



**Shifa Tameer-e-Millat University**

شفّا تعميرِ مِلّات یونیورسٹی



# STUDENT HANDBOOK

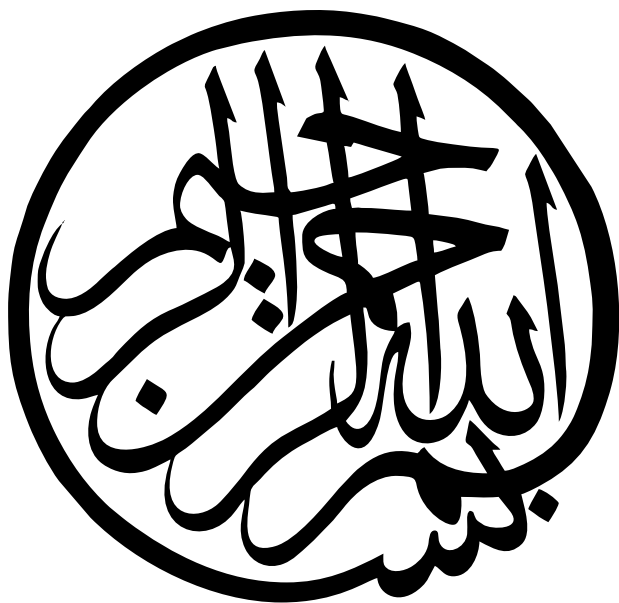
**Faculty of Pharmaceutical and Allied Health Sciences (FPAHS)**

**Shifa College of Pharmaceutical Sciences (SCPS)**

**Shifa College of Medical Technology (SCMT)**

**Department of Physical Therapy (DPT)**

**Department of Biosciences (DBS)**



رَبِّ زِدْنِي عِلْمًا

رَبِّ اشرحْ لِي صَدْرِي<sup>(٢٥)</sup> وَيَسِّرْ لِي أَمْرِي<sup>(٢٦)</sup>

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### **Disclaimer**

The Student Handbook has been designed diligently and nearly all the aspects of the approved rules and regulations have been covered in it. However, it is clarified that the book is not to serve as a replacement of STMU Act, Academic Regulations or Statutes. You are advised to go through the book on regular basis to keep yourself and your parents enlightened about the policies. Rules, regulations and/or policies are subject to revision from time to time and shall be notified by the competent authority. For up-to-date content, kindly consult website (downloads section) or advisor student affairs office.

# PREAMBLE

Student Affairs Office (SAO) here in Faculty of Pharmaceutical and Allied Health Sciences (FPAHS) aims to develop an environment based on meta-curricular approach, where our student's intellectual capabilities and creativity can thrive. The Academic Regulations and related policies have been developed to achieve the greater aims of STMU and their comprehensive understanding helps the students in knowing about their academic rights.

The Student Handbook has been composed in a manner to provide an abridged version of all regulations that are related to the student life. Section I provides an exposure to Semester Guidelines provide an exposure to all the rules and regulations that are applicable to the students before, during and after the semester/ degree. They have been formatted in a way that the students can easily access the part which is applicable to them at the particular time point. Section II, Policy and Procedures, provide an outline of the rules that are related to the non-academic issues. Apart from the Code of Conduct, the other policies are not regularly applicable on all students and may be accessed only by the students who fall under a particular category e.g., financial assistance or disciplinary actions. Section III provides the standardized forms that have been developed for the facilitation of the students. Filling of these forms and provision of all the documentation ensures that the students are facilitated by means of a one-window operation in a timely manner.



# TABLE OF CONTENTS

<b>Contents</b>	<b>Page No.</b>
Introduction to Student Affairs Office .....	I
Guidelines to earn an undergraduate degree .....	IV
Section I – Semester Guidelines .....	V
Section II – Policies and Procedures.....	27
Section III – Forms.....	49
Contact Directory.....	74



# STUDENT AFFAIRS OFFICE

## Overview

Student Affairs Office at FPAHS is a friendly place to start for questions you may have, about any curricular and/ or extra-curricular activity/ issue. The Office serves as a liaison between students, faculty and administration. The core function of Student Affairs Office is to be of assistance to students in any way possible, for which the student affairs staff shall help you succeed in your academic pursuits. It leads, directs, and administers overall functions of student counseling, student societies and discipline. The important function of Student Affairs Office is to enhance the quality of student life both in and outside of the classroom.

Overseen by Dean of Faculty, this office is a central place for students where they can express and get help about any problem they encounter on campus whether it is academic, personal or emotional.

The Student Affairs Office has a designated Advisor Student Affairs, who is readily available to students for addressing any problems/ issues. The students are encouraged to consult him for counseling and guidance. Efforts are made to ensure a student life, free from worries and distractions, to help them learn to manage affairs on their own, to cope with strains and stresses which are part of the growth processes, and to focus on their prime responsibility. The Student Affairs Office functions as a friend and guide to a student; it administers his needs from the time he steps in the University for admission, till his graduation.

The Student Affairs Office provides proactive support and capacity building services to promote co-curricular activities in the University which could enrich our graduates at every stage of their life as well as building strong relationships with their peers, faculty, administration and other stakeholders.

## Vision

The Student Affairs Office plans to facilitate the students in every step of their University life and beyond, by creating possibilities and inspiring learning in a manner that they are engaged in a transformative university experience; enabling them to contribute to themselves and the community.

## **Mission**

The Student Affairs Office at Faculty of Pharmaceutical and Allied Health Sciences plans to set up an environment where the students can have a broad-based commitment to their success in and out of the classroom. The Student Affairs Office shall provide a framework for meta-curricular experience that inculcates a desire to attain a life-long expertise to promote intellectual curiosity, well-being, leadership, social responsibility, professionalism and community service. Programs, services, facilities and events are dedicated to ensure the engagement of students, faculty, staff and alumni, ensuring an authentic and dedicated exchange of ideas and support.

## **Values**

All the policies and procedures at the Student Affairs Office are based on the following values:

- Engagement – an engaged university community seeks the improvement through acceptance and understanding.
- Inclusivity – an environment where all the community members feel accepted, welcomed and respected.
- Integrity – alignment of the Student Affairs Office values with the core values of STMU.
- Scholarship – achievement of highest possible quality in the meta-curricular approach.
- Compassion – ensuring the welfare of the students, faculty and community.
- Responsiveness – effectively responding to the ever-changing needs of the students.
- Collaboration – actively sharing and innovating the resources and time to positively impact the students' university experience.
- Accountability – carrying out all procedures in the light of STMU Code of Conduct, Regulations and Statutes and to act with integrity, dedication, honesty and diligence.

## **Responsibilities**

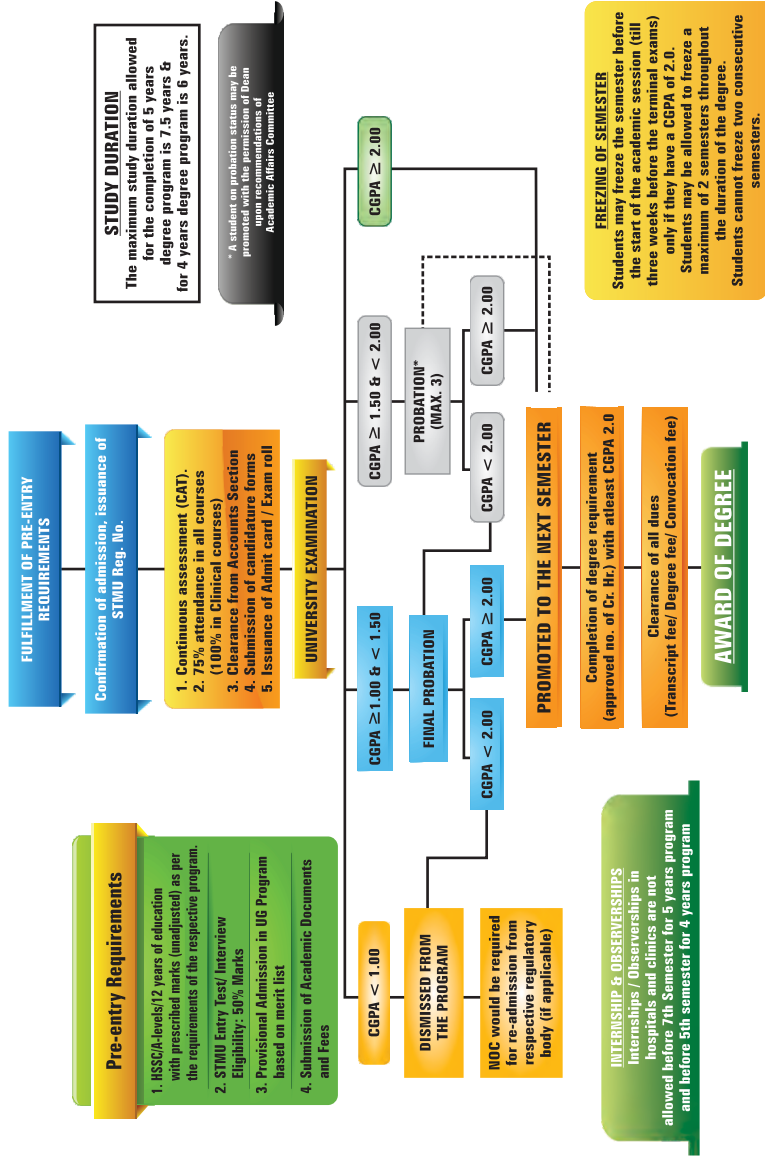
The Student Affairs Office is responsible for performing the following functions:

- Student Counseling.
- Receiving of Student applications on academic as well as non-academic issues.
- Addressing complaints of the students.

- Provision of Certificates.
- Information/ Query center for students and parents/ guardians.
- Liaison with the parents/ guardians.
- Scholarships.
- Facilitation in clearance, transcript and degree issuance.
- Transfer of credits.
- Student Fee and installment issues.
- Maintenance of students complete academic record.
- Examination eligibility and related affairs.
- Financial concessions (siblings, death of the bread earner etc.).
- Student Refunds.
- Registration of students with the regulatory body (where applicable).



# Guidelines to Earn an Undergraduate Degree through Semester System



Note: The guidelines shall be read in conjunction with the academic regulations of the university as may be determined/ notified from time to time. It is clarified that the timeline is not to serve as a replacement of STMU Act, Academic Regulations or Statutes.

# **SECTION I**

## **SEMESTER GUIDELINES**



# SEMESTER GUIDELINES

Content	Page No.
<b>1. Pre-semester Formalities</b>	<b>1</b>
A. Submission of documents	1
B. University and Semester registration	2
C. Regulatory Body registration	3
D. Submission of fee	3
E. Student Biodata form	4
F. Student ID card	4
G. Hostel accommodation	4
H. Academic Calendar	5
I. Freezing of semester	5
<b>2. On-campus Protocols during semester</b>	<b>6</b>
A. Course registration and withdrawal	6
B. Attendance policy	7
C. Leave of absence	7
D. LMS registration	8
E. Internal assessment	8
F. Terminal Examination/ End-Semester Exam (ESE) prerequisites	10
G. Repeating of courses	10
H. Academic advisorship and mentorship program	11
I. Quality assessment of faculty and academic procedures	11
J. Issuance of Provisional result cards	12
K. Issuance of certificates and reference letters	12
L. Transfer of credits and migration procedures	13
M. Class representatives	14
N. Internship	14
O. Co-curricular and Extra-curricular activities	14
P. Drug free campus	15
Q. Transportation and parking facilities	16
R. Library card	16
S. Guidance on books	16

Content	Page No.
T. Photocopy and printing facilities .....	17
U. Prayer area .....	17
V. Common room .....	17
W. Lockers .....	17
X. Cafeteria .....	18
Y. Healthcare facilities .....	18
Z. Lost and found .....	18
<b>3. End Semester Examination SOPs .....</b>	<b>19</b>
<b>4. Post-result procedures .....</b>	<b>20</b>
A. Grading policy and GPA calculation .....	20
B. Result outcomes .....	21
C. Issuance of transcripts .....	22
D. Prize money .....	22
<b>5. Post-degree formalities .....</b>	<b>23</b>
A. Issuance of transcript .....	23
B. Issuance of degree .....	24
C. Convocation .....	24
D. Honors and awards .....	25
E. Alumni registration .....	25
<b>6. Semester timeline guidance .....</b>	<b>26</b>

# SEMESTER GUIDELINES FOR ACTIVE STUDENTS

## 1. PRE-SEMSTER FORMALITIES

### A. Submission of documents

- i. On being offered to be provisionally admitted to a degree program, the candidate and the parents/ legal guardian should ensure that they fulfill all the documentary and financial requirements by the prescribed due date. The Student Affairs Office shall issue an admission packet after the verification of documents. The student should get his/ her documents verified and provide the following to the SAO:
  - a. Admission Undertaking – Compliance to STMU Code of Conduct
  - b. Admission Undertaking – Compliance to STMU Academic Regulations
  - c. 6 X Passport Size Photographs
  - d. 2 X Attested copies of Student CNIC/ Form-B
  - e. 2 X Attested copies of Parent/ Guardian CNIC
  - f. 3 X Attested copies of Matric/ SSC/ O-Levels/ equivalent
  - g. 3 X Attested copies of F.Sc./ HSSC/ A-Levels/ equivalent
  - h. 3 X Attested copies of B.Sc./ Equivalent (if applicable)
  - i. 1 X Attested copies of NTS/ ETS/ HAT/ MCAT/ equivalent (if applicable).
  - j. 1 X Attested copies of domicile
  - k. 3 X Attested copies of equivalence certificate (if applicable)
  - l. Duly filled Student Biodata Form (SAO Form. No. 1)
  - m. Duly filled University Registration Form (Reg. Form No. 2)
  - n. Duly filled library membership card
  - o. Duly filled Regulatory Body registration Form (if applicable)
  - p. Fee slip – College Copy
- ii. Above-mentioned documents should be submitted by freshmen at least two weeks before the commencement of classes. Original documents must be shown to the representative of the Admission Committee/ Student Affairs Office for verification purpose at the time of submission of documents. The Office shall scan the original documents and keep a copy of the same for record.
- iii. The Academic transcripts provided shall be verified from respective

Boards/issuing authorities. Any forgery/ fake documents shall result to, but is not limited to cancellation of admission.

