

STUDENT HANDBOOK

2020



**National University of
Computer & Emerging Sciences**

FOREWORD

The National University of Computer & Emerging Sciences (FAST-NU) offers its students an enabling environment to exploit their potential and talent in the best possible manner.

Admission to FAST-NU is not an end in itself, but a means to an end. The University expects its students and graduates to be academically accomplished, professionally apt, and ethically prepared. The University aims to transform its students into the leaders of tomorrow. The objective will be achieved through their professional development and personal growth.

The *Student Handbook* encompasses the academic rules, values and traditions, professional standards, social norms and principles, which we at FAST-NU religiously pursue. We expect our students to follow this set of ethos and values with a willing devotion.

We also envision our students making all the stakeholders—the university, the faculty, and their parents—proud by their achievements. They have at hand the very tough challenge of coming up to the high performance expectations and the high academic standards of the University.

In the end, I would like to address a few words to the new members of the FAST-NU community.

While cherishing your good luck to have made it to one of the premier seats of higher learning in the country, be mindful of the enormous responsibility that you have

accepted by joining FAST-NU. Let your teachers and the alumnae of the University serve as your role models. Approach them for advice, for help, and for guidance, whenever and wherever you need to. You will find the entire University on your side to support you in your cause to achieve excellence.

The management and the faculty are always there to facilitate your stay at the University towards a rewarding future.

Allah be with you!

Dr. Muhammad Ayub Alvi
Rector

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CODE OF CONDUCT

National University of Computer & Emerging Sciences endeavours to inculcate in its students' intellectual diversity, self-motivation, critical thinking and inquiry, research oriented approach, capacity for leadership, and community oriented, ethically guided high sense of professionalism. University aims to equip students to meet the challenges of the 21st century. The University expects its students to strive towards acquisition of attributes that befit the national objectives. These attributes, in turn, should be reflected in their everyday behaviour, attitude and dress.

In order to achieve these goals all students are obliged to strictly follow the Code of Conduct laid down below:

1. Students should refrain from conduct that might damage the reputation of the University. They must also avoid any conduct that may lead to the disruption of any academic program /activity of the Campus.
2. Students will show tolerance, understanding, and respect for the rights of others. In case of any misunderstanding with peers or University management, etc., discussions and exchange of views within the framework of decency and decorum would be the desirable course to follow. Threatening behaviour to fellow students, faculty, staff, or the University as an institution could cause irrevocable dismissal from the University.
3. Students will be respectful to members of the opposite gender and will refrain from any behaviour that can be interpreted by others as 'gender harassment'.

4. 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 construed as an approval to undue intimacy or unacceptable proximity, openly or in isolated areas. Girls and boys are not allowed to sit next to each other in the classrooms, labs, and library or outside.

The expected cultural norm is as per the *Ayat* of *Surah Nur* (Ayat 30-31)

“Tell the believing men to lower their gaze and be modest. That is purer for them. Lo! Allah is aware of what they do.’ ‘And tell the believing women to lower their gaze and be modest, and to display of their adornment only that which is apparent, and to draw their veils over their bosoms.’ Pickthal

5. It is the responsibility of all to keep the Campus environment clean and tidy. Therefore, no littering or trash should be carelessly thrown or left on the Campus premises. The designated waste bins should be used for the purpose.
6. The students are advised to refrain from any damage to the University fixtures/furniture including Venetian blinds, scribbling/carving on desks, writing on walls, and misusing lab equipment, etc.
7. Smoking is not allowed on campuses. Anyone found smoking has to pay a fine.
8. Students are advised to switch off mobiles in classrooms, examination halls, labs and library so as not to disrupt the calm of the said places.

9. Students are advised to strictly follow the code of conduct on-the-field and off-the-field while taking part in sports and other extra-curricular activities. Students are expected to exhibit exemplary behaviour, especially while representing the University in an activity/competition.
10. Matters of indiscipline would be referred to the Campus Discipline Committee, which is authorized to reprimand or check any indiscipline. Parents of students who disobey authority and violate the code of conduct will be called to the university. Disciplinary Committee may suggest action to be taken for breaching code of conduct by the student.
11. **Dress Code:**

The students of the University are expected to dress keeping in view the local cultural values.

