



**SZABIST**  
UNIVERSITY

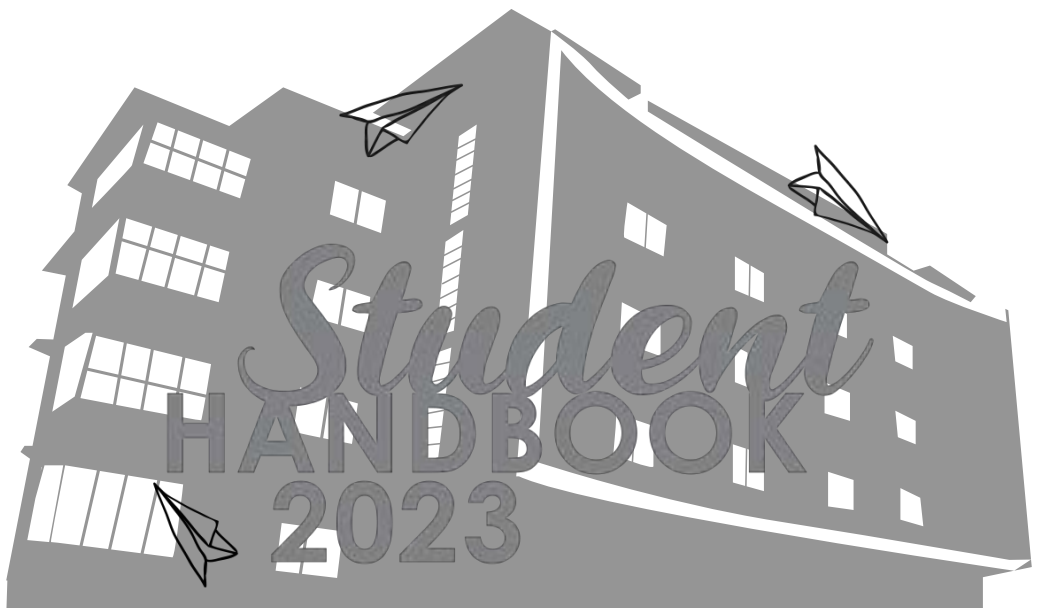
*Discover Yourself*

*Student*  
**HANDBOOK**  
**2023**





We Just Don't Work Hard  
 We Work Smart



*Student*  
HANDBOOK  
2023

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# WELCOME MESSAGE BY THE CHANCELLOR



Based on the vision articulated by Shaheed Zulfikar Ali Bhutto of a self-reliant Pakistan, SZABIST University was established in 1995 to offer a path to high quality education, knowledge, research and holistic development.

Keeping in view the standards of tertiary education and market requirements, SZABIST University pays special attention to grooming students as industry's future leaders and offers degrees in the disciplines of Management Sciences, Computing and Engineering Sciences,

Media Sciences, Social Sciences, Law, Public Health, Biosciences and Education Leadership Management.

Taking forward the mission of our Founding Chancellor, Shaheed Mohtarma Benazir Bhutto, SZABIST University has come a long way and is today recognized as one of the best business schools in the country by the Higher Education Commission (HEC) of Pakistan. SZABIST University is also rated as an "Outstanding" institution by the Charter Inspection and Evaluation Committee (CIEC), Government of Sindh.

SZABIST University offers a nurturing environment where students can advance not only their capabilities and strengths to achieve their educational, professional and personal aspirations but also develop their interests and engage in a range of exciting co-curricular and extra curricular activities by joining clubs and societies.

This Handbook is designed to help you, the students, to familiarize you with SZABIST University's policies and procedures, to make your experience as a student both rewarding and successful.

I congratulate you on your decision to become a part of SZABIST and I welcome you on a journey enriched with learning and discovery.

**Dr. Azra Fazal Pechuho**

Chancellor  
SZABIST University

# WELCOME MESSAGE BY THE PRESIDENT



It gives me immense pleasure to welcome you to the Shaheed Zulfikar Ali Bhutto Institute of Science and Technology University. Over the past many years SZABIST University has made remarkable progress in strengthening our market reputation nationally and internationally. This is evident from the increased enrollment in our six campuses (Karachi, Larkana, Hyderabad, Islamabad, Ghara and Dubai), expansion in the academic programs and high quality credentials . The recent addition of our Ghara Campus has

extended our outreach to several districts in lower Sindh.