## **B. University and Semester Registration**

- i. Freshmen shall be issued University Registration Numbers within a week of the commencement of classes.
- ii. The student registration number would serve as a means to identify the student in all the academic records and would not be changed throughout the duration of degree program.
- iii. The student registration number shall remain unchanged, even if the student is relegated/ suspended. In such cases, the student should ensure that s/he completes all the degree requirements within the prescribed maximum time duration that is 1.5 times the normal degree duration. Please refer to Section 65 of STMU Academic Regulations.
- iv. Freshmen shall be registered automatically in the courses prescribed by the Chairperson Academic Affairs Committee/ Academic Advisor.
- v. For the subsequent semesters, the students will have to go through registration seven days prior to the commencement of the classes. Complete registration includes fulfilling all financial obligations for the course. Fee will be paid before commencement of the classes. No student will be guaranteed enrolment in a course until registration has not been completed.
- vi. STMU will permit students to register themselves within the registration week during regular administrative office hours. Registration is to be initiated by submitting a dully filled in semester registration form (SA Form No. 3A).
- vii. It will be mandatory for the students to register at least 9 credit hours per semester except in the final semester. Students are not allowed to register themselves in more than 18 credit hours per semester (excluding the Final Semester and the Project) unless otherwise prescribed by a regulatory body/ council.
- viii. The recommendations of the regulatory body/ councils shall take precedence in academic load management.

### **C. Regulatory body registration**

All students should ensure compliance to the timeline provided by the relevant regulatory body/ council for their registration. For instance the students enrolled in the first semester of the Doctor of Pharmacy program should be registered as an enrolled student in the Pharmacy Council of Pakistan. For the purpose, the relevant documents along with the duly filled form must be submitted to the SAO at the time of registration.

### **D. Submission of fee**

- i. Provisionally admitted and continuing students must deposit their fee on or before the date notified by university failing which the candidature for admission/ semester registration shall be cancelled.
- ii. Late fee up to Rs. 200/- per day or as prescribed by the competent authority from time to time may be charged till 14 days from the expiry of the scheduled date. Freshmen cannot benefit from this leverage.
- iii. In case of non-payment, the student's registration for that semester would be cancelled and s/he would have to fulfill the necessary requirements for registration.
- iv. Deserving/ Needy students can apply for merit-cum-need based fee installments within the registration week, by filling the Suppl. Form 2 and submit all the documents by the prescribed date. A non-compliance would result in the non-consideration of the case. It is notified that the decisions would be taken in the light of STMU Financial Assistance Policy and would be decided by the Fee Installment Committee. It is, hence, communicated to the students that the allowance of payment of fees in installments is a privilege and should not be considered as a right.
- v. Other financial assistance schemes are also available for the students. Detailed information can be sought from the SAO or online portal.
- vi. A 20% discount is admissible if a second sibling is registered at STMU. There is also a 20% discount in the tuition fee for the children of current and regular SIH and STMU employees.



### **E. Student Biodata form**

- i. Provisionally admitted students have to fill in the student biodata form (SA Form. No. 1) and get it duly signed by their parents/ legal guardians.
- ii. The correspondence details provided in the student biodata form would be used for official communication. The University would not be responsible in case the provided data is wrong.
- iii. In case any amendment is to be made, the revised biodata form has to be submitted after getting it duly signed by the parents/ legal guardians.

### **F. Student ID card**

- i. Freshmen would be issued student ID cards at the beginning of the first semester free of charge.
- ii. In case of loss of the student ID cards, a written application and the re-issuance fee (PKR 250) must be submitted to the SAO. After verification the new card would be issued within 7 working days.
- iii. Owing to the security concerns, the student ID cards must be displayed at the time of entry into the campus and throughout the stay in the campus. Full cooperation with the security staff and campus proctors in this regard must be ensured.

### **G. Hostel Accommodation**

- i. The hostel facility is being maintained to provide the students a safe, secure and congenial environment where the students can stay during their study period.
- ii. Currently hostel facility is being provided to the female students on first-come-first-serve basis. Contact details of the hostel administration have been provided at the end of the handbook.
- iii. The students are expected to behave in the light of the University Code of Conduct and the hostel regulations provided to the students at the time of their registration in the hostel.
- iv. In case of any breach of the Code of Conduct, the hostel administration and the respective institute/ college/ department holds the right to cancel the admission in the hostel and/ or the institute/ college/ department depending on the degree of severity of the issue as decided

- by the Disciplinary Committee.
- v. It is also to clarify to the students and the parents/ legal guardians that the provision of hostel facility is a privilege and not a right. The Faculty/ hostel can refuse the admission into the hostel or ask the student to withdraw from the hostel at any time, as per the decision of the competent authority .
  - vi. Transport facility is provided for conveyance between the campus and the hostel. It is obligatory for every hostel resident to submit the transport fees along with the hostel fees.
  - vii. A failure to pay the hostel dues can result in the cancellation of hostel admission. Clearance of all hostel dues is necessary for being promoted to the next semester.

#### **H. Academic Calendar**

- i. Semester-wise academic calendar is prepared at least 2 weeks before the start of the semester. It is displayed on the notice boards and the SAO portal.
- ii. It is the responsibility of the students and their parents/ legal guardians to comply to the deadlines provided in the academic calendar in order to ensure the effective and efficient utilization of time, resources and facilities. A non-compliance might result in the cancellation/ suspension of academic activities.

#### **I. Freezing of Semester**

- i. Students are allowed to freeze their semester due to illness and circumstances beyond their control by applying on the prescribed form (SA Form No. 3B).
- ii. Students are allowed to freeze the semester before the start of the academic session, if they have passed the final Examinations of previous semester with a minimum GPA/ CGPA required for the academic standing of the STMU to remain enrolled. Nevertheless, the students are required to deposit the Tuition Fee of the semester, prior requesting to freeze. The same will be adjusted in the next semester.
- iii. The refund of the Fee will be allowed only if the students apply to freeze

- the semester within two weeks of the commencement of classes.
- iv. Students are allowed to freeze the semester anytime during the course till three weeks before the commencement of final Examinations. Fee of such students will not be refunded/ re-adjusted.
  - v. Students have to resume their studies in the following semester otherwise their name would be struck off the roll of STMU.
  - vi. Students are not allowed to freeze two consecutive semesters. They are also not allowed to freeze more than two semesters in the total duration of the programme. For the programmes with annual intake, freezing of one semester would result in the automatic freezing of the subsequent semester.
  - vii. Freshmen are not allowed to freeze the semester without payment of the Admission Fee and the submission of the complete documents required for meeting the basic eligibility.
  - viii. Students are allowed to freeze the semester within the overall degree awarding timeframe (i.e. maximum time allowed for the completion of the degree by STMU or Regulatory Body).

## **2. ON-CAMPUS PROTOCOLS DURING SEMESTER**

### **A. Course registration and withdrawal**

- i. The course registrations must be completed within the registration week. However, in special cases if recommended by the Academic Affairs Committee or Academic Advisor, the student should ensure that the courses are added/ dropped in light of the STMU Academic Regulations.
- ii. The Head of College/ Department must be informed by the student through a written request regarding his/ her intention for addition or withdrawal of a course. Non-attendance will not constitute an official withdrawal.
- iii. Course(s) will not be added after one week of commencement of classes.
- iv. Course(s) withdrawn before the mid-semester (8<sup>th</sup> week) examination will not be recorded.
- v. Course(s) withdrawn three weeks before the commencement of the final examination will be recorded on the transcript with a grade 'W'. After that, withdrawal of a course will not be allowed.

## **B. Attendance policy**

- i. One Credit Hour of theory will require minimum 16 Contact Hours per semester and one Credit Hour of practicals/ laboratory work will require at least 32 Contact Hours unless otherwise prescribed by a regulatory body.
- ii. It will be mandatory for students to attend at least 75% of the total Contact Hours in a Subject/ Course of Study failing which they will not be allowed to sit in the final examination. It is also to be made clear that the relaxation to maintain 75% attendance, and not 100%, is a privilege given by the University and not the right of the students.
- iii. Maintenance of 100% attendance in clinical clerkship, mandatory internships and/ or clinical rotations is necessary.
- iv. In case of shortage of attendance, a Letter Grade 'W' shall be awarded to such course(s) and shall be reflected in permanent records (result cards/ transcripts) in which a student has failed to maintain the minimum required percentage of attendance. Such letter grade 'W' shall have no impact on the calculation of SGPA/ CGPA of the student. The student would then have to register afresh in the same course later.

## **C. Leave of absence**

- i. Compliance to the attendance policy is obligatory for every student. Parents/ legal guardians should ensure that the student actively attends all the classes, rounds and rotations. No relaxation is admissible in the form of casual leaves.
- ii. However, special consideration might be given by the Academic Affairs Committee if the student requests for it. A student's own illness or pregnancy, death of immediate family member, natural disasters or a law and order situation warrants an application request. The student/ parents/ legal guardians should ensure the provision of documentary proofs in the form of medical certificates and/ or death certificates for the consideration of application. Suppl. Form No. 1 should accompany the documentary proof.
- iii. In case of approval of the case, the Head/ In-charges of the departments

would nominate the teachers of their respective departments to help the student to cover up for the academic loss incurred during his/ her absence in the courses s/he is enrolled. The nominations would be provided during the Academic Affairs Committee meeting while the case is being considered.

- iv. It is advised that the maximum allowable leave of absence should not be more than 12.5% or 2 weeks of the total study period of 16 weeks. It is advisable that the student applies for freezing of semester or adjust his/ her academic load in case the leave expands more than two weeks.
- v. In case the leave of absence coincides with the dates of sessionals/ tests, the Examination Committee and the Academic Advisor would present their recommendations to the head/ chairperson/ dean regarding the decision on the re-adjustment of the assigned weightage and/ or any other related protocols.
- vi. It is clarified that the consideration and approval/ otherwise of the leave of absence is a privilege and not the right of the student.

#### **D. LMS registration**

- i. Freshmen should apply for LMS registration within the first week of registration at the University.
- ii. All the academic material to be shared by the faculty members would be available on the LMS portal, thereby, facilitating all the faculty members to be directly communicating with the students enrolled in their respective courses.
- iii. In case of any loss of data and/ or login details, the freshmen are advised to consult the SAO.

#### **E. Internal Assessment**

- i. The internal assessment is submitted before every semester prior to final semester examinations. As per policy, for theory courses, the internal assessment consists of two sessional examinations carrying equal weightage that overall contribute to 40% of the final scores. Assignments/ presentations constitute 10% of the overall scores. Thereby, the total internal assessment comprises half of the total scores. The remaining 50%

- comprises the scores in the terminal examination/ final/ end semester exams (ESE).
- ii. Sessionals are generally held in the 5th and 10th week of the semester. However, the schedule might be changed on the recommendation of the Academic Affairs Committee. The results of the sessionals are displayed within 10 days of the end of the sessional examination. The total internal assessment is displayed at least 3 weeks before the start of the ESE.
  - iii. There would be no retake of the internal assessment tests/ assignments/ presentations/ projects and ESE, unless recommended by the Academic Affairs Committee in the light of STMU Academic Regulations.
  - iv. Internal assessment is maintained by the Examination Cell of the respective college/ department and forwarded to the Controller of Examinations (CoE) office by the Principal of the college or Head of the Department.
  - v. Results of all the components of the internal assessment are displayed individually and collectively on the noticeboards and Student Affairs Office online portal.
  - vi. In case the student fails to appear in the internal assessment, s/he should forward an application to the Examination Committee, through the SAO, which would then provide the recommendations, in the light of STMU academic regulations, to the Head/ Chairperson/ Principal/ Dean for consideration/ otherwise.
  - vii. In case the student fails to appear in the terminal examination, a Letter Grade 'F' would be allotted to the student in the particular course unless otherwise recommended by the Examination Committee/ Exam Department.
  - viii. The students should abide by the examination disciplinary procedures and STMU Code of Conduct in internal assessment and Terminal Exams/ ESE. Acts of indiscipline/ non-compliance would be dealt with by the Examination Committee in accordance with Examination Regulations of STMU.
  - ix. The student can apply for re-totaling/ reviewing of results on prescribed form i.e., Suppl. Form 3 after submitting the prescribed dues within 3 days

- of declaration of respective results.
- x. It is clarified that the consideration and approval/ otherwise of the application to reappear in the internal assessment/ Terminal Exams is a privilege and not the right of the student. It might only be carried out after thorough screening/ verification of the submitted documentary evidence.

#### **F. Terminal Examination/ End-Semester Exam (ESE) prerequisites**

- i. The students meeting the eligibility criteria in terms of attendance and financial requirements for the ESE are required to submit the ESE candidature forms (COE Form No. 4) and submit it to the SAO at least 3 weeks before the start of the ESE.
- ii. The form is to be duly attested by the Principal/ Head of the respective college/ department. Incomplete forms are not entertained.
- iii. Eligibility list is then finalized by the Exam Cell and forwarded to the Exam Department.
- iv. The eligible students would be issued the Admit Cards/ Exam Cards through the Student Affairs Office.
- v. The students should display the Admit Cards/ Exam Cards at the time of entry into the exam venue and during the examination. A non-compliance might result in the non-allowance of the student to appear in the exams. Such procedures would be dealt by the Chairperson of the college/ departmental Examination Committee.

#### **G. Repeating of courses**

- i. Students are allowed to repeat a course in case the grade obtained in that course is C+ (Grade Point 2.33) or less.
- ii. A course can be repeated only once either in a regular semester or in a summer session. All course repetitions must be completed within the maximum allowable duration of the programme.
- iii. All attempts will be depicted on the transcripts with a bracket around the new grade. The highest grade only will be used for the calculation of CGPA. A student has to apply for course repetition on the prescribed form i.e., Form 3a.

- iv. The decision to approve repetition will rest with the Chairperson of the Academic Affairs Committee.
- v. The student should ensure that the academic and financial liabilities are met before s/he applies for the repetition of course.

#### **H. Academic Advisorship and mentorship program**

- i. STMU provides academic guidance to all students throughout their academic career at STMU.
- ii. The students are expected to be well aware of the scheme of studies and the academic requirements needed for the award of the degree.
- iii. A senior faculty member is appointed by Dean of the respective faculty for guiding and counseling students and for supervising their academic performance.
- iv. However, all the permanent faculty members, especially the Heads/ In-charges of the Departments, will act as student advisors/ mentors. The mentors would assist students entering STMU with the selection of their courses. Responsibilities of mentors include informing and explaining admission process, transfer credit implications, assisting in the general adjustments to university life, serving as resource person for university information and guiding students to meet graduation requirements.
- v. Specific mentors may also be allocated for academically deficient students by the Academic Advisor and/ or Chairperson Academic Affairs Committee in order to ensure dedicated attention.
- vi. The Academic Advisor and/ or mentors can hold meetings with the parents/ legal guardians whenever the need arises. The parents/ legal guardians are advised to be in contact with the relevant faculty members in order to be informed of the academic progress of their ward.

#### **I. Quality assessment of faculty and academic procedures**

- i. The students should fill the course, teacher and program evaluation form at the end of the semester. They are expected to provide honest, unbiased feedback as this helps in the improvement of academic and affiliated facilities for the students. The students can access the QEC forms through their LMS portal. The individual responses are not shown/ shared with the



respective faculty members.

