Chairman, to be appointed by the President NDU.
- b. One member to be nominated by the Syndicate.
- c. One faculty member to be nominated by the Academic Council.
- d. One faculty member to be nominated by the President NDU.

Responsibilities

- a. The Discipline Committee will have an authority to impose punishment or penalty, as prescribed in these regulations, in the case of a breach of discipline on the campus.
- b. The terms of office of the members of the Committee other than the ex-officio members shall be two years.

- c. The quorum for a meeting of the Committee shall be of three.
- d. During the academic session, the University Discipline Committee shall meet whenever required.
- e. The President NDU shall be the “Appellate Authority” in respect of appeals filed by the students against the decisions of the Discipline Committee. The decision of the “Appellate Authority” shall be final and binding.

6.4 Acts of Discipline/ Prohibited Conduct

The following, among others, shall constitute acts of indiscipline cognizable under University regulations:-

- a. Violation of public morals, such as the use of indecent and filthy language; undesirable remarks and gestures; acts of moral turpitude; disorderly behavior like abusing, quarrelling, fighting, insolence towards others use of force.
- b. Indulgence in acts which may cause insult or physical injury to the students, teachers, officers, staff of the University or any other person.
- c. Defiance of University Authority.
- d. Spreading by word of mouth or written material religious, sectarian, ethnic, regional or linguistic conflicts/ hatred.
- e. Impersonation, giving false information, willful suppression of information, cheating or deceiving.
- f. Possession, carrying or use of any type of weapons/ fire-arms or explosive material within the university premises.

- g. Damaging any University property, including building, equipment, vehicle, etc. in any manner.
- h. Using any University property, including building, equipment, vehicle, etc, without lawful authority.
- j. Sale, distribution or consumption of intoxicants in the campus.
- k. Use of student organizations for furthering the cause of a political party.
- l. Circulation by word of mouth or in written form material derogatory to Pakistan, Armed Forces of Pakistan, Islam or any other religion.
- m. Allowing or abetting entry to the premises of the University of Expelled Students or anti-social elements.
- n. Obstructing the functioning of the University or causing disruption of teaching/ research/ other activities.

6.4.1 Smoking Policy at NDU

WARNING: NDU is a smoke free campus, except ear-marked places for smoking as indicated by displayed Sign Boards. Therefore, any violation to this effect shall be subjected to FINE along with communicating the Parents/Guardian of the student, as per SOP in vogue.

6.4.2 Drug/ Intoxicants Policy

WARNING: Carry, use, sale and distribution of any kind of drugs/ intoxicants in the university premises is strictly prohibited. Any student/ person involved in such activities will be dealt with

severe disciplinary action and shall be handed over to LEA's/ Police.

6.4.3 Carbonated/ Energy Drink Policy

WARNING: As carbonated/ energy drinks are reported to be injurious to health. Therefore, use, sale and distribution of any kind of carbonated and energy drink in the university premises is prohibited as per the decision of Government of Pakistan.

6.5 Punishments or Penalties for Acts of Discipline

Punishment or penalty for acts of indiscipline shall be according to the gravity of the case, and may be any one or more of the following, or any other as determined by the Discipline Committee.

a. Minor Penalties/ Punishments

- i. Censuring or Warning in writing.
- ii. Probation for a specific period.
- iii. A fine which may amount up to Rs. 5000/-
- iv. Withholding of a certificate of good moral character.
- v. Deprivation from the benefits/ privileges enjoyed by the student(s) of the University.
- vi. Withholding of examination results.

b. Major Penalties/ Punishments

- i. Fine commensurate with nature and extent of misconduct to a maximum of Rs.10,000/-
- ii. Cancellation of hostel accommodation.
- iii. Cancellation of financial benefits/ concessions.

- iv. Suspension of admission and ban on entry in the premises of the University for a specific period.
- v. Cancellation of examination results.
- vi. Rustication from the University for a specific period and ban on entry into the University Campus.
- vii. Expulsion from the University and ban on entry into the University campus.

6.6 Disciplinary Process

- a. A Departmental Discipline Committee (DDC) will be formed to deal with the acts of indiscipline committed by the students of the respective department and imposes minor penalties. The Committee will comprise of a Chairman, one senior teacher and a Student's Adviser to be appointed by the President, NDU. The committee will be constituted and duly notified by the Registrar after having sought the approval of the President, NDU.
- b. The acts of indiscipline which warrant imposition of major penalties/punishments will be reported by the Registrar to the Officer In-charge of Students Affairs for processing by the NDU Discipline Committee.
- c. For an act of indiscipline taking place outside the teaching department but in the campus and involving students of two or more than two departments, the case will be reported to the Officer In-charge Students Affairs directly.
- d. The Officer In-charge Students Affairs, the Chairman, Discipline Committee, as the case may be, will issue a show-

cause notice to the student charged with an act of indiscipline.

