



# Rules & Regulations Relating to Admissions, Examinations & Discipline

## IMPORTANT INFORMATION

### 1. Definitions

- a) "University" means the University of Engineering and Technology, Lahore
- b) "College" means the Constituent/ Affiliated College of the University
- c) "Faculty" means the concerned faculty of the University
- d) "Vice-Chancellor" means the Vice-Chancellor of the University
- e) "Pro Vice-Chancellor" means the Pro Vice-Chancellor of the University
- f) "Dean" means the Dean of the concerned faculty
- g) "Principal" means the Principal of a college
- h) "Chairman" means the Chairman of the concerned department of the University/College
- i) "Controller" means the Controller of Examinations of the University
- j) "Student" means a bonafide student of a degree program of the University who does not maintain admission simultaneously in any other degree/diploma program of the University or in any other Institution
- k) "Candidate" means a student who intends to appear in an examination
- l) "Board of Studies" means the Board of Studies of the concerned discipline of the University/College

### Explanations

The pronoun "he" and its derivatives are used for both male and female persons.

Depending upon the context, the words imparting the singular number include the plural number as well.

### 2. Modification of Rules and Regulations

The rules and regulations governing various aspects of students' life at the University (such as discipline, admissions, examination, migration, fees and charges, etc.) are given in this prospectus as they stood at the time of its publication. There is no guarantee that these rules and regulations will remain unchanged throughout a student's stay at the University, nor does it in any way restrict or curtail the inherent powers for the University authorities to modify them whenever in their judgment any modifications are called for, and to implement the modified rules and regulations from a date which they deem appropriate.

### 3. Special Provisions

- a) In all cases where the regulations are silent, the decision of the Vice Chancellor shall be final.
- b) Interpretation of these rules and regulations by authorized

officers of the University shall be final.

- c) The University authorities reserve the right to make any changes in the existing regulations, rules, fee structure and courses of study that may be considered necessary at any time without prior notice.
- d) No student is allowed to maintain simultaneous enrollment in any other program of studies in the university or any other educational institution within or outside Pakistan, unless permitted by the competent authority as an Exchange Student.
- e) In case a student enrolled in this University is found to be a regular student of some other university/institution whether local or foreign, his admission in this university shall be canceled.
- f) Students are required to know the rules and regulations mentioned in the prospectus and notified time to time. Ignorance of rules and regulations does not absolve them of their responsibilities and shall not be treated as an excuse.

### 4. Liability for Injury, Damage and Loss

The University teaching programs include training in its workshops and laboratories, places of engineering and architectural interest, industrial concern, and construction jobs. The University or other concerns shall not be responsible in the event of an injury, damage or loss to a student resulting from any cause whatsoever during the course of such training.

## CODE OF ETHICS



In the name of Allah, the Beneficent, the Merciful

Whereas Allah enjoineeth upon his men faithfully to observe their trusts and their covenants;

- that professional expertise is a sacred trust entrusted to those whom Allah in his magnificent bounty has endowed with this skill and knowledge;
- that every member of the profession shall appreciate and shall have knowledge as to what constitutes this trust and covenant and that a set of dynamic principles derived from the Holy Quran shall guide this conduct in applying his knowledge for the benefit of society,

It shall be incumbent upon the members of the professional community to subscribe to individually and collectively and to uphold the honour and dignity of their profession:

1. "Allah commands you to render back your trusts to those to whom they are due, and that when you judge between people you judge with justice. Allah admonishes you with what is excellent." (4:58)
  - You shall be honest, faithful and just, and shall not act in any manner derogatory to the honour, integrity or dignity of their profession.
2. "And let not hatred of a people incite you not to act equitably. Be just that is nearer to observance of duty." (5:8)
  - You shall not injure, maliciously, directly or indirectly the reputation or employment of another Engineer, nor shall you fail to act equitably while performing professional duty.
3. "Give full measure and weight justly and defraud not men of their things and act not corruptly in the land making mischief." (11:85)
  - You shall use your knowledge and skill of engineering for human welfare and render professional service and advice which reflects your best professional Judgement.
4. "And swallow not up your property among your selves by false means, nor seek to gain access thereby to the judges, so that you may swallow up a part of the property of men wrongfully while you know." (2:188)
  - You shall not abuse you position or power, nor accept illegal gratifications of any sort.
5. "Fulfil the obligations." (5:1)
  - You shall faithfully observe and fulfil all your obligations.
6. "And speak straight words." (33:70)
  - You shall express your opinion on professional or other matters in a frank, open and straight forward manner.
7. "Avoid most of suspicion for surely suspicion in some cases is sin; and spy not nor let some of you backbite others." (69:12)
  - You shall not criticize another professional's work without his knowledge nor malign, or injure his professional reputation.
8. "Ye who believe. Let not some men Among you laugh at others. It may be that the (latter) are better than the (Former); Nor let some women Laugh at others: It may be that the (latter) are better than the (Former)" (49: 11)
  - You shall not ridicule fellow professional nor let one professional discipline deride other disciplines or professions.
9. "Nor defame nor be sarcastic to each other. Nor call each other By (Offensive nicknames)" (49:11 )
  - You shall not directly or indirectly discredit other professionals nor assign (derogatory) epithets to their persons or work.
10. "And follow not that of which thou hast no knowledge. Surely the hearing and the sight and the heart, of all these it will be asked." (17:36)
  - Your professional advice shall be based on full knowledge of the facts and honest conviction, and you shall not write articles or advertise in self-laudatory language or in any manner derogatory to the dignity of the profession.
11. "O ye who believe: If a wicked person comes to you with any news, Ascertain the truth lest Ye harm people unwittingly." (49 :6)
  - You shall ascertain facts before accepting them and shall not encourage or cause others to carry tales. Credulity is no credit.
12. "And help one another in righteousness and piety and help not one another in sin and aggression and keep your duty to Allah." {5:2)
  - You shall help one another in upholding and doing what is right and shall not associate with those who transgress and those who indulge in unethical practices.
13. "And forget not kindness among yourselves." (2:237)
  - You shall be kind and considerate to others and shall not fail to be co-operative and accommodating.
14. "And whose affairs are decided by counsel among themselves." (62:38)
  - You shall decide matters of common professional interest by mutual consultation.
15. "And hold fast by the covenant of Allah all together and be not disunited." (3:102)
16. "And obey Allah ad His apostle; And fall into no disputes Lest ye lose heart and reputation." (8:40)
  - You shall strive individually and collectively to enhance the prestige of your profession by ordering your conduct in accordance with this Code of Ethics and shall not be disunited.

## PG SEMESTER REGULATIONS

### 1.0 Introduction

The following regulations govern the Semester System for the Postgraduate degrees awarded by University of Engineering and Technology (UET), Lahore.