At SZABIST University, we provide students with market relevant and skill-based education, enabling them to become responsible citizens and simultaneously productive members of Pakistan's society and economy.

SZABIST University maintains a high standard of education; we place a priority on highly qualified faculty and professionals who provide a rigorous, conducive and supportive learning environment. In addition to a wide spectrum of disciplines, exciting opportunities for co-curricular activities are also available. Student Societies organize a range of sports, arts, music, debate, drama and other activities. Guest speaker sessions, workshops and networking with our Alumni and renowned companies for assistance in job placements are also part of a student's life at SZABIST University.

Education at our University is one of the best investments for a successful professional career. We encourage our students to work hard and strive for excellence in every aspect of their academic career.

A warm welcome all our students to Academic year 2023-24 at SZABIST University.

**Shahnaz Wazir Ali**  
President  
SZABIST University



# WELCOME MESSAGE BY THE VICE PRESIDENT ACADEMICS



A great leader Mr. Nelson Mandela said: "Education is the most powerful weapon which you can use to change the world."

SZABIST University has seen exponential growth in its programs, students, and physical infrastructure since its inception in 1995. This could be possible with the full support of its Management, especially of its worthy Chancellor, Dr. Azra Fazal Pechuho.

The whole purpose of education is to create "Analytical Minds". As a responsible institution, we just don't believe in classroom studies but believe in complete personality development. Our various students' societies are quite active, the purpose of which is to provide the students a platform to lead and learn to be a great team player by giving them opportunities to arrange different curricular and extra-curricular activities, which makes them good leaders globally competitive, morally upright, and well-rounded, disciplined individuals.

We at SZABIST University call our students our "Products" not our "customers" as we run our institution professionally not pure commercially. To facilitate the students getting internships, scholarships, and job placement, we have proper departments that regularly invite leading companies and students for "Recruitment Drives". We also periodically organize "Job Fairs" at our campus. Due to these efforts put in by our highly professional Faculty, 90% of graduates manage to get jobs within the first three months of their graduations.

SZABIST University now has six campuses in Karachi, Islamabad, Larkana, Hyderabad, Ghara, and Dubai. SZABIST University is the only Pakistani institution having its campus in Dubai International Academic City since 2003, competing with the world's leading institutions. Karachi campus is the mother campus having more than 8000 students enrolled in its 40-plus academic programs in Management Sciences, Computer Science, Social Sciences, Media Science, Life Sciences, Education, Mechatronic Engineering, and Law. Our three-year LLB program is offered in collaboration with the University of London.

SZABIST University programs comply with HEC recommended course plans and are accredited by regulatory bodies such as NBEAC, NCEAC, PEC, NACTE, and CIEC. The learning outcomes of the programs ensure to create critical & creative thinking, acquire problem-solving skills, and professionally handle all pedagogical tools. We are fully aware that a University without Research is like a "Body" without a "Soul"; therefore, we emphasize research activities at all levels of our programs.

Finally, I thank all the newcomers for choosing SZABIST University for their academic pursuits and wish them a happy stay during the entire period of their course of studies. I expect, as SZABISTian, you will show a high level of maturity through your conduct and actions.

**Prof. Dr. Mohammad Altaf Mukati**

Vice President (Academics)

SZABIST University



# WELCOME MESSAGE BY THE HEAD OF CAMPUS SZABIST DUBAI



I welcome the new students and their parents to the SZABIST Dubai community for the Academic year 2023-2024. SZABIST was established by Shaheed Mohtarma Benazir Bhutto in memory of her father Shaheed Zulfikar Ali Bhutto, whose dream was to see an educated Pakistan. SZABIST Dubai continues to prosper under the dynamic leadership of Ms. Bakhtawar Bhutto Zardari, serving the Pakistani community based in U.A.E.

SZABIST Dubai is proud to be the institutional home of an outstanding graduate culture. Our faculty members are scholars and teachers with a very strong focus on the students in our programs – each student is

an individual. Our diverse faculty is dedicated to helping students explore their possibilities and achieve their potential.

Our undergraduate and graduate programs are accredited by Higher Education Commission of Pakistan and approved by Knowledge & Human Development Authority in Dubai. SZABIST is committed to providing academic excellence in classrooms, relevant programs in our curriculum, and personal attention to our students.

One of our great strengths is the enthusiastic and personal involvement of our faculty and staff in creating a sense of community. We believe that the opportunity for higher education should be available to all who seek it, and we will continue to meet the ongoing challenges that higher education presents in the years ahead.