- a. The students are not allowed to wear shorts or sleeveless shirts. The dress should not have any scripts or images, which appear to be provocative or indecent.
- b. The students should not wear tight or see-through clothes.
- c. The students are not expected to put on heavy make-up or expensive jewellery.
- d. Clothes with photograph of any celebrity/political personality/or with unethical printed words are strictly not allowed.

- e. Clothes should not pretend any influence towards any political or religious party.
12. Students must refrain from *cheating, plagiarism, lying, stealing, and gender harassment*, in any setting of the Campus.

Cheating encompasses the following:

- a. The wilful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students.
- b. The above may be accomplished by any means whatsoever, including but not limited to the following: fraud; duress; deception; theft; trick; talking; signs; gestures; copying from another student; and the unauthorized use of study aids, memoranda, books, data, or other information.
- c. Attempted cheating.
- d. Calling proxy attendance.

Plagiarism encompasses the following:

- a. Presenting as one's own the words, the work, or the opinions of someone else without proper acknowledgment. (This includes material published on the Internet)
- b. Borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgment.

Lying encompasses the following:

Willful and knowledgeable telling of an untruth, as well as any form of deceit, attempted deceit, or fraud in an oral or written statement relating to academic work. This includes but is not limited to:

- a. Lying to administration and faculty members.
- b. Falsifying any university document by mutilation, addition, or deletion.
- c. Lying to Discipline Committee members and advisors during investigation and hearing. This may constitute a second charge, with the committee members who acted as judges during that specific hearing acting as accusers.

Stealing encompasses the following:

Taking or appropriating without the permission to do so, and with the intent to keep or to wrongfully use the property belonging to any member of the campus or any property located on the university campus. This includes but is not limited to misuse of university computer and other lab resources.

Gender harassment apart from others includes:

- a. Interference into a student's right to learn, study, work, achieve, or participate in the Campus activities in a comfortable and supportive atmosphere;
- b. Impolite or indecent comments, signs, gestures or looks, and facial expressions;

- c. Spreading inappropriate rumours about any student;
- d. Attempts at starting personal conversation or taking undue liberty;
- e. Advances to harass, coerce, or intimidate others.

The university will not tolerate any violation of these norms. Any student faced with such situation should contact the Campus Harassment Committee about it without any inhibition, reluctance or fear.

Smoking is strictly prohibited in the university premises.

I - ACADEMIC RULES & REGULATIONS

Academic rules and regulations are available at the following web link:

<http://nu.edu.pk/public/downloads/Academic-Rules-%20Undergrad-Programs.pdf>

A subset of the rules and regulations of the University is provided here for ready reference. All activities of the University shall be governed by the rules and regulations of the University. In case of ambiguity or non-existence of rules, the final authority for interpretation and decision shall rest with the University.

II - FINANCIAL RULES

Fee Structure and Mode of Payment

The fee is charged on Semester basis and it becomes due two weeks earlier than the start of a semester at the time of course registration.

Fees are paid in the bank through bank challan available in Accounts Office/Flex.

All fees are non-Refundable.

All fees are non-refundable (except security deposit) and also the University reserves the right to review the fee structure from time to time. Any revision of fees would be uniformly applicable to all students of the University.

Financial Assistance (Loan)

FAST, being a non-profit organization, charges subsidized fees from all its students. Realizing that even the subsidized fee may not be affordable for some of its students. FAST tries to arrange financial assistance in the form of loan for such indigent students. This assistance is subject to renewal every semester in the light of the student's academic performance and financial need. The financial assistance is limited to tuition fees only and is discontinued if the student's CGPA falls below 2.00 for undergraduate degree and 2.5 for graduate degree.

The repayment of loan starts three months after graduation or getting a job, whichever is earlier. The total amount has to be repaid within a period of **four years** after graduation. Students are required to sign to this effect.

All those who are admitted and are in real need of financial assistance should apply on the prescribed Financial Aid form. A notice to this effect will be posted on the notice board.