- i. Classification of postgraduate degrees offered at the University under Semester System are given in the following table:

Degree Nomenclature	Abbreviation	Areas
Doctor of Philosophy	Ph.D.	Engineering disciplines, Computer Science, City and Regional Planning, Architecture, Chemistry, Physics, Mathematics, Islamic Studies Business Administration and Management Sciences.
Master of Science (18 years equivalent)	M.Sc.	Engineering disciplines, Computer Science, Energy Sciences, Geological Sciences, City and Regional Planning.
Masters (18 years equivalent)	M.Arch., M.PID, MBA	Architecture, Product & Industrial Design and Business Administration.
Master of Philosophy (18 years equivalent)	M.Phil.	Applied Chemistry, Applied Mathematics, Applied Physics and Food Science & Technology.
Master of Science (18 years equivalent)	M.S.	Polymer Science and Technology, Marketing and Management.

- ii. Masculine gender used in the following regulations implies male students as well as female students.
- iii. The medium of instructions and examinations shall be English for all subjects except Islamic Studies for which the medium of instructions and examinations shall be either Arabic, Urdu or English.
- iv. The term "Academic Year" refers to the period of study at the University comprising of two regular semesters and an optional summer semester.
- v. The term "Contact Hour" refers to a 50 minutes period of contact with the students.
- vi. The term "Credit Hour (CH)" refers to a unit of academic credit during a semester. Each credit hour is related to a one or more "Contact hours per week" according to subject type as defined in these regulations.
- vii. The term "Pre-requisites" refers to subjects that must be successfully completed prior to registration in a subject requiring these pre-requisites.
- viii. The term "Co-requisite" refers to subjects that must be registered simultaneously if studied for the first time. During repetition, simultaneous registration of such subjects is not necessary.
- ix. The term "Advisor" refers to a faculty member of the student's department deputed to counsel a group of postgraduate students.

Degree Programs	Duration (in calendar years)	
	Minimum	Maximum
Doctor of Philosophy	03	08
Master of Science (18 years equivalent)	1½	04
Masters (18 years equivalent)	1½	04
Master of Philosophy (18 years equivalent)	1½	04
Executive M.B.A.	02	04

Under exceptional circumstances, the Vice Chancellor is authorized to grant extensions up to a maximum period of two years for Ph.D. and other programs on the recommendation of the respective Postgraduate Research Committee (PGRC) and the Dean.

### 3.0 Student Status

- i. Postgraduate students shall be classified as "Regular" students during the minimum duration of their respective degree program while registering in at least 6 credit hours during fall and spring semesters and 3 credit hours during summer semester.
- ii. Students shall be classified as "Casual" students if:
  1. They register in less than 6 credit hours during fall and spring semesters and less than 3 credit hours during summer semester; or;
  2. They register for credit hours after completion of their minimum degree duration period.

### 4.0 Credit Hours Requirement

- a) The minimum credit hours requirement for the award of Ph.D. degree shall be 90 CH beyond a 16 years B.S./ B.Sc. or equivalent degree, including a minimum of 42 CH of Ph.D. research culminating in a thesis.
- b) The minimum credit hours requirement for the award of 18 years equivalent degree beyond a 16 years degree shall be:
  - i. 30 CH of course work that includes a non-credit design project in their final semester, which would address solution to a complex problem in the related field; or
  - ii. 24 credit hours of course work along with a minimum of 6 credit hours of M.Sc./M.Phil. thesis.
- c) The minimum CH requirement for the award of Executive M.B.A. shall be 66 CH beyond the degree specified in the admission requirements. The minimum credit hours requirement award M.B.A. business undergraduates will be 30 credit hours and for non-business undergraduates will be 60 credit hours.

### 5.0 Semesters Nomenclature, Duration and Registration Matters

- a) There shall be two regular semesters, namely Fall and Spring semesters, and an optional summer semester during each academic year.
- b) Duration of fall and spring semesters will be of 16 to 18 weeks. The duration of summer semester will be 8 weeks with weekly contact hours being double from those of fall and spring

semesters.

- c) The maximum and minimum permissible number of students to be allowed registration in a subject section will be decided by the concerned Board of Studies.
- d) Students may consult their advisors for registration guidelines.
- e) A student, regular or casual, may be allowed to register in:
  - i. In case of Ph.D and 18 years equivalent degrees, at most 12 credit hours during fall and spring semesters such that the contact hours per week do not exceed 15. In case of 16 years equivalent degrees, at most 18 credit hours during fall and spring semesters such that contact hours do not exceed 24.
  - ii. At most 6 credit hours during summer semester such that the contact hours per week do not exceed 10.
- a) Registration in a subject section will be closed if the maximum student enrollment ceiling in that section has been reached.
- b) A subject section will be closed if less than the minimum numbers of students register in that section. Such students who have been denied registration due to a closure of a section may add some alternate subject(s) during add and drop period.
- c) During summer semester, selected subjects may be offered in accordance with departmental policy for summer semester.

### 6.0 Curriculum and its Sub-Categories

- i. The curriculum, subject identification numbers, the credit hours allocated to each subject and detailed syllabus shall be according to the proposals made by the PGRC / BoS and the BoF concerned and approved by the Academic Council.
- ii. Classification of sub-categories are given below:
  - a) "Theory" wherein the primary mode of teaching shall be lectures given by teachers supplemented by home assignments. For the purpose of these regulations, subjects of this type shall be referred to as Type-A;
  - b) "Practical" wherein the primary mode of teaching shall be experiments, studio laboratory, designs, drawings, assignments and projects conducted/executed by students as specified in the syllabus. For the purpose of these regulations, subjects of this type shall be referred to as Type-B;
  - c) Research work required towards completion of 16 years equivalent degrees culminating into a project / thesis shall be classified as Type C sub-category.
  - d) Postgraduate research work required towards completion of these / dissertation for 18 years equivalent and Ph.D.

degrees culminating into theses / dissertation shall be classified as Thesis sub-category.

### 7.0 Type-A Sub-Category Evaluation and Contact Hours

- i. In Type-A subjects, there shall be a mid-term examination of one hour duration and a final examination of at least one-and-a-half hour duration. These examinations shall carry 30% and 40% weight, respectively. The teacher shall schedule additional assessment instruments such as quizzes, assignments, presentations, seminars, group discussions, field study reports, etc. as specified in the syllabus or as determined by the teacher. These assessment instruments shall carry the remaining 30% weight of the subject.
- ii. There shall be one contact hour per week for the duration of a regular semester for each credit hour assigned to Type-A subjects.

### 8.0 Type-B Sub-Category Evaluation and Contact Hours

- i. In Type-B subjects, each Experiment, Studio work, Jury Presentation, Design, Drawing, Project or Assignment shall be considered an independent assessment instrument. Relative weight of each independent assessment instrument shall be determined by the concerned teacher in computing the cumulative performance, on a scale of 100, of all assessment instruments completed during the regular semester.
- ii. There shall be two to three contact hours per week for the duration of regular semester for each credit hour assigned to Type-B subjects.