Our students are provided with the academic tools, practical skills, and real world opportunities necessary to advance as leaders in their professions and their communities. We encourage active participation in an education that challenges critical thinking, provides career preparation, instills values, and inspires lifelong learning. We realize that each student is unique and, as a community, we strive to maximize that unique potential.

Higher education plays an important role in shaping your future. Make sure that you make the right choice in coming to SZABIST as a first step towards securing a bright and vibrant future.

Prof. Dr. Hummayoun Naeem

Head of Campus SZABIST Dubai



# PREFACE

This edition of the Student Handbook has been compiled to communicate to you, the rules, policies and procedures governing the student body, and also to describe the services available to you as a student. For your convenience, a copy of the handbook is maintained on the SZABIST University website at [www.szabist.ac.ae](http://www.szabist.ac.ae) While going through the Student Handbook 2023, you will be able to identify key departments, their functions and personnel who will help you throughout your association with SZABIST University. In case you require any clarifications, do contact your Program Manager.

We wish you a successful educational experience at SZABIST University.

# LIST OF ABBREVIATIONS & ACRONYMS

**AC** - Academic Council

**BBA** - Bachelor of Business Administration

**BS (Computing Science)** - Bachelor of Sciences in Computer Science

**BS (Accounting and Finance)** - Bachelor of Science in Accounting and Finance

**CGPA** - Cumulative Grade Point Average

**DC Case** - Disciplinary Committee Case

**SPC** - Student Placement Cell

**EMBA** - Executive Master of Business Administration

**ERFA** – External and Financial Assistance

**GPA** - Grade Point Average

**HEC** - Higher Education Commission

**IRS** - Independent Research Study

**MBA** - Master of Business Administration

**PM** - Program Manager

**SA** - Student Adviser

# PROGRAM MANAGEMENT & COMMUNICATION

## Program Orientation

Program Orientation for the new students is on the weekend before academic session begins, in which presentations on academic rules and regulations, fee and scholarships, grading and assessments, and use of facilities are given by Head of Department/ Program Managers.

## Program Management

SZABIST has a unique system for mentoring and counseling of students through the Program Manager. The relevant Program Manager is the first point of contact for all students for providing timely support in matters related to academic supervision and career counseling.

## Communication

To remain fully informed, all SZABIST students are strongly encouraged to regularly check the bulletin boards, SZABIST website, and ZabDesk for important announcements. Please note that urgent announcements will be conspicuously posted on notice boards.

## *Student Letters*

Following Departments are allowed to issue different letters to students and alumni, on request, subject to necessary documentation/approvals.

<b>Department</b>	<b>Types of Letters</b>
● SPC	Internship Reference Letter
● Records	Bona-fide Letter, English Proficiency Letter, Regular Student Letter, Migration Certificate, Degree Completion Certificate, Degree Verification and Attestation Letter.
● Academics	Probation letter; Dismissal letter; Thesis and Dissertation related letters;
● Program Manager	Student Reference Letters; Character Certificate, Appreciation letters for Guest Speakers
● PRO	Visa Sponsors Letter/ NOC (TECOM)

# ACADEMIC GUIDELINES

Rules Governing Registration and Classes

Rules Governing Payment of Fees

Rules Governing Attendance

Rules Governing Withdrawal from Courses

Rules Governing Grading

Rules Governing Examinations

Rules Governing Research Project, IRS, Thesis and Dissertation

Rules Governing Academic Integrity, Plagiarism and Similarity Index

Rules Governing Transfer

Rules Governing Cancellation of Provisional Admission, Probation, Dismissal & Readmission

Rules Governing Degree Completion and Continuation for Higher Degrees

Rules Governing Provisional Transcript, Transcripts, and Degrees

Convocation Medals and Honors List

Review and Revision of Academic Policies

# CORE VALUES OF SZABIST University



# RULES GOVERNING REGISTRATION & CLASSES

Students are provided a copy of the Student Handbook at the Program Orientation, which is also posted on bulletin boards and on the SZABIST website.

