



GENERAL ACADEMIC RULES

PAYMENT OF FEE:

Fee dues are to be paid before the due date. Last date may be seen on admission letters or as announced by the Faculty. Partial payments are not accepted. Candidates failing to deposit full fee by the due date shall lose their seats, which will be offered to the next candidates on the merit list.

NUMBER OF SEATS:

Admission Committees of the Faculties determine the number of candidates to be offered admission on the basis of available seats and the minimum acceptable score. List of Selected Candidates is displayed on the university website and faculty notice board. Results should not be enquired on telephone.

ACADEMIC SYSTEM:

Academic system of the University is based on semester system. Two regular semesters are offered every year i.e. Fall Semester (September-January), Spring Semester (February-June). Each semester essentially maintains 48 teaching hours for a course of 3 credit hours. A student generally registers in courses offered by each Faculty in every semester as per scheme of study.

ATTENDANCE REQUIREMENT:

All students shall be required to maintain an attendance of at least 75% in each course taken in a semester. There shall be no relaxation on any ground (including medical and other emergencies) to the minimum required attendance. A student not attaining at least 75% attendance in any of the course(s) shall be prevented from appearing in the terminal examination and shall be treated fail in the course(s) and all the grades/marks obtained in that course(s) during the semester shall stand cancelled.

ACADEMIC STRUCTURE FOR BS PROGRAM:

In all the Faculties total Credit hours are 132-136 for BS program out of which 60% Weight-age is given to the major subjects of the degree and 40% weight-age is given to the general subjects (for example students of Islamic Studies will study 40% of the credit hours from Social Sciences, Humanities and Natural Sciences and 60% of the credit hours from Major subjects) and likewise in other subjects. Minimum duration of BS program is 4 years i.e. 8 regular semesters within CGPA range of 2.00/4.00 and passing of Hifz Test.

MEDIUM OF INSTRUCTIONS:

Arabic and English are the medium of instructions in the University. Arabic is the primary medium of instruction in the Faculties of Usuluddin (Islamic Studies), Arabic and Shariah & Law. Ability to read, write and comprehend English is also required. Whereas in all other faculties (Except Urdu and Persian Departments), English is the medium of instruction. Applicants for admission at IIU are required to pass Language Proficiency Test to qualify for admissions. The University runs a program for improvement in Arabic and English Proficiency in ALT and ELT Units for students.

Students applying for Faculty of Usuluddin (Islamic Studies) and Faculty of Shariah & Law will appear in Level test for Arabic and English, after determination of Level, admission will be given provisionally in Language program first. Regular Program will only be allowed to start after qualifying language level test.

EXAMINATIONS & EVALUATION SYSTEM:

Besides, quizzes, presentations and class participation the students are assessed on the basis of marks obtained in mid-term exams which are held after about 8 weeks of study in a semester and terminal exams which are held after 16 weeks of study.

GRADING SCHEME:

The Letter Grades and Grade Points for a course are determined on the basis of the marks obtained by the student in the final examination and the semester work in the following manner (w.e.f. Fall Semester, 2010). Only for newly admitted students.

Marks	Grade	Points
98 & above	A	4.00
75-79.99%	B+	3.50
70-74.99%	B	3.00
65-69.99%	C+	2.50
60-64.99%	C	2.00
55-59.99%	D+	1.50
50-54.99%	D	1.00
Below 50%	F	0.00

Grading system is subject to amendment.

MINIMUM PASS MARKS

BS	60%
MA/M.Sc/MBA	60%
MS/M.Phil/LLM	65%
PhD	70%



REGULATIONS FOR PROBATION

Students not securing required GPA/CGPA in the terminal examinations are put on probation as per following regulations:-

Degree Programs / Category of Students	Provisions of Probation			
	Passing Marks	Probation Range	No. of Semesters allowed to clear Probation	CGPA for Award of Degree
1	2	3	4	5
Under Graduate Program (BS, BBA & LLB etc.)	60%	1.00 – 2.00	3 Semesters (POP, PC -1, PC -2, PC -3 Ceased)	2.00
Post Graduate Program (Masters) (MBA, MCS, MSC & MA)	60%	1.00 – 2.50	2 Semesters (POP, PC -1, PC -2 Ceased)	2.50
MS / M.Phil / LLM Programs	65%	2.00 – 2.50	2 Semesters (POP, PC -1, PC -2 Ceased)	2.70
Ph.D Programs	70%	2.00 – 3.00	2 Semesters (POP, PC -1, PC -2 Ceased)	3.00

The student who fails to acquire minimum CGPA after lapse of all available chances becomes ceased to be student and struck off from the roll of the University. In case a student secures less than minimum required CGPA in first semester, he / she declared ceased immediately and no further chance is given to continue studies.