### 9.0 Type C Sub-Category and Thesis Sub-Category

- a) In Type-C subjects, each exercise, project or assignment shall be assessed for process during its life time (Continuous Assessment) while the end product shall be assessed, right after its submission, through Viva-Voce (Terminal Assessment).
- b) Continuous Assessment and Terminal Assessment of Type-C subjects may carry 60 and 40 percent weight, respectively.
- c) External Examiners/ Jurors shall be involved in the assessment of all Type-C subjects.
- d) There shall be two to four contact hours per week during Fall and Spring semesters for each credit hour assigned to Type-C subjects.
- e) Thesis sub-category evaluation process would be followed as prescribed in relevant regulations.

### 10.0 Award of Letter Grades

- a) The subject teacher, having interacted with the students, taught them and having assessed them over the semester, shall award letter grades to the students. Chairman of the concerned degree awarding department will be consulted while finalizing the letter grades. Letter grade in each Type-A subject shall be awarded on a Relative Scale whereas, letter grade in Type-B and Type-C subjects may be awarded on an absolute scale if deemed fit by the subject teacher.
- b) Following steps in awarding letter grades on a relative scale may be followed:
  - i. Minimum marks threshold linked to content mastery shall be established for award of a passing letter grade. Students earning marks below this threshold shall be awarded "F" grade;
  - ii. Maximum marks threshold shall also be established. Student(s) crossing the maximum threshold, if any, will be awarded "A+" grade. The grade points of "A+" and "A" are same. As such, it is expected that only exceptional students demonstrating outstanding results are given recognition by award of this grade.
  - iii. Students earning marks between the maximum and minimum thresholds are listed in descending order of merit and the average and standard deviation is computed;
  - iv. Passing letter grades are awarded according to the table given below, with "A" being the highest passing grade and "D" being the lowest passing grade.
  - v. The cluster of students falling within half standard deviation of average marks may be graded as "B" or "B+".
  - vi. Other passing letter grades may be awarded on the basis of clusters of students within narrow ranges for a population less than 100; Or on a normal curve basis if the population of students is more than 100.
  - vii. It is not essential that every class should have all letter grades awarded, that is, it is possible that a class does not have any student below the minimum threshold; Or in another scenario in which no student, in the opinion of the instructor, is eligible for the award of "A" grade. There may be cases where no student qualifies for some intermediate grade.
  - viii. An upper limit on percentage of students in a subject who can earn a particular passing grade may be placed, if required.
- c) The letter grades and their corresponding grade points (GP) are given in the table below;

**Table**  
**Letter Grades & Corresponding Grade Points**

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	F	W	WF	I	IP
4.0	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0	-	-	-	-

d) Subjects repeated to improve grades, excluding "W" or "WF" grades, will be shown on the transcript with a suffix "R".

### 11.0 Result Computation Scheme

11.1 The Grade Point Average (GPA) and Cumulative Grade point Average (CGPA) shall be computed according to the following formula:

$$GPA = \sum (GP_x * CH_x) / \sum CH_x$$

$x = 1$  to  $n$ , where  $n$  is the number of subjects in the semester for which GPA is computed.

$$CGPA = \sum (GP_y * CH_y) / \sum CH_y$$

$y = 1$  to  $m$ , where  $m$  is the number of total subjects covered in all semesters up to the semester for which CGPA is to be computed.

11.2 Credit hours earned for theses graded as "Approved" shall not be counted towards computation of CGPA.

### 12.0 Theses, "IP" and Award of "W", "WF", "I" Grades,

#### 12.1 Theses Award and In Progress "IP"

- Credit hours registered towards completion of Type C sub-category and Thesis sub-category will be shown as "IP" on the transcript until completion of the respective sub-category. "IP" credits will be counted towards degree credit requirements, but these credits will not be used in computation of GPA/CGPA.
- Each portion of a Type C subject spread over two semesters may have been prescribed different nomenclature and different subject code. First portion of such a subject may be graded as "IP" upon completion, if the department decides to award the final letter grade upon completion of the second portion.
- In case of Type C sub-category grades assigned in the semester in which the subjects are completed will be used in computation of Semester GPA with total credit hours of the subjects being counted for this purpose.
- Thesis sub-category shall be graded as "Approved" on successful completion and credit hours accumulated for this category will not be used in computation of CGPA.

#### 12.2 Withdrawal ("W" Grade)

- A student may be allowed to withdraw from a subject in which he is registered. Applications (Form 1) to withdraw from a subject shall be entertained latest up to the 6<sup>th</sup> study week during Fall and Spring semesters and up to 3<sup>rd</sup> study week during Summer semester. Withdrawn subjects shall appear in the transcript with a letter grade "W" and shall not be used in

computation of GPA. In the transcript, subjects repeated after withdrawal will not be suffixed with a "R".

- If a student withdraws from a subject, which he is repeating, the previous grade earned will be retained in computation of CGPA and in assessing degree completion requirements.

#### 12.3 Forced Withdrawal ("WF" Grade)

- A student registered in a subject may not be permitted to continue due to shortage of attendance or other disciplinary action. Such students shall be awarded a "WF" (Forced Withdrawal) grade. It shall appear in the transcript as such and shall not be used in computation of GPA. Subjects repeated after forced withdrawal will not be suffixed with "R".
- If a student is withdrawn from a subject, which he is repeating, the previous grade earned will be retained in computation of CGPA and in assessing degree completion requirements.
- A student who does not drop a subject nor appears in any assessment instrument will not be eligible for "WF" grade and will be awarded a "F" grade.

#### 12.4 Incomplete "I" Grade

A student, who because of illness or any other acceptable reason approved, after verification, by the concerned Chairman, fails to complete the required instruments in any subject, shall be awarded an "I" (Incomplete) grade as an interim grade if their attendance is at least 50% in that subject. This grade shall appear in the transcript temporarily until it is replaced by the actual grade and will not be



treated as "F" grade. The student receiving such a grade shall make up the unfinished portion of his subject to the satisfaction of the faculty member who awarded this grade, and is given a letter grade as per regulation 10 at the discretion of the faculty member without prejudice to the previous grade "I". In case, the student fails to complete the unfinished portion within the following semester his "I" grade would be converted to "F" grade by the Controller of Examinations. The responsibility for completing the unfinished portion and satisfying the faculty member lies with the affected student.

### 13.0 Repetition of Subjects

1. Students are permitted to repeat subjects to improve their grades in a semester within their maximum credit hours registration limit.
2. Separate repetition of Type B part or Type A part of a subject, which is combination of Type A and Type B, is permitted.
3. In case of repetition of a subject, the new grade earned shall replace the previous grade, whether high or low.
4. Alternate elective subject(s) may be studied to improve grade(s) earned in elective subject(s).
5. All subjects studied and their grades will be shown on the transcript. If more than the required number of elective subjects has been studied, then the required number of elective subjects with highest grades will be used in computation of CGPA.