## Registration Process

The following registration procedure is strictly followed at the beginning of each semester:

- Students must register through ZabDesk, the automated SZABIST Online Registration System. For further assistance, contact the Academic Office.
- Registered students who have paid their fee, but have remained absent for the first four classes, will be forced to de-register from the course.
- Students not registered will not be allowed to attend classes. No registration will be allowed two weeks after classes begin.
- For continuing students, only students with a CGPA of 2.00 will be allowed to register in one additional course, which has to be approved by the Program Manager.
- Student on probation will be allowed to register for only N-2 courses.
- Students can register for maximum 02 courses 06 Credit Hours in Summer semester. Summer semester is a remedial semester.

## Scheduling of Classes

- All class schedules are given in the student admission folder during the Induction Week or at the Orientation, and are also posted on bulletin boards and on ZabDesk.
- Classes are scheduled for a 16-week semester (Regular Programs) and 15- weeks (Weekends Program)
- Classes scheduled for undergraduate programs are held for 3 hours a week with a 20-minute break. For Master programs, classes are scheduled for 3 hours a week with a 20-minute break.
- Classes are cancelled only with prior announcement. At SZABIST Dubai regular weekdays classes are held six days a week.

\*Please note; class timings are subject to be changed during the month of Ramadan

Name	Designation	Email
M. Ahmed Amani	Academics Controller	amani@szabist.ac.ae
Shaista M. Hanif	Records Controller	records@szabist.ac.ae

# RULES GOVERNING PAYMENT OF FEES

- Current tuition fees and outstanding dues are to be paid before the semester start
- Students shall pay fees by the deadline announced otherwise their ZABDESK will be closed. The student will be unable to access the class/other information.
- AED 100/- will be charged on bounced cheques
- The student will not be allowed to sit for mid-term or final exams unless they have cleared their dues.
- Fee for bona-fide letter, Visa letters, Visa applications, NOC and other letters are clearly mentioned on the forms available at the front desk and on the website. Please note; the letter shall be issued after clearing all dues.
- Fee paid after due date will entail a late payment surcharge as given below:

Time of Payment	Late Payment Surcharge
1st installment in 1st teaching week	AED 50 + 5% VAT per month installment
2nd installment in 6th teaching week	AED 100 + 5% VAT per month installment
3rd installment in 11th teaching week	AED 150 + 5% VAT per month installment
4th installment in 14th teaching week	AED 200 + 5% VAT per month installment

- Student failure to pay the fees after the 16th week of the semester (special approval required from Head of Campus for exams) will lead to 10% late fees for 0 to 6 months-dues and more than 6 months 20% late fees of outstanding amount.
- In case of new admission withdrawal, fee will be refunded in the following cases.
  - Full (100%) refund of tuition fee up to the seventh day the classes convene.
  - Half (50%) refund of tuition fee from eighth to 15th day the classes convene.
  - No fee (0%) refund from the 16th day the classes convene.
- In case of withdrawal or de-registration from a course during the semester, no tuition fee is refundable; however, the amount of withdrawal or de-registration will be transferable to next semester. For course withdrawal, refund of fee shall be as below:
- Admission fee is non-refundable and security deposit will be refunded after adjustment of any dues at the end of the program / degree clearance, is to be paid at the time of admission.
- Transcript fee and convocation charges are applicable.
- If payment of balance dues is not made till completion of courses, provisional transcript, original transcript and degree will not be issued unless all dues are cleared.
- Students can approach Finance office Mondays to Sunday between 9.00 am to 5.00 pm

Name	Designation	Email
<b>Cherian Kurian</b>	Finance Officer	finance@szabist.ac.ae
<b>Adnan Ghafoor</b>	PRO	adnan@szabist.ac.ae
<b>Farhan Larik</b>	Admin Assistant	farhan@szabist.ac.ae



# RULES GOVERNING ATTENDANCE

## Absence Rules

Students are required to maintain a minimum of 80 percent attendance throughout the semester in order to qualify for the Final Examination.

- Maximum 3 absences (for courses of 3 hour duration classes) allowed per semester per course; these absences are to be used for any emergency purposes like health problem, family death etc.
- Please note that two late arrivals are equal to 1 absence.
- Registered students who have remained absent for more than three classes during the semester, will be awarded an 'F' grade in the course.

## Leave Rules

There are no leaves at SZABIST. Students are required to manage their attendance as per above guidelines.

- However, one additional absence is allowed if the student is travelling for Hajj, subject to submission of documentation and requisite approval by Program Manager.