Students' Services

The University may utilize the services of its senior students in different activities of the University. Such students are paid for rendering their services. Preference is normally given to indigent students.

Scholarships

Merit Scholarships

Merit scholarship is awarded to the Top THREE position holders of each Board. This scholarship is available for four years of un-interrupted studies with full course load and is equal to the full tuition fee. **Continuation of merit scholarship is subject to maintaining semester GPA of 3.0 or higher.**

Top Three position holders in each semester

The university awards certificates to those undergraduate students, who are the top three in their department. Students are selected from each of the four years of every degree program. Only those students are eligible who have undertaken the prescribed course load and have SGPA of 3.00 or higher.

Sindh Government Endowment Board Scholarships

This is offered on need-cum-merit to rural and urban students in both Undergraduate and Graduate level for all disciplines. Scholarship covers full tuition fee for entire

duration of the program, renewable every year. The scholarship quota for rural sector is 60% and for Urban is 40%.

ICT Scholarships and Balochistan Endowment Scholarships.

HEC Scholarships for MS and PhD students

The Higher Education Commission (HEC) provides liberal scholarships to students desirous of studying for the MS and PhD degrees at this university. The scholarship covers tuition fee, monthly stipend and book allowance.

Other Scholarships

In addition to the above scholarships there are various community-based scholarships offered by various committees and foundations such as, Memon Community Scholarships, Bohra Community Scholarships, Hindu Community Scholarship INFAQ Foundation scholarships, Agha Khan Foundation Scholarships, etc.

Assistantships

The University may utilize the services of its graduate students in its different activities. These students are compensated for rendering their services. Preference is normally given to indigent students.

Bank Loans

Bank Alfalah, Meezan Bank, Bank Islami and MCB offer loans to students.

III - DISCIPLINARY CONDUCT

a. Discipline

Students are expected to observe disciplinary standards of the University in all their dealings. Failure to meet these standards will require them to appear before a DDC/CDC, who may recommend a suitable action against the student.

The action may amount to suspension of studies for one or more semesters, expulsion from the University or disqualification from any academic honour such as award of gold medal, financial aid, scholarship, etc.

Any of the following will call for a disciplinary action:

1. Violation of the rules & regulations of the University.
2. Wilful defiance of University's authority whether alone or in association with others.
3. Involvement in activities that are against the interests and reputation of the University.
4. Use of unfair means or breach of norms.
5. Use of unfair means during the exam or any evaluation process used for academic purposes.
6. Improper behaviour in or outside the classroom.
7. Any act of dishonesty including submission of false documents and deliberate misreporting.
8. Association with actions harmful to good teaching environment.
9. Failure to meet the code of conduct as laid down by the University.

b. Academic Dishonesty

The minimum punishment for using unfair means is award of zero marks in that test, assignment, midterm, or final examination.

If the course instructor refers the matter to the Disciplinary Committee of the Department (DDC), then the minimum punishment will be award of 'F' grade in that course.

If the Head of Department refers the matter to the Disciplinary Committee of the Campus (CDC), then the minimum punishment will be award of 'F' grade in all the courses taken in that semester. The CDC may recommend suspension for one or two semesters or expulsion from the university.

IV - MIGRATION

Migration from NU to other Universities

A student may be allowed to transfer from this University to any other educational institution after obtaining Clearance from the University. Such transfer will result in closing of admission at this University. Such a student may be considered for re-admission, provided the following conditions are satisfied.

- The student has been pursuing studies in the same discipline he was enrolled at NUCES during the period of absence from the University.
- The request for re-admission is made within one year of the date of closing of admission. University will use its discretion in deciding about the transfer of credits from the migrated institution.

Change of Discipline: A student may apply for change of discipline subject to completion of certain requirements as per university policy.