- e. The NDU Discipline Committee will ensure that the student against whom disciplinary proceedings have been initiated is given adequate opportunity to explain his/ her conduct.
- f. The NDU Discipline Committee may ask, if necessary, the student(s) charged with an act of indiscipline to appear before the committee.
- g. In case the reply to the show-cause notice is not received within the specified time, or if the student concerned fails to appear before the committee when so required, the committee will take an ex-parte decision.
- h. An appeal against the decision of the NDU Discipline Committee can be filed with the President NDU within 15 days of the announcement of the decision.
- j. An appeal against the decision of the University's Discipline Committee can be filed with the President NDU within 15 days of the decision. The decision of the President, NDU shall be final and binding.
- k. In order to create an effect of deterrence against acts of indiscipline, the notification of the decision of punishments and penalties will be placed on the University notice board and, where necessary, in the national press.

6.7 Dress Code

In order to maintain academic dignity and sanctity of the institution, students are required to wear sober, decent looking moderate dress excluding jeans, joggers and slippers.

6.8 Litigation Cases

No student is allowed to involve NDU in any litigation cases necessarily. In any case all litigation cases incurred by NDU shall be paid by the respective student.

Chapter 7: FINANCIAL MATTERS

7.1 Fee Structure

Fee Outline for Local/ Pakistani Students					
S.No	Fee Description	BS (Rs)	MSc (Rs)	MPhil (Rs)	PhD (Rs)
a.	Admission Charges (One Time)	36,300	-	60,500	60,500
b.	Semester Charges	60,500 x 8	-	36,300 x 4	36,300 x 4
c.	Thesis Fee	-	-	24,200	36,300
d.	Semester Extension Fees (in addition to normal sem fee)			5,000 (5th Sem) 10,000 (6th Sem)	

The students are required to pay 1st Semester Fee along with one time dues at the time of admission. Semester charges for 2nd semester onward to be paid within 30 days of start of semester. Thesis fee is to be paid upon submission of first draft of thesis.

Fee Outline for International/ Foreigner – FCS Students					
S.No	Fee Description	BS (US\$)	M.SC (US\$)	M.Phil (US\$)	Ph.D (US\$)
a.	Admission Charges(one Time)	1,000	-	625	750
b.	Semester Charges	1,500x8	-	1,250x4	1,500x6
c.	Thesis Fee	-	-	750	2,000
d.	Total Fee for entire programme	13,000	-	6,375	11,750

Registration/ Exam Charges for Additional Courses/ Improvement/ Repetition Cases during normal period					
S.No.	Fee Description	BS	M.SC	M.Phil	Ph.D
a.	Pakistani FCS Students (Rs)	6,050	-	7260	7260
b.	International FCS Students (US\$)	100	-	75	75

7.2 University Refund Policy

In the case of cancellation of admission at student own request in the 1st semester, tuition fee/ refundable securities will be paid back to the student concerned in the light of HEC's National Refund Policy as appended below:-

% of Tuition Fee	Timeline for Semester/Trimester System
Full (100%)fee refund	Up to 7 th day of Convening of classes

Half (50%) fee refund	From 8 th -15 th day of convening of classes
No (0%) fee refund	From 16 th day of convening of classes

7.3 Fines/ Penalty on late payments

Fines will be levied on late payments as under:-

Period	Fine(per day)
After the due date till 2 weeks	Rs 50
After 2 weeks	Rs 100
After 75 days till end of semester	Rs 150

**** Admission processing fee will not be refunded.**

7.4 Financial Assistance

Refer to Chapter 8 section 8.2 sub sec 8.2.3

**Chapter 8:
PUBLIC RELATION, AND
STUDENT AFFAIRS (PR&SA) CENTER**

8.1 General

PR&SA Centre NDU is to make meaningful connections with each and every member of the university community. Connecting students, alumni, relevant institutions/ orgs/ foundations, parents and friends, faculty and staff is critical to NDU's future. Students will have to be provided with essential services to enhance their intellectual, social and personality aspects. A well-motivated team to manage financial assistance/ scholarships for students through alumni engagement, annual giving, fundraising, and donor organizations. We all will work together to build a culture of engagement and philanthropy within the NDU community. The Center will adopt integrated method of managing relationships to increase understanding and support among an educational institution's key constituents, including alumni and friends, government policy makers, the media, members of the community and philanthropic entities.