- ii. Submission of QEC forms is mandatory for all students. In case a student does not submit the QEC forms, s/he would not be eligible to appear in the End Semester Examination.

#### **J. Issuance of provisional result cards**

- i. Result cards are issued by the Examination Department after the announcement of the semester results. However, in order to facilitate the students, the Exam Cell can issue the provisional exam card.
- ii. A student requesting for the issuance of the provisional result card should fulfil all the academic and financial requirements before submitting the application. There should be no outstanding dues at the part of the student.
- iii. The student should fill the Suppl. Form 4 and submit it to the Student Affairs Office along with the prescribed fees. S/he can then receive the provisional result card on or after the date provided by the Student Affairs Office.

#### **K. Issuance of certificates and reference letters**

- i. Student Affairs Office also deals with the issuance of No Objection Certificates, letters for visas/ internships, recommendation letters, reference letters, bonafide student letters and other certificates that can facilitate the students in improving their academic and/ or co-/ extra-curricular profile. However, for migration/ transfer of credits, the NOC is to be attained from the Registrar Office.
- ii. The students should file the request on Suppl. Form 1 and provide the necessary documents. Due to a heavy load of such requests, at least three working days are needed by the Student Affairs Office for the verification, approval and issuance process. The students are recommended to plan their submission process accordingly.
- iii. In case recommendation letters are desired from specific faculty members, the student should mention it clearly on the application form. The faculty member should be aware of the request. All recommendation letters should consist of a Student Affairs Office reference number so that

it can be traced/ attested for future reference.

#### **L. Transfer of credits and Migration procedures**

- i. Migration will only be allowed from the colleges, universities or the institutions recognised by the HEC or the respective regulatory body (if applicable). No migration will be allowed in one-year programmes. Migration will only be allowed if CGPA of the applicant is 2.5 or above according to the grading system of STMU for semester system.
- ii. Students wishing to migrate to STMU are required to produce an NOC from their previous institute/ university.
- iii. Transfer of Credits will be considered on the basis of course contents, credit hours and basic eligibility criteria. The Equivalence Committee will make final recommendations to the Registrar through respective Principals/ Heads of Departments of Colleges. A maximum of 50% of the total credits in the programme to which transfer is sought can be transferred.
- iv. The change of Academic Discipline will be allowed under STMU's policies promulgated from time to time. If a student wishes to seek transfer from one Constituent College to any other Constituent College/ Institute/ Department, s/he would be required to submit an application to the Head of the parent Institute, four weeks before the intended joining date. The institute will forward the student file containing academic and fee records along with the application form to the university for approval by the Registrar.
- v. In-bound students wishing to apply for transfer/ migration should request the same on the Suppl. Form 5 along with the required documents.
- vi. Out-bound students should submit the Form 5a and 5b along with the required documents. The financial procedure for the transfer of credits/ migration of the students would follow the STMU Financial Policy. The outbound students should clear all their dues and academic requirements before applying for the issuance of an NOC for migration. NOC would not be issued if there are financial and/ or academic liabilities on the students.

### **M. Class Representatives (Crs)**

- i. It is a matter of pride and honor for the students to be selected as the CRs as they serve as the liaison between the students and the faculty. They also form a part of the Student Affairs Committee.
- ii. Class Representatives (Boys Representative and Girls Representative) are selected on the basis of their Semester GPA (SGPA). The students with highest SGPA among males and females are selected as the CRs. Among the freshmen, the students with the highest merit placing are selected as the CRs.
- iii. In case the nominated students are not willing to serve as CRs, the next person in the merit is selected.
- iv. Any academic/ disciplinary violation might result in the cancellation of candidature of the student to be considered for being the CRs.
- v. The Student Affairs Committee holds the right to change/ replace the CRs in case the Academic Affairs Committee or the Disciplinary Committee recommends the same.

### **N. Internship**

- i. STMU students who have gained sufficient academic knowledge (5th semester onwards) can apply for internships/ clerkships in reputed external organizations only after recommendation from the respective HOD/ Chairperson/ Principal/ Dean.
- ii. Minimum period of internship should be at least six weeks and these students are expected to submit an internship/ project report to the recommending authority on completion. The report must be accompanied by a certificate of completion from the respective organization in which the student has worked during the internship time.
- iii. The internship will be non-credited but mandatory. However, the policy may vary as per the requirements of the respective programs.

### **O. Co-curricular and Extracurricular Activities**

- i. STMU encourages its students to actively participate in the co-curricular and extra-curricular activities. Therefore, a Proctor Societies is designated by the respective dean to facilitate the holding of such

- activities/ events.
- ii. Currently, there are 8 student societies/ clubs that are coordinated by Proctor Societies (PS). The membership procedures and s/election of office bearers is carried out by the PS. These include:
    - a. Shifa Arts and Culture Society
    - b. Shifa Science and Research Society
    - c. Shifa Environment Society
    - d. Shifa Voluntary Society
    - e. Shifa Adventure Club
    - f. Shifa Sports Society
    - g. Shifa Literary Society
    - h. Character Building Society
  - iii. Students are advised to consult the Proctor Societies for matters related to the Societies/ Clubs.
  - iv. A student who is on probation or who has been implicated of any action that warrants a disciplinary action would not be allowed to hold the office during the term s/he does not fulfil his/ her academic/ disciplinary shortcomings. A clearance from the Academic Affairs Committee/ Disciplinary Committee must, hence, be sought before the allocation of an office to such a student.

#### **P. Drug free campus**

- i. All the campuses of STMU are designated as smoke-free zones. A strict no-drug policy has been implemented on the university premises.
- ii. Any student is liable to disciplinary action if found smoking or using drugs on-campus/ STMU/ SIH vicinity.
- iii. Disciplinary Committee might take appropriate actions in the light of STMU Code of Conduct and/ or if necessary involve the law enforcing agencies in case of severe non-compliance.
- iv. Students are accountable for their own actions and are expected to make responsible, lawful decisions ensuring that they do not indulge in drugs. STMU would not be responsible and would fully cooperate with the law enforcing agencies in case a student is convicted of possession of drugs and alcohol in/ around the campus.

#### **Q. Transportation and Parking facilities**

- i. STMU campuses are located in the heart of Islamabad with easy access through multiple local/ private transport routes. Therefore, STMU does not offer any transport facility to the day scholars and encourages the use of public transport by the student.
- ii. Female students residing in the STMU hostels are provided transport facility on the payment of dues as prescribed by the competent authority.
- iii. Transport is provided from the campuses to the hospital and vice versa. Transport during official excursion trips, approved by the competent authority, are also managed by STMU.
- iv. STMU is not responsible for any loss of property/ life during the commute to the University.
- v. No automobile parking facility is provided to the students within the STMU premises and, hence, the University is not responsible in case of theft/ damage to the automobiles.
- vi. The concession forms for airlines and railways can be attested by the SAO. The administrative processing takes one working day.

#### **R. Library Card**

- i. Students can access the books available in the well-stocked libraries of STMU.
- ii. Fresh students should submit the duly attested library membership card at the time of registration along with the prescribed fees. The students would be issued their library registration cards within one week of commencement of classes.
- iii. In case of loss of the library card, the students can reapply for the membership card after paying the duplicate card fees.

#### **S. Guidance on books**

- i. The names of the course instructors who would teach in the subsequent semesters are displayed at least one week before the commencement of classes. The students are encouraged to communicate with the faculty members and obtain guidance about the books they plan to access during

- the semester.
- ii. The students can, hence, arrange the books before the commencement of classes. Recommendations about the suppliers/ book sellers can also be sought from the respective faculty members.
  - iii. Electronic copies of the reference books are uploaded on the LMS by the respective faculty members.

#### **T. Photocopy and printing facilities**

- i. Photocopying, printing, scanning and binding facilities are available on-campus at discounted rates.
- ii. All the payments should be made in cash as no credit facility is available.

#### **U. Prayer area**

- i. Specified areas have been designated to facilitate the students in offering their prayers.
- ii. Male students can easily access the on-campus mosques while the female students are provided with prayer mats in the female common room.

#### **V. Common rooms**

- i. Designated rooms have been specified as the male and female common room where the students can relax during their class breaks.
- ii. Any act of indiscipline in the common rooms would warrant the action by the Disciplinary Committee.

#### **W. Lockers**

- i. A limited number of lockers are available for the students on biannual rent basis (PKR 500 for 6 months).
- ii. Allotment of student lockers is made by the Student Affairs Office as per availability.
- iii. In order to continue the possession of the same locker the students are advised to pay the dues in time.
- iv. The students should use their own locks to secure the contents of the lockers. STMU would not be responsible for the loss of the contents of the lockers.
- v. STMU reserves the right to open the lockers in case of non-payment of

locker fees and/ or if there are reports of storage of certain illegal/ undesired content. In such cases the lockers would be opened in the presence of one representative each from the Administration Office, Student Affairs Office and Disciplinary Committee.

#### **X. Cafeteria**

- i. Food and beverages are available on-campus for the students at competitive rates.
- ii. It is, therefore, considered inappropriate for the students to leave the campus during the class timings.
- iii. The University considers the students as young adults and is not responsible for the off-campus activities of the students.

#### **Y. Health care facilities**

- i. It is mandatory for all the students enrolled in degree programmes that involve visit to the hospitals/ clinics to be registered with the Shifa International Hospitals Ltd. (SIHL), Islamabad. The time line for the registration process may vary as per the recommendations of the Academic Affairs Committee.
- ii. The SAO would facilitate the registration, medical checkup and immunization of the students.
- iii. In case of on-campus medical emergency, the students are advised to contact the SAO or the departmental secretary for the arrangement of ambulance.
- iv. All the medical emergencies are dealt with at the Shifa International Hospitals Ltd. (SIHL), Islamabad. Students and parents/ legal guardians are reminded that the clearance of all the bills for the services at the SIHL is their responsibility. The non-payment of the dues might result in appropriate action as decided by the Disciplinary Committee.

#### **Z. Lost and found**

- i. STMU accepts no responsibility for the damage, loss or destruction of personal property.
- ii. In case of any loss and found events, the students are advised to report in

the Student Affairs Office on urgent basis so that the Disciplinary Committee can be notified about the incidence.

### **3. END SEMESTER EXAMINATION SOPs**

- i. The students should ensure their presence in the premises at least 15 minutes prior to the start of the examination.
- ii. The students should bring their own stationery. No exchange would be allowed during the exam.
- iii. The students should wear the Admit Cards/ Exam Cards at the time of entry into the exam venue and during the examination. Any non-compliance might result in the non-allowance of the student to appear in the exams. Such procedures would be dealt by the Chairperson of the college/ departmental Examination Committee.
- iv. Mobile phones and other electronic communicating devices are not allowed in the examination hall during the examination. Students should ensure that they keep such devices at home or a secure place. The University would not be responsible for the loss and/ or damage of these devices.
- v. The student should sit at the place designated by the examination staff. In case a student has special needs, s/he should inform the Head Invigilator about the issue which would then be addressed in the light of STMU Academic Regulations.
- vi. The Examination staff supervised by the Head Invigilator holds the final right to make any decision regarding the entry, seating arrangement or other related matters within the premises while the examination is being conducted.
- vii. The students should ensure compliance to the STMU Code of Conduct during the conduct of examination. Any act of indiscipline might result in the imposition of a penalty as described by the Examination Disciplinary Committee.



## 4. POST-RESULT PROCEDURES

### A. Grading policy and GPA Calculation

- i. The final results are announced within 4 weeks of the conduct of examination.
- ii. Letter grades are allotted on the basis of the percentage of marks in each course. The following grading policy is employed:

### GRADE KEY FOR UNDERGRADUATE LEVEL PROGRAMS

%age Marks	Grade	Grade Point	Remarks
85-100	A	4.00	Outstanding performance
80-84	A-	3.66	
75-79	B+	3.33	Very good performance
70-74	B	3.00	Above Average performance
67-69	B-	2.66	
64-66	C+	2.33	Satisfactory performance
60-63	C	2.00	Barely acceptable performance
57-59	C-	1.66	
54-56	D+	1.33	Minimally acceptable performance
50-53	D	1.00	
Below 50	F	0.00	Unacceptable performance
Withdrawal	W	-	Withdrawal from course
Incomplete	I	-	Incomplete course
Replaced Grade	(Grade)	-	Repeated/ substituted course

- iii. At the end of every semester the students would be awarded with a semester grade point average (SGPA) and cumulative grade point average (CGPA). The SGPA is the summation of grade points of all Credit Courses divided by the total number of Credit Hours taken by a student during a semester. It is calculated by the following formulae:

$$\text{GPA} = \frac{\sum (\text{Credit Hrs} \times \text{Grade Point})}{\sum \text{Credit Hours}}$$

( $\sum$  = is sum of)

- iv. A CGPA calculator has been provided on the SAO web portal:  
[sites.google.com/stmu.edu.pk/FPAHS-sao](https://sites.google.com/stmu.edu.pk/FPAHS-sao)
- v. The academic fate of a student is dependent upon the cumulative grade point average (CGPA). It is the summation of Grade Points of all Credit Courses divided by the total number of Credit Hours taken by a student beginning from his admission till the last examination held.

## **B. Result outcomes**

- i. After the announcement of the results, the students can apply for re-totaling/ reviewing of results on prescribed form i.e., Suppl. Form 3 after submitting the prescribed dues within 3 days of announcement of respective results.
- ii. The minimum CGPA to qualify for the promotion to the next semester and the award of degree is 2.0.
- iii. In case the CGPA of a student at any time falls below 2.0, but is above 1.5, the student will be placed on probation. Three probations for a 4-years or above programmes, two probations for a 2-years programme and one probation for a 1-year programme are allowed after which student will be placed on Chance status.
- iv. A student has to get out of chance status to avoid being dropped. If a student has already availed allowable probation(s) then the student has to improve and maintain his/ her CGPA above 2.0 or equivalent in order to continue studies.
- v. In case the student has not availed probation(s) then minimum of 1.5 CGPA has to be achieved in order to continue studies. However, the student has to improve and maintain their CGPA above 2.0 or equivalent after allowable probations, in order to continue studies.
- vi. If a student fails to maintain the minimum CGPA of 2.0, after availing all Probations and chances as mentioned above, then they will be dropped from the programme. A student dropped on academic grounds may be permitted to join other academic programmes, provided they fulfill the basic criteria for admission to the concerned programme. If there are some common courses between the student's previous academic programme and the one they want to join, exemption can be claimed for only those courses passed during the previous programme.
- vii. The requirements for various degree programs have been summarized in the Academic requirements flowchart and provided in this handbook as well.