### 14.0 Separation/ Removal From Rolls

- a) Postgraduate students shall be separated from the program:
  - i. If they do not register for two subjects during the first semester after their enrollment
  - ii. On the recommendation of PGRC, if they fail to register for two consecutive semesters
- b) Removal from rolls of Ph.D. students will be governed by the approved Ph.D. regulations.

### 15.0 Official Authority for Computation of Result

- i. Grade Points (GP) in each subject, Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) of each student shall be computed and notified by the Controller of Examinations at the end of each semester.
- ii. Provisional results displayed/ communicated to the student in the department after approval of the chairman before publication of official results may be used for deciding removal cases and for registering students for repetition of subjects by

the departments.

### 16.0 Award of Degree

- a) Students, who are eligible for the award of degree, are required to submit a Degree Requirements Completion Form (Form-2) to their respective chairman for onward submission to the Controller of Examinations. Degree status would be decided only after receipt of this form.
- b) Eighteen years equivalent M.Sc./Master/M.Phil. degree shall be awarded to those students:
  - i. Who have earned a minimum CGPA of 2.5 in prescribed course work with no outstanding "F", "W", "WF" or "I" grade in core courses.
  - ii. Who have repeated elective subjects in which they have earned "F", "W", "WF" grade, or have taken alternate elective subjects to complete the subjects credit hours requirements.
  - iii. Whose thesis, if opted for, has been approved after fulfilling prescribed requirements.
  - iv. Whose Design Project, for non-thesis option, has been approved by two faculty members appointed by the Chairman for this purpose.
- c) Students deciding to exit the eighteen years equivalent M.Sc./ Masters/ M.Phil. program without completing their thesis shall be awarded the Postgraduate Diploma (PGD) if they complete 24 credit hours of course work fulfilling conditions 16 b(i) and 16 b(ii). The minimum time period requirement for the award of PGD will be one year.
- d) Ph.D. degree shall be awarded to those students, who have fulfilled prescribed requirements as stated in Ph.D. regulations.
- e) All subjects studied and their grades will be shown on the transcript. If more than the required number of elective subjects has been studied, then the required number of elective subjects with highest grades will be used in computation of CGPA.

### 17.0 Grade Change Request

A student may submit a Grade Change Request (Form Sem-1) to the Chairman's Office stating the specific reason for change in grade. Grade Change requests must be submitted no later than one week after the first grade was posted or within the first week of the following semester, whichever is later. The request will be submitted to the concerned faculty member. Normally, the only person who can change a grade is the faculty member who gave the grade, however, in case that faculty member is no longer available or cannot be



reached, the department chairman has the authority to evaluate the situation and change a grade, if required. When a grade is to be changed, the chairman shall forward the case to the Dean with justification for change. The result will be modified after approval of the Vice Chancellor on the recommendation of the Dean.

### 18.0 Students Registration and Hostel Accommodation

- Regular and casual students may register for subjects being offered during that semester within their maximum permissible credit hours registration limit.
- The student may add or drop subjects within first two weeks of Fall and Spring semesters and within first week of Summer semester.
- A student, who is fulfilling requirements of an "I" grade in a semester, is not required to register in the subject in which he has been awarded an "I" grade.
- Hostel accommodation will be provided to postgraduate students subject to availability of accommodation. Casual students will not be eligible for hostel accommodation. However, foreign casual students may be allowed to continue staying in hostels by the Senior Warden after approval of the Vice Chancellor.

### 19.0 Deferment of Studies (Freezing)

- Students enrolled in the first semester cannot apply for deferment.
- There shall be no relaxation in the maximum degree duration period for students seeking deferment.
- A student may defer studies for at most two consecutive regular semesters, for medical or other circumstances beyond his control, with summer semester not being counted. In such cases, the student shall apply (Form 4) to the Chairman concerned, at least 15 days before the commencement of the semester, for approval of deferment by the concerned Dean. CAC, after approval, shall notify deferment for a specified period.

### 20.0 Attendance Requirements

- Students failing to maintain a minimum attendance of 75% in a subject during a semester shall be awarded a "WF" grade. Chairman in consultation with the respective Dean shall review cases of students seeking relaxation of up to 10% in attendance requirement. The relaxation shall be allowed after approval by the Dean. Any relaxation in excess of 10% shall be forwarded to the Vice Chancellor through the respective Dean for final decision.

- Leaves availed by a student after approval of the Chairman will not be counted towards attendance.
- Students eligible for award of an "I" grade will be awarded such a grade only if their attendance is at least 50%.

### 21.0 Re-Admission Policy

- A candidate seeking re-admission shall apply to the Vice-Chancellor. The application, duly recommended, will be routed through the PGRC and the Dean. Students Section will prepare the case for approval of the Vice Chancellor.
- Re-admission, if approved, shall be granted only once.
- Subjects and examinations of re-admitted students may be exempted/ transferred as provided for in the exemption/ transfer regulations.
- A re-admitted student shall deposit a clearance certificate from all concerned.
- Readmitted student will be granted admission as a fresh student and assigned a new registration number. All dues applicable to a freshly admitted students will be applicable.

### 22.0 Special Provisions

- In all cases where the regulations are silent, the decision of the Vice Chancellor shall be final.
- Interpretation of these rules and regulations by authorized officers of the University shall be final.
- The University authorities reserve the right to make any changes in the existing regulations, rules, fee structure and courses of study that may be considered necessary at any time without prior notice.
- No student is allowed to maintain simultaneous enrollment in any other program of studies in the University or any other educational institution within or outside Pakistan, unless permitted by the competent authority as an Exchange Student.
- In case a student enrolled in this University is found to be a regular student of some other University/ institution whether local or foreign, his admission in this University shall be canceled.
- Students are required to know the rules and regulations mentioned in the prospectus and notified time to time. Ignorance of rules and regulations does not absolve them of their responsibilities and shall not be treated as an excuse.
- The Vice Chancellor has been authorized by the Syndicate, on the recommendations of the Deans, to make amendments in these regulations and remove any difficulties faced during implementations of these regulations.

## EXAMINATION REGULATIONS

### 1.0 Evaluation Process of Subjects

#### 1.1 Evaluation of Type-A Subjects

- i. For mid-term and final examinations of Type-A subjects, the teacher of a subject shall set the question paper of that subject, supervise its examination, mark the answer books and prepare the award list.
- ii. Every teacher of Type-A subjects shall return the marked quizzes, assignments, etc. and mid-term examination scripts to the students for review, and in case of presentations etc. display the earned score of each student, within one week of the event. Mid-term scripts, however, would be recovered from the students and deposited with the chairman concerned.
- iii. At the end of scheduled teaching period of a semester but before commencement of the final examinations, the teacher shall prepare and display the Interim Award List. Composition, display, correction, and reporting requirements/procedures of Interim Award List shall be as prescribed in these rules.
- iv. Teachers would mark the final examination scripts, and prepare and display complete Award List, excluding letter grades, within one week after the examination of the subject.
- v. The students may be shown the final examination marked scripts before submission of Comprehensive Award List to the Controller of Examinations, if they so desire.