PR&SA Center at NDU focuses on institutional excellence, student's access, diversity and partnerships. The cornerstone of higher education is the creation and dissemination of new knowledge, through which the NDU will enrich the educational experience of students, enhance the cultural life and contribute to economic development of the country while becoming the primary engine of social, economic, and intellectual development.

8.2 Student Support Services

8.2.1 Counseling Services

PR&SA Center is dedicated to provide essential services to students to enhance their intellectual, social and personality aspects. A well motivated team provides guidance and counseling service to the students, employees and teachers regarding their personal and professional development through a free confidential professional counseling service. In this regard Workshops/ Lectures/ Seminars on general counseling, career counseling and awareness on social and psychological related issues are arranged in the academic year for the students. The purpose of such activities is to provide support services to enhance soft skills among the educational community which will contribute in character building, personal and professional behaviors of the students.

We have professional counselor helping students in determining their strengths and weaknesses and identifying aptitudes thereby helping them make the right career choice. This department helps the students to develop their skills and experience their needs for launching or managing their career. It can assist the students to:-

- a. Prepare a resume and cover letter.
- b. Prepare for work.
- c. Identifying career options.
- d. Plan how to get the skills and experience which students need for their chosen career.
- e. Connect with employers and industry bodies.

- f. Conduct seminars and workshops to enhance the skills of students.
- g. Provides internships to the students.

8.2.2 Internships & Placements

Internship placement plays a vital role in giving market/ industry exposure to the students once they reach at a reasonable academic stage of studies or completed their graduation. This professional activity enables the student to apply their theoretical knowledge into practical propositions. Duration of summer internship programme is normally 6-8 weeks for graduating students and this duration varies from 6-12 months for graduated students.

Find out ways both formal and informal to build the practical skills of the students as the experience can come from many different sources and opportunities. We cover the basics here, and for specific advice on internships and placements in different professions and industries, the center acts as a conduit between students and prospective employers.

8.2.3 Financial Aid Office (FAO)/ Scholarships

The FAO is effectively functional in managing scholarship affairs under the umbrella of PR&SA Center. It carries out the functions in accordance with the HEC and NDU guidelines for acquisition, processing and monitoring of various scholarships/ financial assistance. NDU students can get complete guidance from this office.

This office fulfills the mission to develop a good reputation with employers/ donor agencies and facilitate students for scholarships, financial assistance, loans etc. In this regard, following categories of financial assistance are offered to the students:-

- a. Incentive scholarships for the position holders at the time of Admission.
- b. Excellence award on best academic performance.
- c. Kinship Fee Concession.
- d. Scholarship for Special students.
- e. HEC Need Based Scholarships.
- f. NTS Need Based Scholarships.
- g. Frontier Education Foundation (FEF) Scholarships
- h. Punjab Education Endowment Fund (PEEF)
- j. Balochistan Education Endowment Fund (BEEF)
- k. Prime Minister's Reimbursement scheme for special areas for PhD students.
- l. Alfalah Scholarship Scheme.

NDU is visualized to be a model Institute of higher learning; therefore, it is essential that the brightest talent of the nation is attracted even if they are financially handicapped. To achieve this goal, NDU shall offer need based scholarships. High achievers would be granted performance based scholarships which will help maintain their performance level. In addition, some assistance may also be arranged for the financially handicapped post graduate students who could also be utilized as Teaching Assistants or Research Assistants etc.

NDU shall offer following categories of scholarships/ financial assistance:-

a. Need Based Scholarship

To provide an opportunity of higher education for talented students who are incapable of meeting higher education cost will be considered for HEC Need Based Scholarship in accordance with the laid down criteria of the HEC.

i. Eligibility Criteria As per HEC's guidelines, following will be eligibility criteria for HEC's Need Based Scholarship:-

- (a) Financial assistance & scholarships will be available for study at undergraduate & graduate level.
- (b) Students need to secure admission in NDU as per admission policy.
- (c) All those needy students who are already enrolled in the university will also eligible to apply for need based scholarship.
- (d) The eligibility of a candidate will be linked to neediness of the candidate as determined & assessed by the Institutional Scholarship Award Committee (ISAC) keeping in view the financial background of the family of the applicant and subsequently approved by HEC's Scholarship Management Committee (SMC).