### C. Issuance of transcripts

- i. Results will be issued to the students upon completion of each semester.
- ii. Result Card/ Transcript shall indicate the course codes, course titles, credit hours, grade points, letter grades and GPA/ CGPA.
- iii. One or more copies of Interim Transcripts can be issued to students any time on their request on payment of charges. These are issued within 7 days after the date of submission of the request form (Suppl. Form 4).

### D. Prize Money

- i. The prize money will be a separate category—i.e., it shall be evaluated on the basis of academic achievements and shall not be mixed with the other financial assistance and/or benefits.
- ii. All the cases related to award of the prize money shall be dealt by a standing committee whose decision shall be considered final.
- iii. The amount of prize money shall be calculated on the regular tuition fee of the same semester/year in which the position is determined and shall be distributed as follows:
  - a. First Position= 15%
  - b. Second Position= 10%
  - c. Third Position= 5%
- iv. The evaluation criteria shall be as follows:
  - a. **Semester System:** On securing the SGPA of 3.00 or above on the 4.00 scale.
  - b. **Annual System:** On securing at least 80% aggregate in the annual professional examinations in any year.
- v. There shall be only three prizes in the category of Prize Money. However, if there are two students who secure first position then both the students shall be awarded the prize money of the first position and the remaining one prize shall be awarded to the second position holder(s) with the prize money of the second position and no prize shall be awarded to the third position holder(s). Provided further that if there are three or more students on the first position then all the students shall be awarded the prize money of the first position and no prizes shall be awarded to the second and third positions holders. The same criterion shall be applied on the second and third positions if more than one student is securing such position(s).

- v. The prize winners shall be awarded the money in the form of cheque or scholarship on account of their tuition fee of the next semester/year. Position holders of the final semester/year shall be awarded the prizes in the form of cheque.
- vi. In case of any disciplinary issue against the prize/scholarship holder during the semester/year, he/she shall not be awarded any prize or scholarship.
- vii. The prize money certificates shall be distributed to the position holders in the convocation or other events as feasible.

## **5. POST-DEGREE FORMALITIES**

### **A. Issuance of transcript**

- i. Graduate students would receive one copy of final transcript after the payment of prescribed dues.
- ii. Transcripts are prepared by the Examination staff on a special paper. University seal is affixed on the transcripts.
- iii. Interim and final Transcripts are issued within fifteen days of the declarations of result.
- iv. Duplicate transcripts are issued on Payment within the date of submission of application.
- v. In case attested copies of transcripts are desired, the same should be mentioned clearly on the request form.
- vi. Postage of Transcript(s) can be arranged on written request of students. Current rates for local/ overseas postage/ courier service shall apply for delivery through mail.
- vii. The graduates can contact the SAO, directly or through the Shifa Alumni Outreach Office (Shifa AOO), for the facilitation in issuance of transcripts.

### **B. Issuance of degree**

- i. Graduating students, who complete all the requirements, clear all the dues and obtain final clearance, shall receive degrees/ diplomas in convocation on submission of 'Degree/ Diplomas Request'.

- ii. A diploma of 6 months or less duration is to be given without convocation. Procedure for obtaining final clearance and submitting 'Degree/ Diplomas Request' is to be approved by the Registrar.
- iii. Degrees and diplomas (of more than 6 months duration) shall not normally be issued before the convocation. However, in case of urgency a student may obtain a certificate from the Controller of Examinations indicating the completion of the degree/ diploma program.
- iv. Graduates who can not attend the convocation shall personally receive their degrees/ diplomas from the Registrar's Secretariat or offices of the Heads of respective departments, Principals/ Directors of colleges/ institutes or directly from the office of the Controller of Examinations. Alternately, degree/ diplomas may be obtained through a third person or by special mail service following a set procedure to be approved by the Vice Chancellor. However, this shall be at the risk and expense of the graduate. This entire procedure shall also be applicable to the award of medals and merit certificates.
- v. Duplicate Degree will be issued only once with affix duplicate stamp on it after the submission of fee and completion of documentary formalities. The graduates can contact the Student Affairs Office, directly or through the Shifa Alumni Outreach Office (Shifa AOO), for the facilitation in issuance of duplicate degree.

### **C. Convocation**

- i. Degrees and medals would be conferred to the graduating students in the convocations.
- ii. Student should ensure the payment of convocation fees in time so that the students and their guests can attend the convocation.
- iii. The students should attend the convocation in the academic costume prescribed by the Academic Council. The Student Affairs Office would facilitate the collection of rent and the provision of costumes to the student.
- iv. Attendance of rehearsals of the convocation is mandatory for all the graduating students. A non-compliance might result in the cancellation of

the invites to attend the convocation.

#### **D. Honors and Awards**

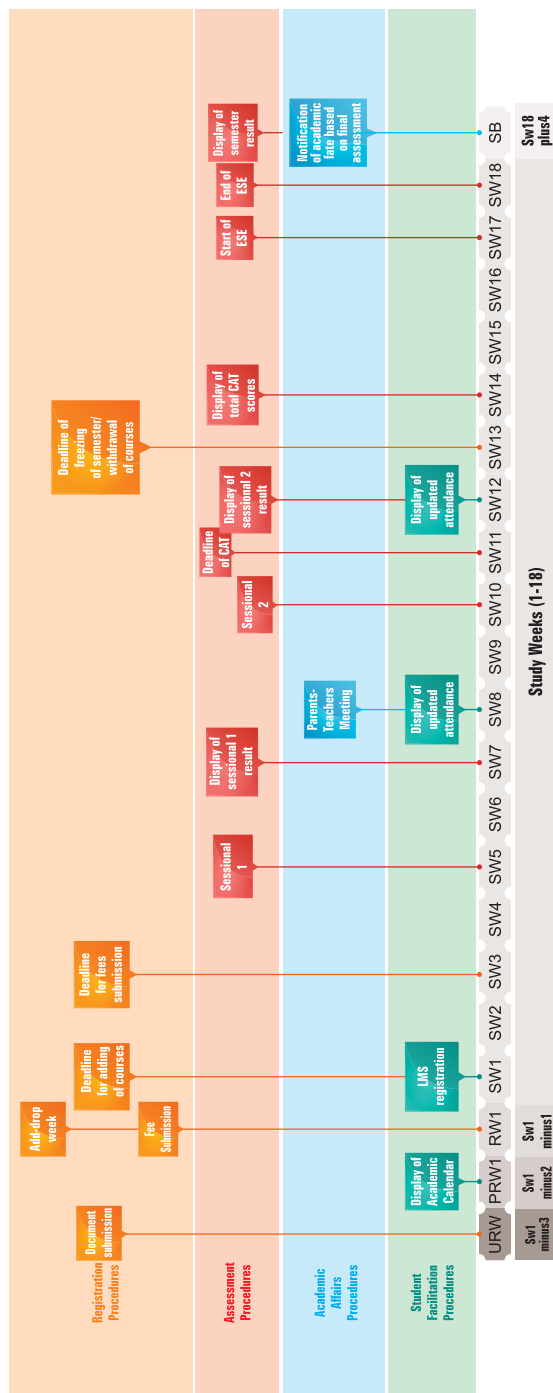
- i. Students achieving high academic standards will be awarded Academic Honours upon completion of their degree requirements at the Convocation Ceremony.
- ii. The academic awards and citations of excellence would be carried out as per the adjudication carried out by the Academic Affairs Committee.
- iii. The medals would be awarded to students with highest GPA (at least 3.50/ 4.00) with no F/ W grade, transfer of credits or disciplinary case.
- iv. Other awards might be added in the convocation as approved by the Academic Affairs Committee and Academic Council.

#### **E. Alumni Registration**

- i. Shifa Alumni Outreach Office (Shifa AOO) has been set up under the umbrella of Student Affairs Office to facilitate the alumni in their procedures related to STMU.
- ii. Graduates can contact Shifa AOO for all the matters including attestation of documents, issuance of transcripts/ degrees, convocation procedures, issuance of reference letters and participation in Shifa AOO events.
- iii. Graduates should fill the alumni registration forms in their final semesters so that they can be issued the alumni cards.
- iv. The graduates would be contacted via mail and phone about various events and achievements of STMU on regular basis.
- v. The graduate are recommended to keep in touch with the Shifa AOO to share their professional achievements.

# **SEMESTER TIMELINE** (STUDY PERIOD: 18 WEEKS)

KEY	
CAT:	Continuous Assessment Tests
ESE:	End Semester Examination
LMS:	Learning Management System
PRW:	Pre-registration Week
RW:	Registration Week
SB:	Semester-Break
SW:	Study Week
URW:	University Registration Week



Note: It is clarified that the timeline is not to serve as a replacement of STMU Act, Academic Regulations or Statutes.

## **SECTION II**

# **POLICIES AND PROCEDURES**





# TABLE OF CONTENTS

<b>Contents</b>	<b>Page No.</b>
Student Code of Conduct.....	29
Financial Assistance Program.....	41
Examination Disciplinary Procedures.....	44
Whistle Blowing Procedures for Students .....	45
Research Electives and Internship Procedures .....	47



# STUDENT CODE OF CONDUCT

***“Develop a sound sense of discipline, Character, Initiative and a solid Academic Background. You must devote yourself whole-heartedly to your studies, for that is your first obligation to yourselves, your parents and to the State. You must learn to obey for only then you can learn to command”.***

*Quaid-e-Azam's address to the Students*  
(Islamia College, Peshawar - 12th April, 1948)

The core objective of education is facilitating students to acquire knowledge, skills, values and beliefs to help them in their professional, personal, and moral development. Today, educationists are faced with a greater challenge of tempering students with adequate moral grooming so as to help them cope with social and moral challenges of the society. STMU believes in quality education and is committed to attend to ethical growth of its students by inculcating in them the sense of adhering to the highest standards of academic integrity and moral conduct so they could prove to be contributing and responsible member of the society.

The university requires its students in their representation of themselves as members of STMU community, to act honestly, responsibly and with integrity. University binds its students to uphold and follow the specific guidelines described in the student Code of Conduct.

## Definitions

- “The Code” means the Code of conduct.
- “Student” means an individual who has sought admission in the university, registered for the classes, or otherwise has entered into a contractual relationship with university to undertake project or conduct research.
- 'University premises' includes all the land, buildings, facilities, and resources owned, leased or operated by the university.

## Purpose

The student Code of Conduct has been formulated to set the standards of

conduct expected of students so as to foster and protect the core values of the university. It proves to be a guide to the students as to how they can conduct themselves in a manner that contributes positively to a learning environment where respect, civility, diversity, opportunity and inclusiveness are valued so as to assure the success of individual and community.

### **Jurisdiction**

The student code applies to any student enrolled in any credit course at the University, and including co-op and exchange students. The code also applies to the off-campus conduct if it is related to university sponsored programs or activities including internship, field trip, study abroad, student teaching, and professional assignment or research at another institution.

The code governs all the campuses of the university. However, students registered with the sub campuses, centers, or institutes are advised to consult their local resources for additional information or rules pertaining to those locations.

University reserves the rights to administer the code and proceed with the inquiry regardless of student's withdrawal from the university, is no longer registered in courses, or subsequently fails to meet the definition of a student while a disciplinary matter is awaiting conclusion or decision.

Any violation of city, state laws by a student of the university shall be deemed as the violation of code. In such situations, the university holds the right to proceed with university's disciplinary code independently regardless of any criminal proceedings. In such instances, the university may proceed with university disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for the violation of the code irrespective of criminal proceeding reaching any decision.

Vision of STMU is to create and disseminate knowledge in the fields of health, engineering, business, basic and social sciences in order to contribute to the process of nation building in keeping with our religious, historical and cultural

ethos". The University strongly believes that Islam provides the guideline for establishment of a strong basis for the students to shape their personal and professional lives in a manner that they can contribute positively to the building and development of the nation.

*"Say the only guidance is Allah's guidance" (Quran 6:71)*

The faculty at STMU believes and ascertains that the teachers are the spiritual parents of the students and they bear equal responsibility and rights to take appropriate steps for the betterment of the students. The guidelines provided in Quran (Chapter 31) for training of one's wards form the basis of the student code of conduct.

*"We bestowed (in the past) Wisdom on Luqman: "Show (thy) gratitude to Allah." Any who is (so) grateful does so to the profit of his own soul: but if any is ungrateful, verily Allah is free of all wants, Worthy of all praise.*

*Behold, Luqman said to his son by way of instruction: "O my son! join not in worship (others) with Allah: for false worship is indeed the highest wrongdoing."*

*And We have enjoined on man (to be good) to his parents: in travail upon travail did his mother bear him, and in years twain was his weaning: (hear the command), "Show gratitude to Me and to thy parents: to Me is (thy final) Goal.*

*"But if they strive to make thee join in worship with Me things of which thou hast no knowledge, obey them not; yet bear them company in this life with justice (and consideration), and follow the way of those who turn to me (in love): in the end the return of you all is to Me, and I will tell you the truth (and meaning) of all that ye did."*

*"O my son!" (said Luqman), "If there be (but) the weight of a mustard-seed and it were (hidden) in a rock, or (anywhere) in the heavens or on earth, Allah will bring it forth: for Allah understands the finest mysteries, (and) is well-acquainted (with them).*

*“O my son! establish regular prayer, enjoin what is just, and forbid what is wrong: and bear with patient constancy whatever betide thee; for this is firmness (of purpose) in (the conduct of) affairs.”*

*“And swell not thy cheek (for pride) at men, nor walk in insolence through the earth; for Allah loveth not any arrogant boaster.*

### **Misconduct**

*“.....but transgress not the limits. Truly, Allah likes not the transgressors” (Quran 2:190)*

STMU is committed to providing a safe, inclusive, and respectful learning, living, and working environment for its students, faculty, and staff members. To this end, through this policy, the university provides means to address bias, discrimination, harassment and related misconduct. Any conduct on the part of a student that has, or might reasonably be seen to have, an adverse effect on the integrity or the proper functioning of the University, or the health, safety, rights, or property of the University or its members and visitors, is subject to discipline under this Code. The following list of prohibited conduct is non-exhaustive and any other act that damages the integrity of the University members might be considered a part of it. A misconduct may be subject to disciplinary action and may include engaging in, attempting to engage in, or assisting others to engage in any of the following actions:

- (a) physically aggressive behavior, assault, harassment, intimidation, threats or coercion;
- (b) threatening or endangering the health, safety or property of any person;
- (c) creating conditions that endanger the health, safety, property, or well-being of any person;
- (d) engaging in a course of troublesome conduct, harassment, or discrimination that is directed at one or more specific persons; and
- (e) engaging in unwelcome or persistent conduct that the student knows, would cause another person to feel demeaned, intimidated, or harassed

*Students are strictly reminded that gender mixing is permissible only within the accepted social and cultural norms of the society. Faculty tolerance should not be*

*constructed as an approval to undue intimacy and unacceptable proximity, openly or in isolated areas.*

### **Dress code**

The Dress Code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational and training process. Understanding and employing these behaviors not only improves the quality of one's life, but also contributes to optimum morale, as well as embellishes the overall campus image. They also play a major role in instilling a sense of integrity and an appreciation for values and ethics.