#### 1.2 Evaluation of Type-B Subjects

- i. Teachers of Type-B subjects shall keep all students informed of their performance at every stage in each category of task performed. Immediately after the end of each stage/assessment event, teachers shall prepare and display a list of earned score of each student in that stage/assessment event.
- ii. At the end of semester and before the end of examination period, teachers shall prepare and display the Interim Award List. Content and other requirements regarding Interim Award List shall be as prescribed in these rules.
- iii. After following the procedures and requirements regarding Interim Award List, the teachers shall prepare and display complete Award List, excluding letter grades, within one week after the end of scheduled teaching period.

#### 1.3 Evaluation of Type-C Subjects

- i. Teachers of Type-C subjects shall keep all students informed of their performance at every stage in each category of task performed. Immediately after the end of each stage/assessment event, teachers shall prepare and display a list of earned score of each student in that assessment instrument.
- ii. At the end of first of the two semesters of a Type-C subject and before the end of examination period, teachers would prepare and display an Intermediate Award List. This list would be similar to the Comprehensive Award List of Type-A and Type -B subjects except that letter grade of "IP" would be assigned indicating the In-Progress status of the subject.
- iii. At the end of second of the two semesters of a Type-C subject and before the end of examination period, teachers shall prepare and display the Interim Award List. Content and other requirements regarding Interim Award List shall be as prescribed in these rules.
- iv. Within one week of the conduct of Viva-voce/Jury examination, internal and external examiners shall prepare and display complete Award List excluding the letter grades.

#### 1.4 Interim Award List

- i. Interim Award List would show the percentage as well as weighted score of each stage/assessment instrument of that subject including the mid-term examination in case of Type-A subjects.
- ii. The Interim Award List will be displayed on the Notice Boards for at least two working days to permit students to point out any anomalies, errors, omissions, etc. in the list.
- iii. The teachers shall give due consideration to any anomalies, errors, omissions, etc. in the list pointed out by any student and may correct the list.
- iv. Any further processing of the list shall be carried out only after it has been displayed on the Notice Boards for the mandatory period and decisions regarding all matters pointed out by students have been taken.

#### 1.5 Comprehensive Award List

- The Comprehensive Award List shall show, for each student:
- i. The weighted combination of the Interim Award and Final

Examination award in percentage format and Letter Grades corresponding to the comprehensive award.

- ii. Sealed Comprehensive Award List will be sent to the Controller by the concerned teacher with a copy to the Chairman for record only.

### 1.6 Thesis Sub Category Evaluation

- a) Ph.D. thesis evaluation would be processed as per approved prescribed regulations for the purpose.
- b) Eighteen Years M.Sc. /Master/M.Phil. theses evaluation process would be followed as prescribed below:
  - i. The External Examiner for the thesis shall be appointed by the Vice Chancellor on the recommendation of the PGRC/Dean of the relevant Department from a panel of proposed external examiners.
  - ii. The Final Report on the Thesis and Viva Voce Examination by the Examiners shall be submitted on the prescribed proforma.
  - iii. In case there is a difference of opinion between the Examiners, the Vice-Chancellor, shall appoint a third Examiner on the recommendations of the Board of Postgraduate Studies of the department, whose opinion shall be final.
  - iv. If a candidate, whose thesis has not been approved, is permitted to revise his thesis, he must submit the revised thesis for evaluation not later than six months from the announcement of the decision requiring him to revise the thesis.

## 2.0 Conduct of Examination of Type A Subjects Under Semester System

### 2.1 Question Papers

- i. All question papers are set by the concerned teacher.
- ii. The paper setters, who also ensure their correctness, supervise the photocopying or duplicating of the papers.
- iii. Question papers are kept in the safe custody of the teacher till the start of examination. He shall bear legal and moral responsibility for the safe custody and secrecy of the question papers.

### 2.2 Reference Material during Tests/ Examinations

Prior to class tests, mid term/final examination, the subject teacher announces such books, notes or other material that can be referred to by the students during the test or examinations. All other books, notes, papers, etc., are

withdrawn from the examinees.

### 2.3 Examination Schedule

The Chairman of the department publishes the mid term and final examination schedule at least two weeks before start of the examinations in accordance with the University academic calendar.

### 2.4 Conduct of Mid-Term and Final Examinations

The subject teacher shall be the Superintendent for the conduct of examination. The chairman shall depute teachers or staff as Deputy Superintendent and Invigilators for the conduct of examinations. The Superintendent shall ensure the following:

- i. That all answer books used in the examination are signed or initialed. The teacher may require the students to answer on the question paper itself. No other answer books are to be used in this cases.
- ii. Answer books are issued to the invigilators 5 minutes before the commencement of the examination and retrieved at the end of the examination.
- iii. The absentee report, if any, is prepared and forwarded to the Chairman's office at the end of each examination.

### 2.5 Teachers or Staff acting as invigilators are detailed by the respective Chairman. They ensure the following:

- i. That the students are identified through means such as University identification card.
- ii. That the students are warned against the use of unfair means and have been advised to surrender mobile phones, notes, papers or other unauthorized material before the commencement of the examination.
- iii. That the students are not allowed to talk with or copy from other students during the examination.
- iv. That no student is allowed to join the examination 30 minutes after its commencement.
- v. That no student is allowed to submit the answer sheet and leave the examination room within 30 minutes of commencement of examination. Visits to toilets are carefully controlled.
- vi. That the question papers and answer books of a student detected using unfair means or assisting another candidate, are taken away and the matter is reported to the Controller of Examinations through respective chairman. The superintendent records all available evidence to be used as written proof later on.
- vii. That the students write their registration numbers, name and class on the front cover of each additional answer

sheet used. If more than one answer book is used, these are stapled together.

#### 2.6 The subject teachers, being the Superintendent(s), shall:

- i. Supervise distribution of the question papers to the students according to the schedule published.
- ii. Be available in the examination center during examination of their subject to clarify any query and to collect answer books after the examination. In case of multiple examination centers, they must remain available near the centers.
- iii. Report any incidence of unfair means or disobedience or rowdiness detected in the examination center to the Controller of Examinations for processing under rules governing use of unfair means during examinations. The report must include collected evidence (if any), written and signed statement by the invigilator detecting the incidence and of the candidate(s) found involved.

#### 3.0 Disposal of Answer Scripts

Answer sheets of mid term and final examinations will be stored in the respective department for one semester after declaration of result of a semester. The sheets would be disposed off subsequently in a suitable manner as decided by the concerned Chairman.

#### 4.0 Migration into Postgraduate Programs

No migration is permitted into any of the postgraduate programs. Candidates are required to apply afresh, fulfilling all the requirements laid down by the University in this regard, into the program they are aspiring to undertake. Admission shall be based on merit as per the admission policy.