V - EXAMINATION RULES

1. Students are not allowed to take books, files, bags, mobile phones, data recording devices or any other material in the Examination Hall.
2. Mobile Phones are NOT allowed in Examination Hall.
3. If you find anything except answer book on your seat/desk it is **your duty** to inform the examiner/invigilator. In case of failure to do so you will be deemed responsible.
4. You may wish to pace yourself with your own watch, but the examiner/invigilator will be official timekeeper of the examination.
5. Do not turn or start the paper unless announced by the invigilator to do so.
6. Write your name and Roll number on the answer book as well as on question paper.
7. You will not be given any extra time if you fail to write your name and Roll number on the answer sheet.
8. In the last five minutes, make sure that extra sheets used by you during the examination are stapled to the answer book.
9. You are not allowed to continue writing after the examiner/invigilator announces, ***“The time is over, put your pens down.”***
10. You are not to take the question paper (if required) and answer book out of the examination hall.
11. During examination, do not talk or whisper, turn your eyes or head away from your own answer book. Any evidence of cheating will earn you **“F” grade** as minimum penalty.
12. Following actions are strictly prohibited during examination:

- a. Sharing any aids including calculators, paper of any kind, pencil, rubber etc.
 - b. Tearing any paper from the answer book.
 - c. Tearing any paper from the question book.
13. An examiner/invigilator is authorized to dismiss you from the examination for:
- a. Use of unfair means including copying information using written or electronic media (mobile phone, memory based programmable calculators)
 - b. Use of any object, device, instrument that undermines examination process.
 - c. Creating disturbance.
 - d. Giving or receiving help
 - e. Using your own Question paper for rough work.
 - f. Any verbal or nonverbal communication.
14. Students are required to sit according to the seating plan. The Examiner/Invigilator can reallocate any student from his / her designated seat.

Any violation of the said rules or any other examination rule will be entered in the logbook and the case will be sent to the DDC/CDC for appropriate disciplinary action.

VI - LIBRARY RULES

1. Silence must be observed in the study areas. Quiet talking is allowed in the Circulation Desk area. The Library staff has the right to ask the people to leave the library if they are talking anywhere in the library in a way, causing, disturbance to other people working.
2. Members who behave in an abusive, disorderly, disruptive, indecent, offensive, or unreasonable manner will be asked to leave the library. Offender will be reported to the Disciplinary Committee.
3. Students must carry their NU ID cards to enter the library.
4. All library material must be borrowed out before leaving the library. Un-borrowed items taken beyond the library Gate are considered stolen. Offenders are liable to suspension and stern disciplinary action.
5. Seats are not allowed to be reserved. When there is a demand for seats, Library staff can remove the unattended articles from the tables.
6. Chairs and study tables should not be moved around.
7. Smoking, eating and drinking are prohibited.
8. Personal belongings (such as file covers, briefcases, handbags etc.) must be left outside the library or at the designated place. The University accepts no responsibility for personal belongings left in the library.
9. Members are not permitted to use telephones (including mobile telephones) in the library. Mobile phone must be switched off in the library. Library staff are not permitted to accept private telephone

messages for readers with the exception of emergency calls.

10. Students are advised not to write on, tear off, or deface library material (books, furniture etc.) by ballpoint, marker, pen, pencil etc.
11. Where the Librarian or other Library Staff has reasonable grounds to suspect that a breach of library rules is being committed he or she has the power to require that any person who is present in, or is leaving or attempting to leave the library, shall demonstrate to the satisfaction of the Librarian or Library Staff that he or she is not in possession of any book(s) or other item(s) of library property.
12. No users of the library shall enter areas of the library designated by the Librarian “not for public access”, unless accompanied by a member of the Library staff.
13. Library material is issued for the following duration:

For BBA/BS Program Students

Item	Max. No.	Duration
Books	04	14 days

For MBA/MS Program Students

Books	05	14 days
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14. Reference material will NOT be issued.
15. Renewal of borrowed books cannot be claimed as a right. Priority would be given to those in the waiting list, if any.
16. Borrower must return or renew all library material promptly. Borrowers should ensure that the material is returned by the due date, otherwise fines will be imposed.
17. A fine of Rs. 5 per day would be charged for each book or audio/video material returned after the due date. This fine can only be waived off by written permission of Director or delegated authority.
18. If an item is found damaged at the time of its issue, the student must immediately inform the library staff about it and get it noted in the register.
19. If an item is lost, then the borrower must replace it. If an item is not found from local market then the double cost of the item will be charged.
20. Borrowers shall be responsible for any damage to the borrowed items. The librarian can ask the borrower to replace the damaged item with the same item in excellent condition.
21. Members must notify the library of any change in their postal or email addresses.