The continuous demonstration of appropriate manners and dress insures that STMU students meet the standards of quality achievement in the social, physical, moral and educational aspects of their lives; essential areas of development necessary for propelling students toward successful careers. A simple decent dress conforming to our cultural and professional norms is preferred i.e.,

FOR BOYS: Trousers and shirt tucked in, along with tie/ coat/ sweater with sleeves. Kameez shalwar suit along with coat or waistcoat.

FOR GIRLS: Kameez shalwar with dupatta along with coat/ sweater with sleeves with tied/ covered hair.

*Students are required to wear clean, white coat and display their University ID cards in all settings within the STMU and SIHL premises.*

### **Cultural / Official norms**

The expected cultural norms as mentioned in The Quran, Surah Nur (Ayat 30-31): *“Tell the believing men to lower their gaze and be mindful of their chastity. This will be most conducive to their purity. And tell the believing women to lower their gaze and be mindful of their chastity, and not to display their charms (in public) beyond what may (decently) be apparent thereof. Hence let them draw their head-coverings over their bosoms”.*

Students will obtain written authorization from the University Registrar's Office



before

- (a) making any public statements, communications, correspondence with the press, media for mass communication and/ or editorial boards of magazines, journals etc.
- (b) inviting government/semi-government/ private and/ or foreign dignitaries, ministers, or other public personalities in their official capacity on Campus/ function etc.

### **Academic misconduct**

Academic misconduct includes any act that violates the standards of integrity in the conduct of academic sessions and/ or scholarly and scientific research and communication. This includes, but is not limited to, plagiarizing the work of others, i.e., intentionally or knowingly representing other people's words or ideas as one's own; deliberately falsifying or fabricating data, citations, or information; forging academic documents; abusing the confidentiality of information obtained from colleagues or other persons; intentionally or knowingly helping another to commit an act of academic misconduct, or otherwise facilitating such acts; or other practices that seriously deviate from ethical standards that are commonly accepted within the scientific and scholarly communities for proposing, conducting, or reporting research. Academic misconduct also includes any form of retaliation against a person who, while acting in good faith, provides information about suspected or alleged misconduct.

### **Expectations from the students**

It is expected that the students will attend lectures, tutorials, seminars, practical sessions, clinics, ward assignments and examinations and/ or any un-scheduled courses and activities except for the reasons acceptable to the College. Students will ensure that any original academic writing including essays, thesis, research project, assignments relating to a course or a program of the study either represents their own words, ideas, images and data or is appropriately referenced/ cited. Students must ensure that they themselves complete scheduled examinations or attend other academic activities for which they are

primarily responsible. Students must also respect confidentiality of information pertaining to patients including their records or files.

### **Complaint policy**

All members of the STMU community are obligated to report suspected acts of academic misconduct. The initial report of such an allegation, whether on the part of a faculty member, a member of the staff, a student (including those with university appointments), or any other person with a university appointment, should be made to the Dean/ Principal/ Director/ Chairperson of the Faculty/ College/ Institute/ Department.

Upon receiving such a report, the Dean/ Principal/ Director/ Chairperson of the Faculty/ College/ Institute/ Department will conduct a preliminary Inquiry into the allegation or other evidence of possible academic misconduct. Should the Dean/ Principal/ Director/ Chairperson of the Faculty/ College/ Institute/ Department have a real or apparent conflict of interest or are party to the case, the University level disciplinary Committee shall carry out an inquiry.

Such an Inquiry should normally be concluded within 10 days of receipt of the initial report of alleged misconduct. In the course of the Inquiry, the Inquirer:

- (a) will take all reasonable precautions to protect the interests and the reputation of the individual against whom the allegation was made and the person whomade the disclosure;
- (b) will conduct interviews with complainant, subject or subjects of the Inquiry, and others as necessary or appropriate for purposes of the Inquiry;
- (c) will prepare a written report that summarizes the evidence reviewed and interviews conducted; documents the reasons for exceeding the 10 day inquiry period (if applicable); and includes the conclusion of the Inquirer as to whether an Investigation is warranted;
- (d) will provide a copy of the report to the subjects of the Inquiry and the complainant for written comment; which comments, if any, together with the report, will become a part of the record of the Inquiry

The Inquirer may, at his or her discretion, either accept or modify the findings

and recommendations and prepare findings or recommendations of his/ her own. Before reaching a final decision concerning any modifications, however, s/he will explain the rationale for the decision in a written communication to the Investigator and will consider the Investigator's response to those modifications.

### **Destruction and misuse of property**

University property and services may be used only for university functions during the hours and at the locations that have been approved through advance scheduling. Inappropriate use of university property and/ or services may result in referral to the Student Conduct System.

Attempted or actual theft of and/ or damage and/ or vandalism to university property or the property of a member of the STMU community are prohibited. In addition, knowingly possessing or utilizing stolen property, or being a bystander to damage or vandalism will also be seen as a violation of this policy. Students reported for property damage and/ or theft are subject to one or more of the following:

- (a) prosecution for criminal charges;
- (b) assessment of the costs for repair, replacement or recovery of the property; and/ or,
- (c) University and/ or disciplinary action via the student conduct process.

Course-related presentations are owned by the presenter. Students may take written notes or make other recordings for educational purposes, but specific written permission to sell the notes or recordings must be obtained from the presenter. Failure to secure permission is a violation of these conduct regulations.

Possession of dangerous weapons and devices

All the premises of STMU and SIH are designated weapon-free areas. Possession of weapons, unless authorized by the university, is a violation. A weapon is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death or injury when used in the manner for which it was designed. Additionally, any instrument or

device of any sort whatsoever which is actually used in such a manner as to indicate that the possessor intends to inflict death or injury upon another, and which, when so used, is capable of inflicting death or injury upon another, is a weapon. Weapons include any pistol, revolver, shotgun, machine gun, rifle or other firearm, BB or pellet gun, Taser or stun-gun, bomb, grenade, mine or other explosive or incendiary device, ammunition, archery equipment, dagger, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Residents of university housing may possess knives having a blade exceeding five inches for cooking purposes. A "weapon" also means an object that is not an instrument capable of inflicting death or injury but closely resembles such an instrument (for example, a realistic toy, replica, imitation weapon or look-a-like gun that is reasonably capable of being mistaken for a real weapon). Failure to abide by the no-weapon policy on campus would result in the immediate involvement of the law-enforcing authorities and registration of a police case against the possessor of the weapon.

### **Smoking, alcohol and intoxicant use**

STMU aims to establish smoke-free campuses and implement a strict no-drug policy on the university premises. Any member of the STMU community is liable to disciplinary action if found smoking or using drugs. Violations of the no-drug policy include, but are not limited to, the illegal possession, use, manufacture, distribution, or sale of cigarettes, alcoholic beverages or controlled substances both on and off campus. Members of the university community are accountable for their own actions and are expected to make responsible, lawful decisions regarding the use of alcohol.

### **Trespassing and unauthorized presence**

Any STMU student who attempts or facilitates the unauthorized or attempted unauthorized entry, occupation or use of any university-owned or controlled property, equipment or facilities is liable to the violation of STMU code. It is a violation to enter restricted areas of the university such as restricted research areas, examination cells, paper moderation areas etc. Remaining in or on premises after permission to remain has been revoked, and is also considered

trespassing. This violation is defined as unauthorized possession, duplication or use of keys or cards that permit access to any university or university-related services, vehicles, or premises. The student would be liable to STMU disciplinary action and/or handing over to the law-enforcement authorities of Pakistan.

### **Other prohibitions in the light of Quran and state law**

The following actions are also prohibited and a person involved directly or indirectly in any of such act is liable to STMU and state laws:

- (a) Sexual misconduct, sexual harassment and sexual assault
- (b) Discrimination based on race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status when the treatment has a negative effect on the student's employment or education
- (c) Discriminatory harassment
- (d) Stalking
- (e) Hazing
- (f) Public disorder, rioting, group violence and mass disturbance
- (g) Bribery and extortion
- (h) Gambling and bookmaking
- (i) Misuse of technology resources

### **Violation of university code of conduct**

#### **Report Process**

The student disciplinary process normally begins with the filing of a report by a complainant or a person who has observed or is aware of alleged student misconduct, whether the conduct was directed at the reporter or another person. Misconduct reports should be submitted as soon as possible after the misconduct event occurs. Although there is no time limit on the reporting of misconduct, the university may ultimately be unable to adequately investigate if too much time has passed or if the students involved have graduated.

#### **Investigation**

After receiving a complaint, copies shall be dispersed to the College principal and STMU Registrar. The college principal has the authority to initiate an investigation in the absence of a report, if they become aware of possible

misconduct by a student or student/ campus organization.

If it appears an investigation is warranted, the college chair may schedule initial meetings with the complainant or with the accused student(s) to provide information as to 1) the allegations; 2) the possible hearing processes; 3) the student's rights; and 4) possible outcomes of the process. The complainant's initial meeting shall be separate from the initial meeting with the accused student. Failure to respond to a request for an initial meeting, or failure to appear for an initial meeting, will not prevent an investigation from proceeding.

### **Interim Measures**

The following interim measures may be taken prior to the final adjudication of a case after an allegation of misconduct has been reported.

- (a) Hold on Registration and Records
- (b) Interim Suspension
- (c) Restricted Contact Notice
- (d) Interim Removal from University Housing
- (e) Other interim measures as considered appropriate by the college chair

### **Sanctions**

The following sanctions are permissible in case a student is found guilty of violation of the STMU code of conduct.

- (a) **Restitution:** A requirement to pay the cost of property damage or medical expenses to another student or student incurred during conduct violation or make other appropriate restitution, as per costs determined by the disciplinary committee.
- (b) **Long-Term Limitation on Activity or Access:** A requirement that the student be limited in or excluded from participation in an extracurricular activity, club or organization for a period of more than six months. Access to university facilities and premises may be limited or denied.
- (c) **Revocation of Admission:** If a student violates the Student Conduct Code after admission, but before attendance at the university, admission may be revoked and fees may be refunded.
- (d) **Defined Length Suspension:** The student is dropped from the university for a specific length of time. This suspension may not be less than one

semester or more than two years.

- (e) **Indefinite Suspension:** The student is dropped from the university indefinitely.
- (f) **Expulsion:** The student is permanently deprived of their opportunity to continue at the university in any status.
- (g) **Transcript Notation:** When a student is sanctioned with an expulsion, suspension or revocation of admission, a written notation will be placed on the student's official transcript.
- (h) **Disciplinary Reprimand:** An official warning followed by the written notice to the student that their conduct is in violation of university rules and regulations.
- (i) **Conduct Probation/ Conditions:** A more severe sanction than a disciplinary reprimand. It is a period of review during which the student must demonstrate the ability to comply with university rules, regulations, and other requirements stipulated for the probation period. While under conduct probation, a student may be disqualified from serving as an officer of a student or campus organization or as a member of a university committee or council.
- (j) **Education:** A requirement to participate in some project, class or other activity that is relevant to the nature of the offense and appropriate for the violation.

# FINANCIAL ASSISTANCE PROGRAM

Quality education coupled with professional training through eminent consultants and teaching faculty is neither an easy task nor cheap to deliver. It always comes at a cost and this is where our University's objective of being a "Not for Profit" organization and extensive "financial Aid Programs" plays its part of serving not only humanity, but also the society as a continuous commitment to Building the Nation to the name we carry (Tameer-e-Millat).

## **Submission of fees:**

1. Full fees should be submitted before the commencement of the classes of a particular semester.
2. Enrolled students are required to pay the fee on or before the date notified by the University or its constituent colleges. Late fee up to Rs. 200/- per day or as prescribed by the competent authority may be charged till 30 days from the expiry of the scheduled date.
3. Appropriate action in the form of cancellation of registration of semester may be taken in case the student fails to submit the fee even after the second deadline.

## **Financial Assistance:**

1. A committee constituted by the Syndicate for the purpose of Financial Assistance shall select students for the scholarships and other funds on the basis of their applications on the prescribed form. The committee shall be called as the University Financial Assistance Committee and it shall be assisted by Departmental Assistance Committees constituted by the Dean, Principal or Head of the respective department. Provided also that the nominee of the dean/principal/head as member on the University Financial Assistance Committee shall be the member of the respective Departmental Assistance Committee.
2. For the purpose of fund collection, a form will be circulated to all the members of STMU/Shifa Family and collected before the 30th September each year (contribution to be added to separate endowment fund).



3. A student would be eligible for only one financial award, in one category, at any time (the prize award is not included in this category).
4. 20% waiver will be granted in the tuition fee for the second and onward siblings of the current/bona fide student.
5. 20% waiver will be granted in the tuition fee for the children of the current full-time employees of the University and its teaching hospital (Shifa International Hospitals Ltd).
- 5A. 20% fee waiver will be granted in the tuition fee to the spouse of current/bona fide full-time employee of the University. This waiver to the spouse enrolled in the University program shall be applicable till the employment status of the employee is current/bona fide.
6. 25% waiver will be granted in the tuition fee for a student whose father/legal guardian has died during the course of study of the program in which the student is enrolled at that time.
7. In some special cases committee will be authorized to decide and grant the financial aid.

#### **Payment of Fee and Charges in Installments:**

1. Depositing of fee and charges in installments shall only be a privilege and not the right of the students.
2. No more than 10% of the students of a batch shall be allowed to pay their fee and charges in installments for a regular academic session (year or semester as the case may be).
3. A student may be allowed to deposit his/her fee and charges of a semester/session in maximum two installments. The first installment shall be payable within the stipulated time before the start of the classes of the semester/session. The amount of the first installment shall not be less than 50% of the total payable amount of the semester/session. The second installment shall be payable before the end of mid of the semester/session. The student shall have to apply on the prescribed form for submission of fee in installments within the stipulated time period before the start of the classes of the semester/session.
4. The applications for deposit of fee and charges in installments shall be evaluated by the Departmental Financial Assistance Committee strictly

on need-cum-merit basis. The recommendations of the Departmental Financial Assistance Committee shall be forwarded by the Principal/Head of the respective college/ department to the Treasure/CFO for further processing. Late fee charges shall be applied in case the payments are made after the stipulated time.

5. The employees of Shifa Family and their dependent children who are students of the university may be allowed to deposit their fee and charges on monthly installments provided that nothing shall be outstanding at the time of terminal examinations of the academic session (year or semester as the case may be). Provided further that these students shall not be counted towards the number/percentage mentioned in section 17 above.