- (e) The number of undergraduate & graduate slots will be decided by the university and subsequently approved by SMC, but more weightage will be given to the undergraduate slots.
- (f) Funding for undergraduate & graduate slots will continue for full programme and eventually the scholarship slot will be replaced by new students. In case of any drop out, students in the waiting list will be awarded this scholarship as per merit.
- (g) Disciplines will be kept open. University will decide to include or exclude any discipline keeping in view its grant, programme cost, and number of allocated slots etc.
- (h) Considering the allocated grant, the university may adjust the total number of scholarships to some extent in order to cover the tuition fee as per actual.
- (i) Every student will be paid monthly stipend as fixed by HEC from time to time for the complete programme as well as the actual tuition fee.

ii. Scholarship Award Process

- (a) To avail the scholarship, the eligible student will apply on the prescribed form available on HEC's website

- (b) All applications will be examined by ISAC which will ensure impartiality and transparency of the process.
- (c) The ISAC will make its recommendations on the basis of total family income, total number of dependents, education expenditures, market value of the assets and income versus expenditure assessment of the candidate's family and its ability to pay the educational expenditures.
- (d) The students will be interviewed by ISAC to ensure the authenticity of the information and to cross check the data provided by the student.
- (e) ISAC will make sure that student is not availing any other scholarship from national or international agency.
- (f) The student will be required to provide under taking "The information provided by him/ her in availing scholarship is correct. In case of provision of false information, the admission will be cancelled and any remitted amount will to be refunded."
- (g) Based on the review of data, interview of the candidates and, if required, interview with the parents and physical verification of the data will

be conducted. ISAC will recommend potential candidates in order of priority to HEC Scholarship Management Committee (SMC).

- (h) HEC-SMC will finally approve the cases of award of scholarships after thorough review.
- (i) After finalization of awardees' list, the university will forward funds to the students.
- (j) Students will be required to open their account preferably at the university's bank branch.
- (k) The scholarship will be continued after the completion of semester only if the progress of the scholarship holder is satisfactory as communicated by the Focal Person who will use the semester result of the students for determining the satisfactory progress.
- (l) In case of any serious misconduct, the scholarship will be withheld/ discontinued.

b. Performance Based Scholarship

Scholarships shall be offered in the following two categories subject to the completion of formalities and approval by the competent authority:-

- i. Category One** Scholarships for the position holders at the time of admission:-
 - (a) Position holders vis a vis the last degrees obtained at other recognized universities shall be

considered for award of incentive scholarship by the admission committee subject to successful completion of admission formalities.

- (b) The award shall be based on academic performance in the highest degree obtained as mentioned above.
- (c) One scholarship shall be offered in each dept under the category for BS/ MSc.
- (d) The amount of scholarship shall be equal to 50 % of 1st semester fee.

ii. **Category Two** Scholarships for Academic Excellence:-

- (a) The students having best academic performance in 1st to 7th semester of BS and in 1st, 2nd semesters of MPhil/ MS shall be considered for award of scholarship in the following semester.
- (b) The student must have secured semester GPA of 4.00/4.00 in the respective exams. It will be applicable to all the students of BS and MSc irrespective of their status i.e nominated by Armed Forces, NDU employee and scholarship holder from elsewhere.
- (c) The award shall be subject to exhibition of good discipline and moral conduct.

(d) A student punished or facing charges for misconduct shall not be eligible.

(e) The amount scholarship shall be equal to 50 % of Semester Fee which will be paid in cash form.

(f) One scholarship shall be offered in each dept for each semester under the category.

c. Scholarship for Special students

A handicapped student shall be given 50 % tuition fee waiver subject to production of medical certificate and recommendation by Dean and Registrar.

d. Kinship Fee Concession

If two brothers/ sisters are studying at FCS, one of them shall be given 50% tuition fee concession on the approval of the President NDU.

8.2.4 Personal and Professional Development

Personal and Professional development brings not only benefits to the individual but also the organization to which they are associated with. Keeping above in view, PR&SA Center arranged the workshops/ lectures of professionals on general counseling, career counseling and awareness on social and psychological related issues for the students. The purpose of such activities is to provide support services to enhance soft skills among the educational community which will contribute in character building and personal behaviors of the individuals.

8.2.5 Fund Raising and Community Services

Community service is a very important activity for the students to give them awareness about their social responsibilities and nation building activities. Such services provide students with opportunities to become active in the community and positive contributors in the society. In this regard, we feel that undergraduate students are more active, enthusiastic and futuristic force that can engage themselves in these activities and create special bond with the community. PR&SA Center, NDU encourage FCS student's participation in such activities in order to develop their soft skills.