#### 5.0 Transfer of Subjects

Subjects may be transferred on the recommendations of the PGRC and Dean of the concerned department/faculty to students admitted in the postgraduate program, subject to the following conditions:

- a) That the subject has been studied at an HEC recognized institution within last five years from the date of admission.
- b) The subject under consideration has not been given credit towards award of a degree.
- c) The subject must correspond to a subject currently offered by the concerned department or be deemed equivalent in depth and intensity to a current subject.
- d) The student must have earned at least "60%" marks in case of term/annual system or a minimum of CGPA 3.0 out of 4.0 in a semester system similar to the one in this University, in the

subject, for determining transfer of M.Sc./M.Phil. subjects.

- e) The student must have earned at least "70%" marks in case of term/annual system or a minimum of CGPA 3.3 out of 4.0 in a semester system similar to the one in this University, in the subject, for determining transfer of Ph.D. subjects.
- f) The credits transferred shall be counted towards the degree requirements of the student. However, GPA of transferred credits shall not be counted towards the calculation of CGPA, and that only "Transferred" shall be written against those subject(s) in which transfer of credits was allowed.
- g) A maximum of 9 credit hours of subjects can only be transferred in case of M.Sc/ M.Phil. students and 6 credit hours of subjects only for Ph.D. students.

#### 6.0 Final Transcript Issued by Examination Branch

Examination Branch will issue a final transcript after the student completes all the degree requirements. The recording of result on final transcript will be according to the following:

- a) The transcript will be chronological showing all subjects registered in each semester and corresponding grades earned.
- b) All "I" grades would be replaced by the grade earned or "F" grade if requirements have not been completed.
- c) "IP" grade in a subject or sequel of subjects would be shown in the semester(s) in which it has been awarded. It will not be counted towards computation of GPA or CGPA in these semesters.
- d) The semester grade awarded in a subject, which is a followup of a subject or subjects in which "IP" has been awarded in previous semesters, would be counted towards computation of semester GPA and CGPA by considering the total credit hours assigned to the subject or a sequel of subjects.
- e) Elective subjects in which the student has earned "F" grades may not be counted towards computation of CGPA if alternate elective subjects have been studied in their place. This will not be automatic. The student must apply to the Controller Examination to avail this facility.

#### 7.0 Results Declaration by Examination Branch

The student would be able to see his subject grades on the Examination portal as soon as those have been submitted by the teachers to the CoE. The status of these results would be "Provisional". When all results have been received by the Branch, official results would be declared within one week following due process of scrutiny and verification. The status of these results would change to "Confirmed" after declaration.

## VISITING STUDENTS POLICY

1. Visiting students are classified as students currently admitted into a B.Sc (4 years), M.Sc/ M.Phil. (18 years) or Ph.D. program of any university within or outside Pakistan and enrolled for one semester only to study selected subjects at UET Lahore. Registration in a maximum of five courses by any individual student at undergraduate level and two courses at postgraduate level is permissible.
2. The candidates desiring to study one or more subjects in any department of UET shall apply directly to the Chairman concerned at least 15 days before commencement of a Semester/Term. The Chairman, after discussion with the concerned teacher, may approve or reject the request. In case the request is accepted by the Chairman, it will be forwarded to the respective Dean. The Dean after due deliberation may accept or reject the request. In case of acceptance by the Dean, the request will be forwarded to CAC for further action.
3. CAC shall issue a registration number to the student after submission of (a) total dues, (b) matriculation or equivalent certificate and (c) a No Objection Certificate from the parent university of the applicant. A folder shall be opened in the Students Section and a notification shall be issued with copies to Controller, Treasurer, concerned Dean and Chairperson of the department, and to the Security Office.
4. The registration number shall be of the following nomenclature: YYYY-PP-DD-V-XX where
  - YYYY: Year of application like 2012, 2013 etc.
  - PP: Program like B.Sc., MS, M.Phil. or Ph.D.
  - DD: Department like EE, Civil, ME etc
  - V: Shall be written as such indicating Visiting Status
  - XX: Two digit Integer number starting from 10.
5. The Visiting student shall be issued the University ID temporary card but he shall not be eligible for any benefit admissible to regular students of the university like hostels, library, sports facility, etc. He shall have to pay all dues in advance and shall not be eligible for financial assistance or installments facility. Any dues once paid shall be non-refundable.
6. The student shall be governed by all rules regarding academics and discipline.

7. Studentship of a Visiting student shall end on completion of the Semester in which he is registered in a course. Second time registration as a Visiting student is not permissible.
8. Examination Branch shall include his name in the student record of the concerned department facilitating his registration and issuance of DMC / Transcript on completion of the said subject. Examination record shall be maintained for any future reference.
9. Fee structure is given below:
  - Registration Fee: Rs 5,000.00
  - Fee per Course Including any laboratory if applicable: Rs 20,000.00 (UG) /Rs 25,000.00 (PG)
 Every student must observe the following Code of Honour

## CODE OF HONOUR

1. He must be loyal, faithful in his religious duties and respect the conviction of others in matters of religion.
2. He must be loyal to his country and refrain from doing anything which might lower its honour and prestige.
3. He must be truthful and honest in dealings with all people.
4. He must respect the elders and be polite to all, especially women, children, old people, the weak and helpless.
5. He must respect his teachers and others in authority in the University.
6. He must keep clean in all respects i.e. body, mind, speech, sport and habits.
7. He must help his fellow beings especially those in distress.
8. He must devote himself faithfully to his studies.
9. He must observe thrift and protect property.

## PROHIBITION OF SMOKING AND PROTECTION OF NON-SMOKERS HEALTH ORDINANCE 2002

The University requires adherence to the Prohibition of Smoking and Protection of Non-smokers Health Ordinance 2002. As such, smoking is strictly prohibited at all open and closed places within university premises and in university's transport.

## ACTS OF INDISCIPLINE PUNISHABLE UNDER UNIVERSITY RULES

1. **No Student shall:**
  - i. Smoke in the class room, laboratory, workshop, library,



examination hall, convocation hall and during studio work or academic functions.

- ii. Consume alcoholic liquor or other intoxicating drugs within the University Campus or a hall of residence or during the instructional, sports or cultural tours, or survey camps, or enter any such place or attend any such tour or camp, while under the influence of such intoxicants.
- iii. Organize or take part in any function within the University campus or a hall of residence, organize any club or society of students except in accordance with the prescribed rules and regulations.
- iv. Collect any money or receive donations or pecuniary assistance for or on behalf of the University or any University organization except with the written permission of the Vice Chancellor.
- v. Stage, incite or participate in any walkout, strike or other form of agitation against the University or its teachers and officers.