# EXAMINATION DISCIPLINARY PROCEDURES

The following procedures are implementable in events carried out before, during and after the conductance of examination within the designated examination premises.

1. There shall be an Examination Disciplinary Committee (EDC) which will deal with cases of unfair means used by the students in the examination.
2. If a student is found in possession of books, notes, mobile or papers etc (relevant or irrelevant) or caught using unfair means in the examination, his/ her Answer Book and cheating material shall be seized immediately and the case should be reported in writing on the prescribed form to the Examination Department for a disciplinary action.
3. Examination Department shall refer case to “Examination Disciplinary Committee” immediately for assessment, hearing and punishment. The committee can warn, suspend, expel or impose fine to the student as per the gravity of case.
4. Examination Disciplinary Committee shall inform the suspected student about the meeting for following actions:
  - (a) Assessment of case.
  - (b) Trial suspected student.
  - (c) Recommendation of punishment on the basis of their findings.
5. The punishments may include, but are not limited to:
  - (a) Warning: Student is kept under observation for 3 to 6 months.
  - (b) Grade Penalty: Student is awarded 'F' grade in the course.
  - (c) Evaluation Penalty: The paper is cancelled and 10% marks are also deducted from the Internal Assessment of the student.
  - (d) Fine: Fine may be imposed on student ranging from Rs. 5,000/- to 30,000/-.
  - (e) Suspend: Student is suspended for a semester/ session.
  - (f) Expel: Student is expelled from the College/ University.

# WHISTLE BLOWING PROCEDURES FOR STUDENTS

1. The University procedures on raising concerns and the reporting of malpractice respects the current legal requirements in accordance with the Public Interest Disclosures Act, 2017. Where a student, irrespective of the nature or term of their study (i.e. undergraduate, postgraduate, full-time, part-time or distance learning, including students studying for awards of the University within partners institutions), has serious concerns about perceived irregularities in the governance and the running of the University or the activities of staff or other students within the University, s/he should be able to raise those concerns without fear of victimization or harassment in general, or of a detrimental effect on his/ her academic results in particular. The University will treat all such complaints seriously.
2. This procedures outlines a process whereby students can raise genuine and legitimate concerns internally without fear of victimization or being placed in a moral dilemma with the route of public disclosure as the sole means of action. It provides an opportunity for those concerns to be investigated and for appropriate action to be taken to ensure that the matter is resolved effectively within the University wherever possible. Legitimate concerns should be raised if they are in the interests of the University, staff, students or the public.
3. It would not intervene with any other policy and/ or procedures that fall under the umbrella of any standing committee.
4. Examples of malpractice or serious concerns covered by these procedures are an offence or breach of any statutory instrument, legal, procedural and/ or TOR/ JD obligation, abrogation of appropriate procedures, improper or unauthorized use of public or other funds, fraud, financial irregularity, dishonesty, malpractice, corruption, bribery, unethical conduct, miscarriage of justice, danger to the health or safety of any individual or the environment, workplace harassment, the deliberate concealing of information about the above. These examples are not intended to be exhaustive.
5. The University will investigate, promptly and thoroughly, all concerns raised in accordance with this policy, and will take appropriate action. The Registrar

has overall responsibility for the maintenance and operation of these procedures.

6. Any victimization of a student who raises a concern, or any attempts to deter him/ her from raising a legitimate concern about malpractice, will be regarded as a serious disciplinary offence.
7. Concerns should not be raised in order to pursue any private dispute, i.e. a matter which is not, in any way, connected to the business of the University. Raising a false allegation will not necessarily lead to disciplinary action, if it can be demonstrated that the matter was raised in good faith; however, where there is evidence that an allegation has been made with malicious, vexatious or frivolous intent, the matter will be regarded as a serious disciplinary offence and dealt accordingly.
8. The students can submit such applications in SAO complaint box, electronically through email or online complaint system and in a meeting with the Advisor Student Affairs/ Chairperson Student Affairs Committee. Complaint boxes have been affixed at specific points in the campuses. The students can fill in the complaint form available on the relevant college/ department's Student Affairs Office portal (addresses have been provided at the end of this book). They can also submit an application through email at [studentaffairs.scps@stmu.edu.pk](mailto:studentaffairs.scps@stmu.edu.pk) or [studentaffairs.ahs@stmu.edu.pk](mailto:studentaffairs.ahs@stmu.edu.pk).
9. Anonymous complaints are generally considered if proper documentary proof have been provided. However, if the name is provided, complete secrecy of the same would be ensured.

# RESEARCH ELECTIVES AND INTERNSHIP PROCEDURES

The Faculty of Pharmaceutical and Allied Health Sciences is focused to carry out leading basic and applied research in the field of pharmaceutical, rehabilitation, biological and laboratory sciences. For the purpose, a part from the various avenues for post graduate studies, FPAHS offers Research Elective and External Internship/Observership programs.

## **Research Electives Program (REP)**

The research electives program focuses on the participation in research in different fields of study. This will help the students to develop and enhance their personal skills, creativity and methodology. It is an innovative program that provides the students and researchers, from STMU and other institutes, to get involved in a specific research project. In this 10 to 16 week program, the participants develop technical and scholastic expertise. Along with the laboratory skills, the participants are taught about the basics of research methodology, scientific writing and critical analysis of scientific material.

Supervisors post different topics for electives in which students can apply. In the first week, selected students are briefed on the topic and the techniques that will be used. In the respective weeks research will be conducted and in the end of the program a report will be submitted by the students to their respective supervisors. Students will be awarded with certificates on completion of the program.

The process of applying for an elective starts in the last week of April. Supervisors post the topic and its brief overview to help students in selection. Students can apply in the topic of interest through online form. Interviews will be conducted for the final selection of students for the electives. Selected students will have to submit the fee before the start of electives program.

## **External Internships Program (EIP)**

The students from other educational institutes are provided hands-on,

supervised training on the equipment available in various departments of FPAHS laboratories according to the demands of their parent institute under the mentorship of a senior faculty member. Every year tens of students attend the EIP to carry out their final year projects and gain technical expertise in line with the international standards.

The observership/ internship program gives an opportunity to the students to be a part of an institution for 4 weeks minimum. In this time duration they will observe and learn from different types of field related situations. The interneers would have to submit the prescribed fees before the start of the EIP.

## SECTION III

### FORMS





# TABLE OF CONTENTS

Contents	Page No.
Know your forms .....	51
SAMPLE FORMS	
<i>Undertaking – Compliance to STMU Code of Conduct</i> .....	52
<i>Undertaking – Compliance to STMU Academic Regulations</i> .....	53
<i>Student Biodata Form</i> .....	54
<i>University Registration Form</i> .....	55
<i>Course Registration/ Drop Form</i> .....	57
<i>Request for freezing of Semester</i> .....	58
<i>Candidature Form – ESE</i> .....	59
<i>Student Clearance Form</i> .....	61
<i>University Withdrawal Form</i> .....	62
<i>Student Application Form</i> .....	64
<i>Fee Installment Application Form</i> .....	65
<i>Retotaling/ reviewing of Examination papers Form</i> .....	67
<i>Provisional Result Card Issuance Form</i> .....	69
<i>Transfer of credit(s) Form</i> .....	70



# KNOW YOUR FORMS

Form No.	Form Title	Why is it needed?	When to submit?	Processing time
SA Form No. 01	Student Bio Data Form	To get information about the student for official communication	At the time of admission, whenever there is a change of address or any medical condition	Verified within 1 working day
Reg. Form No. 02	University Registration Form	To register the student after getting a detailed information about the academic background of the student	At the time of admission	Processed within 10 working days*
SA Form No. 3A	Course Registration/ Drop Form	To add/ drop courses in a particular semester	At the start of every semester	Processed within 3 working days
SA Form No. 3B	Semester Freeze Application Form	To apply for freezing of semester <sup>a</sup>	Before the start of the semester to three weeks before the start of the terminal examination	Processed within 7 working days*
COE Form No. 4	Candidature Form (Semester Examination)	To apply for appearing in the terminal examination <sup>a</sup>	At least 2 weeks before the start of the terminal examination	Processed within 7 working days*
SA Form No. 5A	University Clearance Form <sup>£</sup>	To ensure that there are no financial or academic liabilities on your part	At the time of graduation, dropping out or withdrawal from an academic program	Processed within 3 working days*
SA Form No. 5B	University Withdrawal Form <sup>£</sup>	To apply for the security refund	At the time of graduation, dropping out or withdrawal from an academic program	Processed within 7 working days.* Cheque is issued within 30 working days.*
SA Suppl. Form No. 1	Student Application Form	To apply for the issuance of certificates, letters, leaves or any other business.	Any time throughout the University registration period	Processed within 5 working days*
SA Suppl. Form No. 2	Fee installment application form	To apply for installment based financial assistance <sup>a</sup>	Within the first week of the semester	Processed within 14 working days
COE Suppl. Form No. 3	Retotaling/ reviewing of examination papers	To apply for the retotaling of exam marks/ results	Within 3 days of result declaration (or as otherwise prescribed)	Processed within 14 working days
SA Suppl. Form No. 4	Provisional Result Card issuance form	To apply for the issuance of result card during the semester	Any time throughout the University registration period	Processed within 2 to 4 working days*

\*subjective to completion of all documentary/ eligibility requirements

# consult relevant policy before applying

£ to be submitted simultaneously



(To be furnished on a PKR 20/- stamp paper at the time of admission)

**UNDERTAKING/ BIYAN HALFI**  
**(COMPLIANCE TO STMU CODE OF CONDUCT)**

I, \_\_\_\_\_ Son/Daughter of \_\_\_\_\_, bearing  
CNIC / B-Form/ Passport No. \_\_\_\_\_ admitted in \_\_\_\_\_  
*program at College/Department of \_\_\_\_\_,*  
*Shifa Tameer-e-Millat University (STMU), Islamabad,* am submitting this undertaking as per  
the admissions requirements of the program. I hereby solemnly declare that during my stay in the  
university, I shall abide by the following:

- a) I shall diligently apply myself to acquire and develop the skills necessary for the practice and advancement of the field of study in which I am enrolled.
- b) I shall abide by the rules and regulations enforced at STMU at present and those which may be enforced at any time in the future and strictly conform to the code of conduct for the students of STMU.
- c) I shall be respectful towards my fellow students, teachers and employees of the University.
- d) I shall fully abide by the decisions of competent authorities/ committees constituted for the purpose of ensuring and enforcing discipline and good order in the University.
- e) I shall not indulge in political or anti-social activities.
- f) I shall protect and preserve the property of STMU at all times and shall make all efforts to prevent others from causing any damage or destruction to the University's property.
- g) I shall pay all my dues/fee as applicable from time to time and as may be prescribed, failing which I shall be liable for penalty as per approved regulations of the University.
- h) If I am found involved in violation of the above terms and conditions at any stage during my stay at STMU and all such acts and deeds that might bring disgrace and bad name to the University, the University shall have the right to cancel my admission without further notice.

Name of Student \_\_\_\_\_ Name of Parent/Guardian \_\_\_\_\_

Signature of Student \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_

Date: \_\_\_\_\_

(To be furnished on a PKR 20/- stamp paper at the time of admission)

**UNDERTAKING/ BIYAN HALFI**  
**(COMPLIANCE TO STMU ACADEMIC REGULATIONS)**

This is to confirm that we, \_\_\_\_\_ (Father/Guardian) and \_\_\_\_\_ (Student) have been educated about the following Academic Regulations of Shifa Tameer-e-Millat University, Islamabad:

**Chapter 5; Section 43:** "In case the CGPA of a student at any time falls below 2.0, but is above 1.5, the student will be placed on **probation**. Three probations for a 4-years or above programmes, two probations for a 2-years programme and one probation for a 1-year programme are allowed after which the student will be placed on **Chance status**."

**Chapter 5; Section 44:** "A student has to get out of chance status to avoid being dropped. If a student has already availed allowable probation(s) then the student has to improve and maintain his/her CGPA above 2.0 or equivalent in order to continue studies."

**Chapter 5; Section 45:** "In case the student has not availed probation(s) then minimum of 1.5 CGPA has to be achieved in order to continue studies. However, the student has to improve and maintain their CGPA above 2.0 or equivalent after allowable probations in order to continue studies."

**Chapter 5; Section 46:** "If a student fails to maintain the minimum CGPA of 2.0 after availing all probations and chances as mentioned above, then they will be **dropped from the programme**. A student dropped on academic grounds may be permitted to join other academic programmes, provide they fulfill the basic criteria for admission to the concerned programme. If there are some common courses between the student's previous academic programme and the one they want to join, exemption can be claimed for only those courses passed during the previous programme."

I hereby assure that my ward shall abide by all the Academic Regulations of the program and the University, and undertake that my ward and I have been well informed about the aforementioned regulations. We would therefore remain in regular contact with the Student Affairs Office/ College/Department administration for counseling and academic progress of the student.

In case of non-compliance to Chapter 5, Section 43 to 46 (mentioned above), I shall be liable to action(s) as per approved academic regulations of the University.

Name of Parent/Guardian \_\_\_\_\_ Name of Student \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Signature of Student \_\_\_\_\_  
(Attach a copy of Father/Guardian's CNIC)

Date: \_\_\_\_\_



Shifa Tameer-e-Millat University

SA Form No. 01

شفا تعمیر ملّت یونیورسٹی

**STUDENT BIO DATA FORM**

1. Name (as per Matriculation): \_\_\_\_\_
2. CNIC/B-Form/Passport No.: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. University Registration No.: \_\_\_\_\_  
(To be filled by the Registrar's Office)
5. Current Address: \_\_\_\_\_
6. Telephone No.: \_\_\_\_\_
7. Mobile No.: \_\_\_\_\_
8. Student Email Address: \_\_\_\_\_

Affix Photograph here.

(2"X 2")

(Please do not attest or  
over-write the Photograph.)

**FOR OFFICIAL COMMUNICATION**

9. Father's Name: \_\_\_\_\_
10. Father's CNIC No. : \_\_\_\_\_
11. Guardian's Name (Officially Declared): \_\_\_\_\_
12. Address: \_\_\_\_\_
13. Contact No.: \_\_\_\_\_
14. Parent Email Address: \_\_\_\_\_

**IN CASE OF EMERGENCY**

15. Contact Name: \_\_\_\_\_
16. Relationship: \_\_\_\_\_
17. Address: \_\_\_\_\_
18. Contact No.: \_\_\_\_\_

**MEDICAL INFORMATION**

19. Any medical condition: \_\_\_\_\_
20. Blood Group: \_\_\_\_\_
21. Allergies: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** Please submit the duly filled form to the Student Affairs Office.