# RULES GOVERNING WITHDRAWAL FROM COURSES

## Procedure for Withdrawal from Courses (Course Withdrawal)

- Withdrawal policy for all the semesters (including first semester) is the same. The process of course withdrawal is as below:
  - The request for withdrawal has to be made prior to the 12th session through ZabDesk's Online Course Withdrawal option.
  - The request for withdrawal has to be approved by Academics, Program Manager and Records Department.
- Withdrawal cannot be allowed after award of 'F' grade due to less than required attendance.  
In case of withdrawal, letter grade of 'W' (with no grade points) is awarded.

## Refund Procedure for Withdrawal and Cancellation of Course Registration

### New Admission Withdrawal and Refund Policy

- In compliance of Higher Education Commission of Pakistan (HEC) guidelines, SZABIST has formulated the following fee refund policy:
  - No refund of admission fee however security deposit will be refunded after adjustment of all dues.
  - 100% tuition fee will be refunded up to 7th day (first week) after the convene of semester.
  - 50% tuition fee will be refunded from 8th day to 15th day (second week) after the convene of semester.
  - No refund of tuition fee from 16th day (third week) after the convene of semester.

### Course Withdrawal and Refund Policy

- In case of withdrawal from a course during the semester, no tuition fee is refundable; however, the amount of withdrawal will be transferable to the next semester.  
For course withdrawal, refund of fee is as below:

For Courses of 3 Hours per	Refunded Fee
Before 4th session	50 percent
Before 8th session	25 percent
8th session to before 12th session	No refund
12th session and onwards	Withdrawal not allowed

- In case of forced De-registration, tuition fee for course(s) will be carried forward.

### **Withdrawal from All Courses in a Semester (Semester Withdrawal)**

- In case of an emergency/transfer of residence etc., a student may be allowed to withdraw from all registered courses for the semester before the 12th week. Student has to submit the application for Semester Withdrawal, with complete necessary documentation and justification, to the Program Manager for approval.

# RULES GOVERNING GRADING

## Grading Plan

- The following Letter Grade Plan is followed at SZABIST:

Letter	Range	Grade Point	
A+	90 – 100	4.00	
A	85 – 89	3.75	
A-	80 – 84	3.50	
B+	75 – 79	3.25	
B	70 – 74	3.00	PhD Degree Requirement
B-	66 – 69	2.75	MS Degree Requirement
C+	63 – 65	2.50	Masters' Degree Requirement
C	60 – 62	2.00	Undergraduate Degree Requirement
C-	55 – 59	1.50	
F	< 55	0.00	

- In certain cases, the following Letter Grades are assigned.

Letter	Remarks
S	Satisfactory
U	Unsatisfactory
I	Incomplete
W	Withdrawn
J	Result withheld

- All grade points earned will be averaged towards the final grade point for graduation; in case a course is retaken, better grade will be used for calculation.
- There is no provision for giving or requesting grace marks.
- Minimum CGPA required for graduation is given in section on **Rules Governing Degree Completion.**
- If incomplete grade 'I' is not completed before the specified deadline, the default grade is 'F'.

### Minimum Passing Grade

- Minimum passing grade in each course is as follows:
  - For Undergraduate, Masters', MS program courses all grades apart from 'F' are passing grades.

### Required Maintenance CGPA

- Minimum required CGPA for various degree levels, below which a student may face probation, is as under:
  - Undergraduate: CGPA of 1.75
  - Masters' programs: CGPA of 2.25
  - MS Programs: CGPA of 2.5

# RULES GOVERNING EXAMINATIONS

## Examination Policy

- Two major types of examinations are conducted at SZABIST during a semester for each course: Midterm Examinations are administered in the midterm exam week i.e. 8th week of the semester for all programs. During the exam week, all classes are suspended. The maximum duration of Midterm Examination is of 1.5 to 2 hours.
- 16th week of each semester is a buffer/study week in which students get time to prepare for final examinations however faculty may conduct makeup classes during this week.
- Final exams of all programs are conducted in the 17th and 18th week of each semester during which all classes are suspended.
- Final Examination is of 2.5 hours duration. Depending on the requirement, exams could be a combination of written and practical questions.
- All examinations are conducted and monitored by the office of Sr. Controller Examinations in the presence of the relevant teaching faculty.

## General Marks Distribution

General marks distribution (not applicable to all courses/programs) is as follows:

Classroom based Tests ( optional)	15% - 20 %
Midterm Examination	15% -30 %
Assignments	5% - 10 %
Quizzes	5% - 10 %
Term Paper, Project and Presentation	10% - 15 %
Final Examination	35% - 40 %

Depending on the course content, a deviation of 10 percent is permissible at faculty's discretion. Thesis policies may vary from department to Department. For further details consult the relevant Program Manager or Head of Department.