## 2. A Student Who:

- a) Commits a breach of any of the rules of conduct specified in these regulations, or
- b) Disobeys the lawful order of a teacher or other person in authority in the University, or
- c) Habitually neglects his work or habitually absents himself from his classes without reasonable cause, or
- d) Willfully damages University property or the property of a fellow student or any teacher or employee of the University; or
- e) Does not pay the fees, fines or other dues levied under the University ordinances rules and regulations, or
- f) Does not comply with the rules relating to residence in the hostels or halls of residence or the rules relating to the wearing of uniform or academic dress, or
- g) Uses indecent language, wears immodest dress, makes indecent remarks or gestures or behaves in a disorderly manner, or
- h) Commits any criminal, immoral, or dishonorable act whether within the University campus or otherwise which is prejudicial to the interest of the University.

**Shall be guilty of an act of indiscipline and shall be liable for each such act to one or more of the penalties under the General Discipline Rules.**

## AUTHORITIES TO CHECK INDISCIPLINE

### 1. Every Member of the Teaching Staff shall:

Have the powers and it shall be his duty to check disorderly or improper conduct or any breach of the rules by students occurring in any part of the precincts of the University. Should such misconduct occur in room when the student is under the charge of a demonstrator, the latter shall report the matter without delay to the Chairman of the Department.

### 2. The Librarian shall:

Be responsible for maintenance of order in the Library. In case of disorderly conduct or any breach of rules, he may require the student so offending to withdraw from the library for the remainder of the day and shall immediately report the offence to the Chairman of the Library Committee.

### 3. The Senior Warden/Warden and the Resident Tutor shall:

Be responsible for maintenance of order among the students in halls of residence or hostels.

### 4. The Director of Physical Education shall:

Be responsible for the maintenance of order among the students on or near the play grounds or while otherwise under his charge.

### 5. Committee of Discipline:

There is a Committee of Discipline to deal with serious cases of indiscipline. It consists of the following members as per University of Engineering and Technology, Punjab Act V of 1974:

- (a) Chairman to be nominated by the Vice-Chancellor
- (b) Two Professors to be nominated by the Academic Council
- (c) One member to be nominated by the Syndicate
- (d) Director Students Affairs (Member/Secretary)
- (e) Senior Tutor of the University; and
- (f) Senior Warden of the University Hostels

- I. The term of office of members of the Committee excluding ex-officio members shall be two years
- ii. The quorum for a meeting of the Committee of Discipline shall be four members

### The functions of this Committee are:

- to propose Regulations to the Academic Council for the conduct of University Students, Maintenance of Discipline and breach of discipline; and
- to perform such other functions as may be prescribed by Regulations



## PENALTIES FOR ACTS OF INDISCIPLINE

The penalty or penalties imposed shall be appropriate and proportioned to the nature and gravity of the Act. The penalties which may be imposed and the authority or authorities competent to impose each kind of penalty are specified below:

	<b>PENALTY</b>	<b>AUTHORITY COMPETENT TO IMPOSE THE PENALTY</b>
a)	Exclusion for class room, Laboratory, Workshop or field work for the periods concerned, for not more than four such consecutive periods	Teacher Incharge
b)	Exclusion from the game or the Field for not more than one week	Incharge of the Game
c)	Exclusion from Instructional or Sports Tour or Survey Camp	Teacher Incharge or Head of Department / Chairman
d)	Exclusion from the Department for a period not exceeding two weeks	Head of Department / Chairman
e)	Exclusion from the Library for not more than two weeks	Chairman, Library Committee
f)	Exclusion from all classes or any Class in any Faculty for a period not exceeding two weeks	Dean of the Faculty
g)	Exclusion from the Hall of residence for a period not exceeding six months	Resident Tutor
h)	Exclusion from the Hall of residence for a period not exceeding one year	Senior Warden / Warden / Director Students Affairs
i)	Suspension or removal from a position of authority in a Hall of Residence	Resident Tutor / Warden / Senior Warden
j)	Suspension or removal from a position of authority in the Students Union	Director, Students Affairs
k)	Suspension or removal from a position of authority in the University Sports	President Sports committee
l)	Cancellation or Remission of fee or University Scholarship	Dean of the Faculty
m)	Fine upto Rs. 1,000/-	Lecturer / Resident Tutor
n)	Fine upto Rs. 2,000/-	Assistant Professor / Warden
o)	Fine upto Rs. 3,000/-	Associate Professor
p)	Fine upto Rs. 5,000/-	Chairman of Teaching Department/ Professor / Senior Warden / Director Students Affairs.
q)	Fine without limit	Dean of the Faculty
r)	Rustication from the University for a period not exceeding six months	Associate Professor
s)	Rustication from the University for a period not exceeding one year	Chairman of a Teaching Department / Professor / Committee of Discipline
t)	Rustication for any period	Dean of Faculty
u)	Expulsion from the University	Committee of Discipline

## GENERAL DISCIPLINE RULES RELATING TO STUDENTS

1. When a case against a student is referred to the Committee of Discipline, the Committee may, if it deem fit, suspend the student from University Rolls and / or direct him to vacate the Hall of Residence till it has taken a decision in the case.
2. The Vice Chancellor shall have the power to impose any of the penalties mentioned in "Penalties for Acts of Indiscipline" or to refer any case to the Committee of Discipline.
3. A Teacher or officer mentioned in "Penalties for Acts of Indiscipline" in whose presence or in relation to whom an act of indiscipline is committed or who obtains knowledge of such act on a report or otherwise, may deal with the case himself or if in his view:
  - a) the case is one which can be more appropriately dealt with by another authority; or
  - b) a penalty or penalties severer than those which he is competent to impose are called for in the case; he shall follow the procedure specified below:
    - i. If he is not the Dean of the faculty he shall refer the case to the Dean who may deal with it himself or refer it to the appropriate authority.
    - ii. If he is the Dean of the Faculty, he shall refer it to the appropriate authority or the Committee of Discipline.
4. No Student shall be rusticated or expelled from the University, unless he has been allowed reasonable chance of replying to the accusation against him.
5. When in the opinion of the Committee of Discipline, the penalty of rustication or expulsion is not called for in a case referred to it, it may impose any other penalties mentioned in "Penalties for Acts of Indiscipline".
6. When a Teacher or an Officer has imposed penalty/penalties on a student under "Penalties for Acts of Indiscipline", the later shall not be liable to a higher or an additional penalty unless the offending student has been given a reasonable opportunity of showing cause against the proposed action.
7. An appeal against the imposition of penalty may be made within a week's time to the teacher who imposed the penalty. In case the student is not satisfied with his decision/revision he may appeal to the Chairman, Discipline Committee who shall place it before the Discipline Committee for its consideration and decision within a maximum of six weeks to dispose of the case. A final appeal against the imposition of penalty may then be made to the Committee as provided in Rule 11(i) of the General Discipline rules relating to students.
8. An appeal against a decision imposing a penalty mentioned in clauses (r) and (s) of "Penalties for Acts of Indiscipline" shall lie with a Committee consisting of the Vice Chancellor and the Deans of Faculties. No appeal shall lie against a decision of an authority imposing a penalty other than that mentioned in sub-rule (i) of this rule except on the ground that such authority has imposed a penalty which it was not competent to impose.
9. An appeal on the ground that an authority has imposed a penalty which it was not competent to impose shall lie to the Vice Chancellor. No appeal by a student shall be entertained, unless it is presented within fifteen days from the date on which the decision is communicated to him provided that the Vice Chancellor may for valid reason extend this period.
10. The Vice Chancellor or any teacher or officer to whom the Vice-Chancellor may delegate his powers may direct a student to pay compensation for any loss of or damage to property belonging to the University or fellow student or to an employee of the University, caused by a willful act or gross negligence of the student and if the student does not pay such compensation within a reasonable time, the Vice-Chancellor may expel him from the University.
11. The Syndicate may for special reason re-admit a student rusticated or expelled from the university under these rules, if otherwise eligible.