# Shifa Tameer-e-Millat University

شفا تعمیرِ ملت یونیورسٹی

## UNIVERSITY REGISTRATION FORM

S. No. \_\_\_\_\_

Reg. Form No. 02

Please Paste One  
Passport size  
Photograph here. Do  
not attest, overwrite  
or stamp the  
photograph.

### FOR OFFICIAL USE ONLY

Date of Registration

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
(dd) (mm) (yyyy)

Registration # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please type / hand print in CAPITALS legibly in black ink. Attach attested copies of degrees / certificates of academic qualification.

If previously a Student of STMU, Quote Registration #

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

College/Department \_\_\_\_\_

Intake Category: Fresh / Transfer

Program/Degree

\_\_\_\_

Semester

\_\_\_\_

Class I.D

\_\_\_\_

Faculty of

\_\_\_\_

Status: International / Local

Gender Male / Female

Program Duration

\_\_\_\_

Year(s)

Student's Name

\_\_\_\_

(As per SSC/Equivalent Certificate)

\_\_\_\_

Student's Mobile #

\_\_\_\_

Date of Birth

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
(dd) (mm) (yy)

Student's E-mail

\_\_\_\_

N.I.C / B-Form #

\_\_\_\_

Nationality

\_\_\_\_

Passport #

\_\_\_\_

(For Foreign students)

Father's Name

\_\_\_\_

\_\_\_\_

Guardian's Name

\_\_\_\_

(If other than  
father)

\_\_\_\_

Father's / Guardian's Details

NIC #

\_\_\_\_

Mobile

\_\_\_\_

Office

\_\_\_\_

Res #

\_\_\_\_

E-mail

\_\_\_\_

Exact Relationship:

\_\_\_\_

Annual Income(Father/Guardian)

\_\_\_\_

Mailing Address

---

---

Permanent Address

---

---

**Student's Academic Record: (List the most recent first)**

S.#	Degree /Diploma /Certificate	Name of Board	Year	Roll Number	Marks

**Work Experience (if applicable) : (List the most recent first)**

Organization Name	Position	From	To

**Brother (s) & Sister (s) studying at Shifa Tameer-e-Millat University:**

Name	Campus/College	Registration No	Enrollment No	Semester / Year

I declare that the information supplied by me is correct. I agree to abide by the rules and regulations of the Shifa Tameer-e-Millat University. I understand that any falsification of information on my part may result in my ineligibility for registration.

**Applicant's Signature**

**Program Coordinator / Principal / Head  
of the College/Department**

**Official Stamp**

**CHECK LIST (To be verified by the Registrar and Registration Section)**

Make sure that you have deposited the attested photocopies of following documents when applicable with registration form.

1. National I. D Card/B Form/Passport
2. Matriculation Certificate or Equivalent Certificate
3. F. Sc. or equivalent Certificate
4. B.A./B.Sc./B.Com Certificate
5. B.S./BBA Certificate
6. MBBS/BDS/Master Certificate


**FOR OFFICE USE ONLY:**

It is certified that Particulars given above have been verified from the original documents of the student.

**Incharge Academic Affairs**

**Registrar**

### COURSE REGISTRATION/DROP FORM

[illegible]

FOR OFFICE USE ONLY

Academic Advisor (Verified & Recommended by)	Remarks
The course numbers, title and credit hours assigned are correct.	
The time table circulated for the semester shows no clashes.	
The student details have been provided for CMS & LMS.	
I recommend him/her for registration of the courses listed above.	
Date:	Signature:

Chairperson/HOD

RECOMMENDED/  
NOT RECOMMENDED

Signature \_\_\_\_\_

Dean/Principal

APPROVED/NOT APPROVED

Signature \_\_\_\_\_

### Distribution List

- Software Developer, Information System
- Coordinator Student Affairs Office
- Student Dossier



## Shifa Tameer-e-Millat University

شفّا تعميرِ ملّت يونيورسٹی

### SEMESTER FREEZE APPLICATION FORM\*

1. Student Name (as per Matriculation): \_\_\_\_\_
2. University Registration No.: \_\_\_\_\_
3. College/Department/Program: \_\_\_\_\_
4. Last Semester Attended: \_\_\_\_\_
5. Cumulative GPA: \_\_\_\_\_
6. Semester freeze application requested for: \_\_\_\_\_ Semester
7. Tentative date of rejoining: \_\_\_\_\_
8. Reasons for Semester Freeze (Please provide documentary evidence along):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
9. Contact Number: \_\_\_\_\_ 10. Email Address: \_\_\_\_\_

Student's Signature & Date

#### FOR OFFICE USE

Forwarded by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Chairperson Student Affairs Committee*  
 Case discussed in Academic Affairs Committee Meeting No. \_\_\_\_\_

Endorsed / Not Endorsed by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Academic Advisor*

Recommended / Not Recommended by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Chairperson/HOD*

Approved/Not Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Dean/Principal*

**\*Note: STMU Semester Freeze Policy:** "Students are not allowed to freeze two consecutive semesters. They are also not allowed to freeze more than two semesters in the total duration of the programme."  
 (STMU Academic Regulations Chapter No. 5; Section 31; Sub-section e)



## CANDIDATURE FORM - (Semester Examination)

<b>Semester</b>	<b>SPRING</b>	<b>FALL</b>	<b>Summer</b>	<b>20</b>	<b>Program</b>
-----------------	---------------	-------------	---------------	-----------	----------------

(To be filled in BLOCK LETTERS by the candidate in his/her own hand writing,  
 Student & father name must be according to the SSC/IBCC Certificates)

<b>1</b>	<b>University Registration No</b>	<b>2</b>	<b>Council Registration # (if applicable)</b>
----------	-----------------------------------	----------	---

<b>3</b>	<b>Candidate Name</b>	<b>4</b>	<b>Year of Joining</b>
<b>5</b>	<b>Father Name</b>		

**6 Permanent Address of Parents/Guardian:**

<b>7</b>	<b>Email:</b>	<b>Tel No:</b>	
----------	---------------	----------------	--

**8. Subjects in which the candidates wish to appear: (It is mandatory to Check ✓ Theory/Practical)**

Course	T	P	Course	T	P	Course	T	P

### DECLARATION BY THE CANDIDATE:

- A. I declare that all the particulars stated by me above are true and I understand that in case of any inaccuracy therein, I shall be fully responsible for the consequences and that I do hereby indemnify Shifa Tameer-e-Millat University against all and any responsibility in this regard.
- B. I certify that I have read, Comprehended and signed the "Instructions to Candidates" enclosed with this form and undertake to abide by them.

Date:

Signature of Candidate

### FOR OFFICIAL USE ONLY

- Examination Fee Rs.....Remitted vide DD No.....Dated.....
- Late Fee Rs.....Remitted vide DD No.....Dated.....
- It is certified that the candidate has cleared all University dues viz admission fee, tuition fee, hostel fee & all other outstanding dues.
- It is certified that the candidate has fulfilled the conditions laid down under the rules enforced, that he/she is of good moral character, that he/she has signed this application in my presence and that his/her particulars given above/overleaf are correct.
- It is certified that the Candidate has passed the..... Semester Examination.
- It is certified that he/she has fulfilled attendance requirements as per policy. He/she has completed the prescribed course of lectures, practices, demonstrations, clinical works etc as required by the regulations.

Date:

STAMP

Principal/Chairperson/Head



## INSTRUCTIONS TO CANDIDATES AND RULES FOR THE EXAMINATION HALL

Candidates appearing in any examination conducted by Shifa Tameer-e-Millat University must read the following instructions very carefully.

1. Be punctual; you should be present in the vicinity of the examination hall well before starting time for each paper or practical and be seated as directed by the invigilation staff. The door of examination hall will be closed five minutes after the starting time and the paper will start at exact time.
2. Possession of firearms, knives etc, inside and in the vicinity of the examination is a crime under the country's law, and shall constitute a punishable offence.
3. Bring all your needed stationary e.g. pens, pencils, sharpeners, rulers etc with you. You would not be allowed to borrow these items from other candidates.
4. Calculator may be allowed in certain paper if instructed by the concerned examiners.
5. **Electronic notebooks, mobile phone, magazines, notes, written or blank paper sheet etc. are not allowed inside examination hall. If found in the possession of a candidate, his/her paper will immediately be cancelled. Cheating from and helping other candidates in the examination Hall would also result in same consequences.**
6. Writing on palm, arm or anywhere on the candidate's body is considered enough proof of cheating whether the material is related or unrelated to the exam paper. Such a written material will result in the cancellation of the paper.
7. No foods, beverages or cigarettes will be allowed inside or consumed in the examination hall.
8. No candidate should allow anyone to impersonate him to appear in the examination on his/her behalf. This will result in serious consequences such as cancellation of registration from Shifa Tameer-e-Millat University.
9. No page should be torn from the main answer book or extra sheet, and no part of these is to be taken out of the Examination Hall. Such practice will result in cancellation of the paper.
10. You must maintain discipline in the examination hall. Talking, making noise, shouting or throwing objects etc. will be considered as a serious and punishable offence.
11. The invigilation staff will be very courteous, friendly and helpful but do not ask them for any help in answering the questions. This will be taken as cheating. You may ask them if any clarification in question paper is required.
12. **The subject teacher may be present for initial 15 minutes in the examination Hall.** You may ask him/ her if clarification/correction in examination paper is needed. After he/she leaves, no one will be allowed to ask any question.
13. You are also required to be respectful and polite towards the invigilation staff. Show of temper, anger, misbehavior, misconduct or disrespectful utterances will be dealt with serious punishment.
14. I will abide by the above-mentioned instructions/rules of Shifa Tameer-e-Millat University in true letter and spirit.
15. **I solemnly affirm that I will not challenge any action taken against me, by Shifa Tameer-e-Millat University, in violation of above instructions in any court of law.**

I, Mr. / Miss: \_\_\_\_\_ S/o, D/o Mr.: \_\_\_\_\_

University Reg. No.: \_\_\_\_\_ Program: \_\_\_\_\_

I have read the above instructions and have understood them well, if involved in any of the above offences I am liable to strict punishment. This may result in permanent cancellation of my registration from Shifa Tameer-e-Millat University and expulsion from Faculty/College/Institute/Department.

**N.B I understand that these instructions will apply to all examinations conducted by Shifa Tameer-e-Millat University during entire duration of the program.**

Date: \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_



**Shifa Tameer-e-Millat University**

**SA Form No. 5A**

**شفاء تعمیر ملت یونیورسٹی**

**UNIVERSITY CLEARANCE FORM**

Date of Admission: \_\_\_\_\_

Date of Application: \_\_\_\_\_

1. **Student Name (as per Matriculation):** \_\_\_\_\_

2. **University Registration Number :** \_\_\_\_\_ 3. **Semester :** \_\_\_\_\_

4. **Father's Name:** \_\_\_\_\_

5. **Mobile No :** \_\_\_\_\_ 6. **Email Address :** \_\_\_\_\_

7. **Address:** \_\_\_\_\_

8. **Reason of Application:** ☐ Degree Completion ☐ Migration/Transfer ☐ Program Withdrawal ☐ Drop Out

Please complete this clearance form in all respect and return it to **Student Affairs Office** as applicable.

DEPARTMENT	REMARKS	SIGNATURE & DATE
Library		
Accounts Office		
Hospital Registration Department (A-Block)		
Hostel (if availed)		
Incharge Admin/ Labs (respective campus)		
Student Affairs Office		

I confirm that I have cleared all my dues and returned all equipments/books issued to me and there are no financial/ academic liabilities on me to the College/Department of \_\_\_\_\_.  
My **Student ID** is attached herewith (valid/original).

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Incase of Withdrawal from Degree Program: (Remarks by Academic Advisor)**

\_\_\_\_\_

\_\_\_\_\_

**Academic Advisor**

This is to certify that there is nothing outstanding against \_\_\_\_\_ (Student's Name)  
Class/Semester (Session) \_\_\_\_\_ at the time of his/her leaving Shifa Tameer-e-Millat University,  
Islamabad on \_\_\_\_\_

**Chairperson Student Affairs  
Committee**  
(Verified by)

**Chairperson/HOD**  
(Recommended by)

**Dean/Principal/Director**  
(Approved by)

**Distribution List:**

- Accounts Department

Document No. STMU/TPAHS/SAC/0005A

Rev. No. 01



Shifa Tameer-e-Millat University

شفا تعمیرِ ملت یونیورسٹی

SA Form No. 5B

### UNIVERSITY WITHDRAWAL FORM

- Student Name (as per Matriculation): \_\_\_\_\_
- Father's Name: \_\_\_\_\_
- University Registration Number: \_\_\_\_\_ 4. Program: \_\_\_\_\_ 5. Current Semester: \_\_\_\_\_
- Reason of Withdrawal: \_\_\_\_\_
- Cheque to be issued in the name of: \_\_\_\_\_ (Attach a copy of CNIC)
- Relation with the cheque bearer: \_\_\_\_\_
- Date of Application: \_\_\_\_\_ 10. Student Signature: \_\_\_\_\_

11. Contact Number: \_\_\_\_\_

Note: Please attach a copy of deposited fee receipt (if applicable). The refund will be as per STMU refund policy.  
(Printed Overleaf)

#### FOR OFFICIAL USE

Date of Commencement of Classes: \_\_\_\_\_

Semester Calendar

- ☐ Upto 7th day  
☐ From 8th to 15th Day  
☐ From 16th Day

Annual Calendar

- ☐ Up to 15th Day  
☐ From 16th to 30th Day  
☐ From 31st Day

☐ Security Refund

Particulars:

Fee Deposited (Total Fee: \_\_\_\_\_)

Student Affairs Office

(Prepared and Forwarded by)

Chairperson/HOD

(Verified by)

Dean/Principal

(Recommended by)

Treasurer/Deputy Treasurer

(Approved by)

Note: Kindly return a signed copy of this form back to Student Affairs Office.