Theft of library material is a major offence that may result in immediate expulsion from the University.

Violation of any of the above rules may result in either termination of the library membership for the semester or imposition of fine.

VII - COMPUTER LAB RULES

Students must cooperate with lab staff to run the lab operation smoothly and amicably.

1. No drinks & food stuff is allowed in the labs.
2. Use of Mobile phones inside the lab is strictly prohibited.
3. Relocation of the lab equipment is strictly prohibited.
4. No personal equipment without prior permission of Lab In-charge can be brought or installed in the computer labs.
5. Students should be seated properly while using the computers and must tidy up the chairs and keyboard drawer while leaving.
6. No loud talking, noisy behaviour or music is allowed in the labs.
7. No Chatting (e.g. Yahoo & MSN Messenger etc) is allowed.
8. Lab facilities are for academic use only as per the *Fair Use Policy*, therefore, **No computer games are allowed in the labs.**
9. During scheduled lab hours, labs are available only for the scheduled class and unavailable for others.
10. No outsider(s) without permission is/are allowed in the labs.
11. No students are allowed to enter and use the facility without the NU ID cards.
12. Lab Administrator has the right to ask you to leave.
13. Any facility offered in the lab can be revoked/denied without prior notification.

All users must observe Lab rules. Breach of any of these rules would result in a fine of Rs. 500/- and/or disabling of user account.

VIII. STUDENT SOCIETIES ON CAMPUSES

Karachi Campus

- DECS (Dramatics and Extra Curricular Society)
- IEEE-NUCES
- PROCOM.NET
- SPORTICS
- TnC (Think & Create)
- TLC (The Literary Club)
- THE WEBMASTER
- ACM-NUCES (Association for Computing Machinery)

Lahore Campus

- NUCES ACM (Association of Computing Machinery)
- American Society of Civil Engineers NUCES Chapter
- Career Counselling Society
- Creative Society (Arts Club)
- DramaF
- FACE, FAST Association of Civil Engineers
- FAST Quran Society
- Institution of Civil Engineers (ICE) –NUCES
- IEEE Circuits and Systems Society
- IEEE Robotics and Automation Society
- IEEE Women in Engineering Affinity Group
- IEEE Industrial Application Society
- Fast Music Society

- NUCES Fun Trekkers (NFT)
- NUCES Media Group
- SOFTEC (Software Exhibition and Competition)
- Fast Sports Society
- VOICE
- FAST CARE Society
- FAST Business Club

Peshawar Campus

- Welcome and Farewell
- Adventure Society
- Sports Society
- METAL Society
- E-gaming
- Quran Society
- Software
- Competition
- SOUL & Wake Up Society
- IEEE/ ACM
- FAST Creative Society (FCS)
- FAST Box Office (FBO)
- FAST Engineering Society
- Society for Web Development
- FAST External Event Society (FEES)
- FAST FUSION Society
- Event Security Team

Islamabad Campus

- FCS FAST Computing Society
- Takhleeq
- FAST Photography Society

- FAST Community Service Society
- FAST Adventure Society
- FAST Islamic Revival Society
- FAST Book Club
- FAST Debating Society

CFD Campus

- Dramocrates
- Martial Arts Club
- Symphonic
- FAST Photo Graphic Society
- BOL
- FCAP
- FAS (Adventure Society)
- FECS (E-Gaming)
- Sports Guild Society
- SUKHAN
- FAST Designing Studio
- FUMPS
- FEC (English Club)
- Silent Steps
- Fung
- IEEE
- ACM Students Chapter
- Young Entrepreneurs Society (YES Club)
- OSAF
- FAST Business Club

IX. STUDENT FACILITIES AT CAMPUSES

All campuses of NUCES are fully equipped with pertinent facilities required for a conducive learning environment like, cafeteria/restaurant, transport facility (at some campuses), sports facilities, library, learning management system etc. In-Campus Hostel Facility is exclusively provided at Chiniot-Faisalabad Campus.

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