## FEE REGULATIONS

### 1. Periods of fees and Other Charges

- a) The fees and other charges are categorized as:
  - One-time payments at the time of admission.
  - Semester recurring fees.
- b) During each year of a student's stay at the University, all recurring fees are charged in two instalments payable at beginning of Fall and Spring semesters.
- c) Additional registration fee at the rate of Rs 3,000/- per credit hour will be charged for subjects registered during the summer semester.
- d) A minimum of 4 semesters recurring fees are admissible to students enrolled in M.Sc./ M.Phil./ M.S. programs. However, students completing their degree requirements in contiguous three semesters will not be charged for the 4<sup>th</sup> semester.
- e) Semester recurring fees will not be charged from students enrolled full-time in the Ph.D. program. In lieu of the fee waiver the students will be required to work for at least six hours per week and in this context may be offered Teaching Fellowship on the recommendation of the respective department after approval of their Ph.D. research proposal. To qualify for this stipend the CGPA, in graduate course work, should at least be 3.50 on a scale of 4.0 and this scholarship will be awarded for at most two years.
- f) Students will be charged full fees for semesters in which they register in subject(s) other than the thesis.
- g) Students who do not register in subjects or have deferred their studies or have registered in the Thesis during a semester will only be charged retention fee of Rs 15,000/- during that semester. This fee will be over and above the minimum admissible recurring fees.
- h) The hostel charges are payable for the period of allotment, a part of semester being counted as full semester. Rent and electricity charges for fans are payable for six months. Electricity charges for room heaters are payable for the winter season for four months.

### 2. Refund on Admission Cancellation

#### 2.1 Admission Cancellation by Freshly Admitted Students

All dues paid by the student are refundable excluding the Admission Fee as per the following schedule:

- a) Full (100%) fee refund if admission cancelled up to 7th day.

- b) Half (50%) fee refund if admission cancelled from 7th to 15th day.
- c) No fee refund if admission cancelled from 16th day onward.

The count of days mentioned in the schedule for determining refund amount, would start from the date falling last from either (i) the date of convening of classes; or (ii) the date of initiation of registration by the university; or (iii) the date of payment of admission dues by the student in the bank.

#### 2.2 Admission Cancellation by Other Students

The University security, library security, hostel security and mess securities are refunded when a student cancels his admission before completion of his degree. The interest free loan amount deposited, over and above the tuition fee, by the candidate would be refunded after deduction for months availed at the University. For the purpose of counting availed months, a portion of a month shall be counted as one full month.

### 3. Refund of Securities

The University security, library security, hostel security and mess securities are refunded when a student leaves the University after completion of his degree or the hostel (in case of mess security) after deduction of outstanding dues of the University, library or the hostel, respectively.

### 4. Revision of Tuition Fees Rates

- a) The fee and other charges schedule published in the prospectus each year will be applicable to the entry session of that year.
- b) To account for inflation, upto 12% increase in tuition fee and other charges will be incorporated each year.

### 5. Recovery from Ph.D. External Scholarship Holders

Ph.D. students awarded scholarship by an external agency will be charged full fee beyond the minimum admissible period of six semesters until they graduate. This fee will be recovered from the amount received from the external agency for disbursement. In case, this scholarship is discontinued after the minimum admissible period, then only retention fee of Rs 15,000/- per semester will be charged from the students.

## MORNING PROGRAMS FEE AND EXPENSES

<b>I NON RECURRING FEES</b> (Payable at the time of admission)		
1	Admission Fee	10,000
2	University Registration Fee	4,000
3	University Security (Refundable)	1,000
4	Hostel Security (Refundable)	2,000
5	Library Security (Refundable)	1,000
6	Verification Fee	2,000
7	Email Registration Fee	200
8	University Student Identity Card	500
<b>II SEMESTER RECURRING FEE</b>		
1.	Inter-University Tournament Fee	100
2.	Magazine Fee	150
3.	Medical Fee	500
4.	Tuition Fee	60,000
5.	Examination Charges	1,200
6.	Recreation / Sports Fee	600
7.	Tennis/ Squash Club Fees for Student Members only	2,000
8.	Facilities Charges	3,000 for day scholars/ 1,500 for hostel residents
9.	Internet Charges	1,800
10.	Summer Semester Subject Registration Fee	3,000 per credit hour
<b>III SEMESTER HOSTEL CHARGES</b>		
1	Room Rent (Cubical)	4,000
2	Room Rent (Dormitory)	2,000
3	Fan Rent (Cubical)	400
4	Fan Rent (Bi-seater)	300
5	Fan Rent (Dormitory)	100
6	Electricity Charges (Fans) Cubical/ Dormitory. Summer season only	1,500/ 1,200
7	Electricity Charges (Lights) Cubical/ Dormitory	1,500 / 1,200
8	Sui Gas Charges	650
9	Consolidated Summer Semester Charges (July & August)	6,000

## WEEKEND PROGRAMS FEE AND EXPENSES

### 1. NON-RECURRING FEES (Payable at the time of admission)

1.	Admission Fee	10,000
2.	University Registration Fee	6,000
3.	University Security (Refundable)	1,000
4.	Library Security (Refundable)	1,000
5.	Verification Fee	2,000
6.	Email Registration Fee	200
7.	University Student Identity Card	500

### 2. SEMESTER RECURRING FEES

1.	Tuition Fee	90,000
2.	Other Charges	6,150
3.	Tuition Fee beyond 3 <sup>rd</sup> Semester	45,000

#### Collection of Advance Tax by Educational Institutes

As per Finance Act 2020, UET Lahore is bound to withhold advance Income Tax from non-filers of Income tax on amount of fee (inclusive of tuition and all charges) exceeding Rs 200,000/- per annum at the rate of

5% of the total amount. This tax is charged in the dues challan of Spring semester each year. Students whose guardians are residing abroad or are included in Active Tax Payers list may submit documentary evidence to get waiver from this advance tax.