DURATION OF DEGREE PROGRAM:

The following is the minimum and maximum degree duration:

Degree Program	DURATION	
	Minimum	Maximum
Undergraduate Program (BS/BBA)	4 years	6 years
LLB (Hons) Shariah & Law	5 years	6 years
Postgraduate Program (MA/MSc)	2 years	4 years
MBA	3.5 years	4.5 years
MS / M.Phil / LLM	2 years	4 years
Ph.D	3 years	5 years

POLICY FOR REFUND OF FEE

S.#	Particulars	Policy
1	Candidates, who get admission in any degree program, deposit their fee and afterwards request for refund of fee due to any reason.	i) Full (100%) fee refund (Excluding admission fee) up to 7th day after commencement of classes as notified by the University. ii) Half (50%) fee refund (Excluding admission fee) from 8th – 15th day after commencement of classes as notified by the University. iii) No fee (0%) refund from 16th day after commencement of classes except refundable security.
2	Continuing students who join the semester and apply for deferment of studies	If they apply for deferment of studies till half of the semester (till midterm) <u>as per announced academic schedule</u> , student is entitled to 50% Tuition Fee adjustment in subsequent semester(s).
3	Students who register in next semester before declaration of previous result and deposit their fee and join the University and afterwards receive result of being ceased.	In case the result of his previous semester declares a student to be ceased from the roll of the University, the semester fee paid by the student, is refundable except semester registration fee wherever applicable.

RE-ADMISSION

A Ceased, Absent Ceased student may seek re-admission only once for a degree program subject to following conditions:

- i) Re-admission is granted in a subsequent semester only.
- ii) Re-admission is granted with minimum CGPA:
All Bachelors / Master degree programs (16 years): 1.00/4.00 CGPA
All MS / Ph.D degree programs: 2.00/4.00 CGPA
- iii) The student has to pay prescribed re-admission fee in addition to regular semester fee.
- iv) The re-admitted student can request for exemption of his previously passed courses, however, he / she has repeat minimum 40% of his previously courses.

CLASS TIMINGS

Classes are held from 8.30 a.m. to 8.30 p.m. according to the time table of respective Faculty/Department.

TRANSFER OF DEGREE PROGRAM

Transfer of Credit Hours from other educational institutions:

The candidate seeking transfer to IIUI from other educational institutions shall be required to: -

- i) Apply for admission, appear and qualify the entry test as per laid criteria of IIU.
- ii) After joining the University, the candidate may apply to the Department/Faculty Exemption Committee for exemption of already passed courses.
- iii) The Committee may grant exemption upto a maximum of 60% passed courses (having grade A&B only) after verification of the contents of the relevant courses.
- iv) Regular scheme of studies shall be followed and no special arrangements will be made for any student coming from any institution.
- v) IIUI will not be responsible for making special course offering for such student even if it prolongs their degree duration.
- vi) Ceased / Expelled student of other institutions shall not be considered eligible under this policy.

Transfer from one program to another program:

Transfer from one program to another program is only allowed during 1st week of the semester, subject to the condition that candidate has also been selected on merit in the second program.

DEFERMENT OF ADMISSION

Admission of a newly admitted candidate may be deferred to a subsequent semester or session. Following are the conditions for deferment of Admission:

- i) Admission newly admitted candidates may be deferred to a subsequent semester or session (1 year) in case the candidate applies for deferment before joining and paying the university fee.
- ii) After submission of fee and joining but before the commencement of semester the applicant may be allowed to deferment with 100% adjustment of fee in the subsequent semester / session.
- iii) If a candidate submits his / her joining / dues and apply for deferment of admission within two weeks from the commencement of semester he/ she may be allowed deferment with 50% fee adjustment in the subsequent semester / session.
- iv) The above policy / rules shall not be applicable on the student granted admission on "result awaiting basis".

DEFERMENT OF STUDIES

On successful completion of 1st semester the student can apply for deferment of studies for a maximum period of two semesters (1 year) on payment of prescribed deferment fee. Following are the conditions for deferment of studies:

- i) After two week and till mid i.e. 30th March & 30th October of the semester if the students who applies for deferment of studies will be deducted 50% tuition fee and remaining 50% of fee shall be adjusted in the subsequent semester. However, if tuition fee is not paid till that date 50% tuition fee shall be charged before deferment is notified.
- ii) A student who has not registered any subject or not attended any class and applied for deferment of studies during the semester may be allowed with only deferment fee (till that time).
- iii) Ex-Post-Facto deferment may be allowed upto maximum two semesters only with double deferment fee.
- iv) Except deferment no gap in the degree shall be condoned.
- v) After availing two deferments if a gap of a semester is pointed out the student concerned shall be declared "Absent Ceased" and he will be required to apply for re-admission.

CODE OF CONDUCT

Students shall be required to abide by the prescribed Rules and Regulations of IIUI and observe the dress code and basic Islamic tenets failing which student disciplinary action can be initiated as per disciplinary regulations enforce from time to time

Note: Rules and regulations are subject to revision from time to time as and when required by the university authority.