## Admit Card

It is mandatory for all students to bring their verified SZABIST Admit card in all their final exams every semester.

## Code of Conduct during Examination

- To maintain the integrity of the examination process, exams can only be taken with the verified admit card as well as a valid SZABIST student ID card.\*
- To avoid disruption and any undue anxiety, students are requested to arrive at least 10 minutes before the commencement of examination; students will not be allowed to enter examination room/hall 30 minutes after the start of exam.
- Students are not allowed to bring mobile phones, bags and books in the examination hall, otherwise an 'F' grade may be awarded.  
Students are not allowed to take question papers outside the examination hall; it is to be returned, along with the answer sheet, to the concerned faculty.  
Students are responsible for bringing their own calculator, if approved by the
- faculty, for quantitative courses. Similarly, students are expected to bring their own stationery items. No borrowing from any other examinee is allowed.  
Examinees should sit in the rows allocated for the particular paper. Examination
- Controller/invigilator may re-locate the students if he/she deems fit.  
Departure from the examination hall will only be permitted after 30 minutes of commencement of Midterm Exam and after one hour in case of the Final Exam.
- Use of unfair means during the examination in any way is totally unacceptable. Any student found doing so will be awarded an 'F' grade in the course by the examiner.
- A few examples of such behaviors are:
  - Any written or oral communication among students during an exam.
  - Providing information about the content of an examination.
  - A student's use of a substitute or surrogate to take an examination.
  - Indulging in unruly behavior in the examination hall.
- The decision of the invigilating staff regarding the conduct of the examination and the behavior of the students will be final and binding. Any argument by the student will be liable for disciplinary action by the Disciplinary Committee.
- Once the exam time has ended, the examiner will announce "all pens down". At that time no student should be holding a pen in his/her hand. Any student found not obeying instructions will have 5 marks deducted from his/her paper.
- Students will be shown all Midterm Examination answer sheets in the following class/week by the faculty to review their performance for future guidance.
- \*Admit card is required for final exams only  
Final Examination copies will not be shown to the students however student can request for re-checking or re-counting of his / her final exam copy for which the procedure is mentioned below in the section titled scrutiny of final exam papers.
- Marks obtained by the students in quizzes, assignments, term papers, projects, and tests are viewable to students and their parents online through ZabDesk.
- Examination results will be deemed final. However, the Academic Heads Committee or the President's Office reserves the right to review the results viewed as uncharacteristic as determined by the Program Manager.
- At the end of every semester, grades awarded for all examinations are posted on ZabDesk as 'Tentative Results.'

## Scrutiny of Final Exam Papers

- Scrutiny will be permissible for the final exam paper only and of prevailing / ongoing semester. Students intending to get his / her final exam paper(s) re-counted shall fill up the scrutiny form and pay the required fee and get it signed by the finance department and submit the scrutiny form and payment receipt to the examination department.

## Examination Retake (Deferral)

- Please note the distinction between a Retake examination and a Re-sit: Retake (deferral) means that when a student misses taking an exam he/she takes the exam at a rescheduled date (with a new question paper); re-sit exam means that the student takes the same exam twice, which is not practiced in SZABIST. An exam retake, subject to permission of the relevant Program Manager, and HOD is only possible in the following cases, with required documentation:
  - Absence due to serious illness/accident/hospitalization: Signed and stamped Medical certificate of a specialist consultant (not General Practitioner) on printed letterhead, or a hospital discharge letter.
  - Death in immediate family: Death certificate/obituary note is required. or any other such document which may serve the purpose
  - In case of forced majeure i.e., any unforeseen circumstances, the student may be allowed to appear in retake only in special circumstances where the authority deems that the student was unable to take the exam due to unavoidable circumstances the approval in this case will be given by the V.P. academics upon the recommendation of the Registrar. In all such cases the student is required to produce any other document / evidence as asked by the examination department wherever the department deems it necessary .
  - Hajj: Copy of passport and ticket is required.
- **Deferral examination fee** of AED 250 + VAT per course for mid term and AED 350 + VAT per course for final exam will be charged for any examination that is arranged separately. given by the relevant Program Manager.