FEE REFUND	
Fee Detail	Amount (Rs.)
Tuition Fee	
Semester Enrollment Fee	
Security Fee	
Library Support Fee	
Regulatory body fee/Council Registration (For fresh students only)	
University Registration/Affiliation Fee	
Medical Checkup/Immunization Fee	
Co-curricular Activities per Semester	
Migration Fee	
Thesis/Research Fee	
Clinical Rotation Fee	
Examination Fee	
Total Refund	

Distribution List:

- Student Dossier

Document No. STMU/PAHS/SAC/0005B

Rev. No. 01





## SHIFA TAMEER-E-MILLAT UNIVERSITY, ISLAMABAD

### FEE REFUND POLICY

(Under Section 4 (XXIV) & Section 25 (1)(b) of the University Act)

#### Statutes Regarding Fee Refund:

1. Fee shall be refunded to candidates who desire to migrate/discontinue studies upon prior application and approval in writing for the same.
2. The fee shall be refunded as follows:

Percentage of Fee	Timeline of Refund Application for Semester Calendar Programs	Timeline of Refund Application for Annual Calendar Programs
Full (100%) Fee Refund	Up to 7th day of Commencement of Classes of the Semester	Up to 15th day of Commencement of Classes of the Year
Half (50%) Fee Refund	From 8th to 15th day of Commencement of Classes of the Semester	From 16th to 30th day of Commencement of Classes of the Year
No (0%) Fee Refund	From 16th day of Commencement of Classes of the Semester	From 31st day of Commencement of Classes of the Year

3. Percentage of fee shall be applicable on all components of fee, except for admission charges including prospectus, admission processing, admission fee, etc.
4. Timeline shall be calculated continuously - i.e., covering both weekdays and weekend.
5. No refund including security deposit may be permissible if the admission/registration of a student is cancelled upon any disciplinary grounds/violation of the code.
6. The Security Deposit to the graduates shall be refunded when the respective graduation ceremony is done.
7. In case of Bachelor of Medicine and Bachelor of Surgery (MBBS) programme, the refund policy/regulations of Pakistan and Medical and Dental Council shall be followed.

\*\*\*\*\*

#### Note:

Approved in 14<sup>th</sup> Meeting of Senate held on June 30, 2018 effective from July 1, 2018.

**SA Suppl. Form No. 1****Shifa Tameer-e-Millat University****شفاء تعمیر ملت یونیورسٹی****STUDENT APPLICATION FORM <sup>1</sup>**

Name of Student: (as per Matriculation)	Program:
University Registration No.:	Current Semester:
Mobile Number:	Date of Application:
Student Email Address:	

**Applying for:**

- ☐ Leave <sup>2</sup>    ☐ Bonafide/Character Certificate    ☐ Fee Details Letter    ☐ Program Withdrawal  
☐ Any other

*Please specify the purpose of application:*

Student's Signature \_\_\_\_\_

**Remarks by the Head Student Affairs Committee:****Remarks by the Chairperson/HOD/ \_\_\_\_\_ :****Remarks by the Dean/Principal:**<sup>1</sup>Please submit the filled form to the Student Affairs Office.<sup>2</sup>In case of medical leave, attach medical certificates from the authorized practitioner.



# Shifa Tameer-e-Millat University

شفا تعمیر ملت یونیورسٹی

SA Suppl. Form No. 2

## FEE INSTALLMENT APPLICATION FORM

### SECTION A: STUDENT'S BASIC & PERSONAL INFORMATION

1. Application Date: \_\_\_\_\_ 2. University Registration No.: \_\_\_\_\_

3. Student Name: \_\_\_\_\_ 4. Program Enrolled: \_\_\_\_\_  
(as per Matriculation)

5. Semester (e.g. 1st, 2nd): \_\_\_\_\_ 6. Session (Spring/ Fall): \_\_\_\_\_ 7. CGPA: \_\_\_\_\_ 8. CNIC No.: \_\_\_\_\_  
*Mention Year*

9. Outstanding Dues: \_\_\_\_\_ 10. Current Address: \_\_\_\_\_  
\_\_\_\_\_

11. Telephone No.: \_\_\_\_\_ 12. Mobile/Whatsapp No.: \_\_\_\_\_

13. Email Address: \_\_\_\_\_ 14. Accommodation: ☐ Self ☐ Rented ☐ Shared

15. Currently doing Job: ☐ Yes ☐ No 16. Type of Employment: ☐ Part-time ☐ Full-time 17. Monthly Salary: Rs. \_\_\_\_\_

18. Name of Organization/Employer (if yes): \_\_\_\_\_

19. No. of hours dedicated to the employer (per week): \_\_\_\_\_ 20. Conveyance: Own ☐ Rented ☐

21. Residency while studying at STMU: Day Scholar ☐ Hostelite ☐ 22. Monthly Rent (if Hostelite): Rs. \_\_\_\_\_

23. Monthly Rent: Rs. \_\_\_\_\_ 24. Marital Status: \_\_\_\_\_ 25. Number of dependents on the student (if any): \_\_\_\_\_

26. Reason for Financial Constraint: \_\_\_\_\_  
\_\_\_\_\_

### SECTION B: HOUSEHOLD INCOME

27. Father ☐ Alive ☐ Deceased 28. Job Status: ☐ Self-employed ☐ Retired ☐ Un-employed

29. Occupation: \_\_\_\_\_ 30. Organization: ☐ Govt. ☐ Non-Govt.

31. If Employed: Gross Salary Per Month (Inclusive of Allowances & Taxes): Rs. \_\_\_\_\_ 32. If Retired: Pension Per Month: Rs. \_\_\_\_\_

33. Dependent Children: Do you have any other child in your household attending school or higher education institution? ☐ Yes ☐ No  
(If yes please mention the name, age and monthly fee of each, below)

Name	Relation	Age	Name of School/Higher Educational Institution	Monthly Fee (Rs)

34. Mother's Job Status: ☐ Employed ☐ Retired ☐ Unemployed 35. Organization: ☐ Govt. ☐ Non-Govt.

36. Mother (if employed): Gross salary per month (Inclusive of allowances & taxes): Rs. \_\_\_\_\_

37. Mother (if retired): Pension per month: Rs. \_\_\_\_\_

38. Income from other source(s) (if yes): \_\_\_\_\_ 39. Monthly Household Expenditure: \_\_\_\_\_

Document No. STMU/PAHS/SAO-SU/PPL/0002

Rev. No. 01

**DECLARATION BY THE STUDENT**

I hereby declare that all particulars given by me on this form are true and correct. I agree that any misrepresentation due to information entered on this form or the withholding of information, shall cause this application to become void or voidable at the discretion of the University without prejudice to its rights. I acquaint myself with the general rules and regulations relating to the fee installment for which I may be accepted.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Guardian's Signature

**Note:** Please attach the documents mentioned below and submit this form to the Student Affairs Office. Bring the original documents along for verification.

**SECTION C. DOCUMENT CHECKLIST (To be verified by the Student Affairs Office)**

Make sure that you have submitted the following documents where applicable with the Fee installment application form.

1. Salary Slips/Pension Certificate/Proof of source of Income ☐
2. Form B/ National I.D. Card/Student ID Card (Siblings) ☐
3. Death Certificate of the Bread Earner (if any) ☐

It is certified that the particulars above have been verified from the original documents of the students.

\_\_\_\_\_  
Student Affairs Office  
(Verified By)

\_\_\_\_\_  
Chairperson Student Affairs Committee  
(Recommended By)

**Date of Meeting:** \_\_\_\_\_ **Application Status:** Approved ☐ Not Approved ☐

**Installment Plan:** 1st Installment Rs. \_\_\_\_\_ Due Date: \_\_\_\_\_  
(if accepted) 2nd Installment Rs. \_\_\_\_\_ Due Date: \_\_\_\_\_

Not  
approved  
(Remarks)

\_\_\_\_\_  
Chairperson Subcommittee Fee Installment

\_\_\_\_\_  
Dean/Principal

**Note:** Please return this form to the Student Affairs Office.



Shifa Tameer-e-Millat University

شفاء تعمیرِ ملت یونیورسٹی

**RETOTALING OF EXAMINATION PAPERS FORM**

1. Student Name (as per Matriculation)				
2. University Registration No.		3. Exam Roll Number		
4. Enrolled Program		5. Semester (1st, 2nd)		
6. Session (Spring/Fall - year)		7. Result declared on		
8. Date of Application		9. Student Contact No.		
10. Please tick one of the following: <input type="checkbox"/> Sessional 1 <sup>1</sup> <input type="checkbox"/> Sessional 2 <sup>1</sup> <input type="checkbox"/> Continuous Assessment Total <sup>1</sup> <input type="checkbox"/> Final Semester Exam <sup>2</sup>				
11. Mention below the course name for which retotaling application is requested.				
Sr.	Course Name/ Code	Grade / Marks Obtained	Grade/Marks after retotaling (Exam Officer)	Remarks by (Head Exam/ Retotaling Committee)
i				
ii				
iii				
iv				
v				
vi				
vii				
viii				
12. Reason for Retotaling				

Student Signature \_\_\_\_\_

*Note: Paper will not be re-checked. Retotaling includes checking the total of marks, any unchecked question and reflection of marks in Continuous Assessment Total.*

<sup>1</sup> Within three days of the declaration of result. (Rs. 300/- per course)

<sup>2</sup> Within ten days of the declaration of result. (Rs. 5000/- per course)

FOR OFFICE USE ONLY				Serial No.:
CONTINUOUS ASSESSMENT		FINAL EXAMINATION		
Rs. _____ /- have been received dated _____		Rs. _____ /- have been received dated _____ (Please attached a copy of receipt of paid fee)		
_____ <i>Student Affairs Office</i>		_____ <i>Exam Department</i>		
Action taken by	Verified by	Action taken by	Verified by	
_____	_____	_____	_____	
Exam Officer	Head Exam Cell	Exam Officer	Assistant COE	
Decision Recommended by _____ <i>Chairperson/HOD</i>		Decision Recommended by _____ <i>Additional Controller of Examination</i>		
Decision Approved by _____ <i>Dean/Principal</i>		Decision Approved by _____ <i>Controller of Examination</i>		

Note: Please submit a copy of the duly signed form to the Student Affairs Office.



Shifa Tameer-e-Millat University

شفا تعمیرِ مِلّات یونیورسٹی

**PROVISIONAL RESULT CARD ISSUANCE FORM**

1. Student Name (as per Matriculation)			
2. University Registration No.		4. No. of Copies required	
3. Current Semester		6. College/Department	
5. Requested Result Card (Mention Semester)			
7. Transcript Application Processing (Please Select One)	NORMAL		URGENT
8. Date of Application / Fee submitted to Student Affairs dated:	Rs.		
9. Reason for Applying for Issuance			

**Please ensure following before submitting application:**

- Have you paid all outstanding dues of STMU before submitting this application? ☐ Y ☐ N  
If yes please enclose copy of **fee challan**.

**RESULT CARD FEE**

The Result Card fee can be paid in cash to the concerned Student Affairs Office of the respective College/Department of STMU, Islamabad.

Category	Charges per copy	Minimum time Limit (Working days)
Normal	Rs. 250/-	04 Days
Urgent	Rs. 500/-	02 Days

**FOR OFFICE USE ONLY**Appl. No.: 

Recommended by: \_\_\_\_\_ (Chairperson Student Affairs Committee)

Approved by: \_\_\_\_\_ (Dean/Principal/Chairperson/HOD)

Issued by: \_\_\_\_\_ (Head Exam Cell)

Note: Please submit the duly signed form and issued result card to the Student Affairs Office.

**RECEIPT**

Received Application No. \_\_\_\_\_ for \_\_\_\_\_ (No.) of result card(s) on Urgent/ Normal basis from (Student Name) \_\_\_\_\_, University Reg. No. \_\_\_\_\_ College/Department \_\_\_\_\_ on \_\_\_\_\_, by depositing PKR. \_\_\_\_\_ Tentatively, Result cards shall be ready for collection on \_\_\_\_\_ and will be issued on production of this receipt.

Student Affairs Office

Document No. STMU/FPAHS/SAO-SUPPL/0004

Rev. No. 01



شفا تعمیر ملّت یونیورسٹی

1. Name (as per Matriculation): \_\_\_\_\_

2. Father's Name: \_\_\_\_\_

3. Program applied for: \_\_\_\_\_ 4. Semester Applied for: \_\_\_\_\_

5. Contact Number: \_\_\_\_\_ 6. Date of Application: \_\_\_\_\_

7. Current Address : \_\_\_\_\_

8. Name and Address of the Previous University/DAI: \_\_\_\_\_

[illegible]





[illegible]

Member Equivalence Committee  
(Reviewed by)

Rev. No. 02

## FOR EVALUATION PURPOSES (STUDENT AFFAIRS OFFICE)

### Academic Data

- a. Marks in SSC/Equivalent: \_\_\_\_\_
- b. Marks in F.Sc / Equivalent: \_\_\_\_\_
- c. Credit Hours Completed (Transcripts Attached)  
     CGPA: \_\_\_\_\_ (Minimum CGPA required 2.5)  
     Percentage: \_\_\_\_\_ (Minimum %age required 60%)
- d. NOC/Original attached from last University/Institute attended: ☐
- e. Total credit hours attended: \_\_\_\_\_ out of \_\_\_\_\_ (Total credit hours of the Degree Program)

**FORWARDED BY**

**RECOMMENDED /  
NOT RECOMMENDED**

**AUTHORIZED /  
NOT AUTHORIZED**

\_\_\_\_\_  
**Head Equivalence Committee**

\_\_\_\_\_  
**Chairperson/HOD**

\_\_\_\_\_  
**Dean/Principal**

**ENDORSED/ NOT ENDORSED**

**APPROVED/NOT APPROVED**

\_\_\_\_\_  
**Controller Of Examination**

\_\_\_\_\_  
**Vice Chancellor**

### Instructions/Guidelines for the Applicant

Please submit the following documents in support of this application:

1. Grade Sheet/Transcript certified copy (SSC or equivalent, HSSC or equivalent and transcripts of the semesters completed). The submitted original documents will be verified by the Student Affairs Office at the time of admission.
2. Course Outline of every course for transfer of credit (Copy of approved curriculum/ course outline of previous University/DAL).
3. Original copy of No Objection Certificate issued by the previous University/ DAL.

# CONTACT DIRECTORY

Title	Contact Person	Contact Number	Email Address
Dean's Office	Mr. Asim Ahmed (PS to Dean)	051-8438056	dean.fpahs@stmu.edu.pk
Academic Advisor, Shifa College of Pharmaceutical Sciences (SCPS)	Prof. Dr. Sagheer Ahmed	051-8438054	sagheer.scps@stmu.edu.pk
HOD Department of Physical Therapy (DPT)	Dr. Arshad Nawaz Malik	051-8441750	head.dpt@stmu.edu.pk
Head Shifa College of Technology (SCMT)	Dr. Farrukh Mateen	051-8463743	head.scmt@stmu.edu.pk
HOD Department of Management Sciences (DMS)	Dr. Sheeba Zafar	051-8438060-65	hod.ms@stmu.edu.pk
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Head Department of Basic Medical Sciences – Pharmacy (DBMSP)	Prof. Dr. Sagheer Ahmed	051-8438054	sagheer.scps@stmu.edu.pk
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[sites.google.com/stmu.edu.pk/FPAHS-sao](https://sites.google.com/stmu.edu.pk/FPAHS-sao)

LEARNING MANAGEMENT SYSTEM: <http://lms.stmu.edu.pk>

CAMPUS MANAGEMENT SYSTEM: [stmu.almusnet.com](http://stmu.almusnet.com)

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