8.2.6 Co-Curricular and Extra-curricular Activities

All round development essentially means intellectual, physical, moral, sensible and social development. To fulfill these objectives, there is a prime need of striking a balance between syllabus, curriculum, and co-curricular/ extra-curricular activities. It gives the students an opportunity to develop particular skills and exhibit their non-academic abilities. We at NDU focus on such aesthetic development like character building, spiritual and moral values, physical growth, creativity and many more are backed up by co-curricular and extracurricular activities. PR&SA Center let the students introduced to a whole new horizon of activities like declamation contest, debate competitions, drama competitions, essay writing competitions, sports gala and much more that gives them a better insight and lets them choose what they enjoy and what they wish to learn. PR&SA Center prepare and publish the

NDU News Letter “**NDU News Bulletin**” on six-monthly basis that covers the important events and achievements of ISSRA, Faculty and students.

8.2.7 PM Laptop Scheme:

The scheme provides opportunity to the good students to take benefit of technology to carry out research and hand on information access. Administration of this scheme is being taken care of PR&SA Cen.

8.3 Making an Appointment for Advisory Services

Contact us: PR&SA Centre, NDU
Sir Syed Ahmed Campus adjacent to
QEC/ Adm building, NDU.

Visiting hours: 1200-1400 hrs

Telephone: 051 9262066-68 Ext: 3334

Email: studentcounselor@ndu.edu.pk

ROADMAP FOR PHD STUDIES AT NDU

<u>Serial</u>	<u>Requirement</u>	<u>Time Line</u>
a.	(1) Possess 17/18 Years Schooling (2) All Documents Attested from HEC (3) Pass NTS GAT(S) with score $\geq 60/70$ (in case of NDU GAT(S) test) (4) Submit Research Proposal (5) Students with 17 years of schooling undergo deficiency courses in zero semester	Admission Criteria
b.	(1) Course Work (2) CGPA ≥ 3.0	Sem1
c.	(1) Course Work (2) CGPA ≥ 3.0	Sem 2
d.	(1) Approval of Research Proposal by UERC (2) Formal Approval of Research Proposal by ASRB (3) Pass Comprehensive Examination (Max Two Attempts) (4) PhD Candidacy for passing/dropout for not passing comp exam in 2 attempts	Sem 3
e.	Research Work	Sem 4
f.	(1) Research Work (2) Deliver Doctoral Seminar on PhD Research (3) Publication of One Research Based Article in HEC recognized Journal of min Cat 'Y'	Sem 5
g.	(1) Submission of Thesis in Dept up to 10 th semester (2) Plagiarism check by Supervisor (3) Review by DRC (4) Submission of thesis in Exam Branch	Sem 6-10
h.	If thesis is not submitted in exams branch till 10 th	Sem 11

semester, the Scholar shall be required to obtain Extension of Semester 11 from ASRB through Supervisor and HOD.

- i. If thesis is not submitted in exams branch till 11th semester, the Scholar shall be required to obtain Extension of Semester 12 from ASRB through Supervisor and HOD. Sem 12
- j. In case the scholar does not submit the thesis upto 12th semester, his admission shall be cancelled.
- k. Semester 13-16 shall be utilized to complete requirements of Foreign Evaluation, Approval of ASRB, Local Evaluation, Public Defence, Approval of Award from ASRB and NDU Senate, Notification of Award and submission of PhD Country Directory Performa to HEC: Sem 13 - 16
 - (1) Appointment of 3 x foreign evaluators by President, NDU
 - (2) Evaluation by min 2/3 x foreign evaluators
 - (3) Approval of Foreign Evaluation Reports by ASRB
 - (4) Appointment of 2 x local external examiners by President, NDU
 - (5) Evaluation by 2 x Local External Examiners
 - (6) Public Defence after advertisement in News Papers
 - (7) Approval of Award by ASRB
 - (8) Notification of Award of PhD degree
 - (9) Approval of Award by NDU Senate
 - (10) Submission of PhD Country Directory Performa to HEC

UNDERTAKING

(By the Students & Parents/Guardian)

I, _____ son/daughter of _____, student of _____ programme, hereby certify that I have read the instructions carefully given in Handbook and that during my stay at NDU, I shall be responsible to abide by the rules/regulations mentioned therein. I understand that I will be liable to appropriate disciplinary action for any misconduct or misbehavior. I hereby declare that my all academic documents (including Matric/ FA, FSc results, equivalence) are correct if found in correct at any stage, university has the right to cancel admission / take strict disciplinary action against me.

Name of the Student: _____

CNIC No: _____

Signature: _____

Countersigned By Parents/ Guardian Signature:

Name: _____

Signature: _____

CNIC No: _____

Date: _____

Address: _____

(Note: Please deposit this certificate duly completed to PR & SA Centre NDU)

Prepared by:

**Public Relations and Student
Affairs (PR&SA) Center
051-9262066 Ext 3334**