## Off-Campus Examinations

- For all programs, examination can be conducted at other campuses for which a special request form must be submitted, along with a fee of rupees 5000/- (per exam) for this service.
- In case a student is transferred anywhere outside Pakistan for job-related reasons, only then he/she can request for conducting the examination at the nearest university where he/she is situated.
- Fees (if any) relating to Off-Campus Examination are to be paid by the student.
- Examination Department in consultation with the relevant Head of department and V.P. Academics will be responsible to facilitate the students interested in Off-Campus Examinations.
- SZABIST also offers an Off site exam facility for which a certain fee is charged.



## Change of Grade / Marks

- In case of any discrepancy in final grade, students can submit an objection within 05 working days of announcement of 'Tentative Results' on ZabDesk.
- If the claim proves as valid, relevant faculty member is to complete and submit "Change of Grade / marks" form with the reason for change and required documentation within 05 working days after close of semester ZabDesk to Examinations.

**Name**  
Ahmed Amani

**Designation**  
Controller Examination

**Email**  
amani@szabist.ac.ae



# RULES GOVERNING RESEARCH PROJECT, IRS, THESIS AND DISSERTATION

## Registration

- Students who have completed the necessary prerequisite courses and other requirements may register in the Research Project/Thesis/IS/Dissertation, as required for the degree in which they are enrolled, through ZabDesk.

## Supervisor Selection

- After registration through Zabdesk, all students (except students of BBAprogram) are required to select an advisor/research supervisor from the list of approved advisors / research supervisors for their respective program, and submit necessary forms and documentation as specified in prescribed format.

## Submissions

- All submissions are to be made on the schedule announced, according to the submission requirements provided by relevant Program Manager/ Head of Department and shared through notice boards and/or-groups.
- Final report (s) in the approved format is to be submitted in both soft and hard copies, with copy of plagiarism report (not required for Media practical projects ). Please see section on **Rules Governing Academic Integrity, Plagiarism and Similarity Index**.

## Presentation and Defense

- Submission of the Research Project / Thesis / IRS / Dissertation is followed by a presentation in a duly scheduled symposium / Media Jury presentation / research seminar / SZABIST National or International Research Conference to apanel of experts for evaluation.

# RULES GOVERNING ACADEMIC INTEGRITY, PLAGIARISM AND SIMILARITY INDEX

## Academic Integrity

- SZABIST has a very strong culture of academic integrity. The following is termed as Academic Dishonesty:
  - The use of online software to solve complex mathematical, statistical or design related problems.
  - The submission of the same work, presentation, essay, etc., in whole or in part in more than one course, without permission from each faculty member to whom the work is submitted
  - Misappropriation of research materials.
  - The use of surrogates, substitutes, stand-ins or their services to do and or prepare work that is submitted as one's own.
  - The use of previously submitted papers or work, written by other students or individuals.
  - Any unauthorized access of an instructor's file or computer account.
- A student may be dismissed from SZABIST if found guilty of Academic Dishonesty.

## Plagiarism

- SZABIST has a very strong culture of academic integrity, and zero tolerance for plagiarism is an integral part of this policy. Any student who commits plagiarism will be awarded an 'F' grade in the course; some illustrative examples of plagiarism are:
  - The appropriation and paraphrasing of an idea, argument, information, maps, charts tables, images, song lyrics, data sets, computer course code, mathematical formulations, movies, or new-media compositions from a published source, without adequate citation.
  - Direct quotation from the published sources that are not fully and explicitly cited and acknowledged.
  - For more information, please visit:  
<https://zabdesk.szabist.edu.pk/document/Plagiarism%20Rules.pdf>  
and [www.plagiarism.org](http://www.plagiarism.org).

## Similarity Index

Learning how to cite the sources correctly is an important aspect of all academic endeavors. A useful summary of the four major styles of citation is available at <http://owl.english.purdue.edu/owl/section/2/>. SZABIST employs HEC-subscribed Turnitin software for Research Reports, Independent Studies, Theses, and Dissertation to detect similarity. Please note that the threshold for tolerance for similarity index is less than 20 percent with adequate and citation 1st source should be <5%.

# RULES GOVERNING TRANSFER

## Transfer between SZABIST University Campuses

- Transfer is allowed between SZABIST campuses subject to the following conditions:
  - (a) Availability of seats at transferring campus
  - (b) Meeting the eligibility-criteria of admission in the given program at transferring campus and the student must have completed his/her earlier qualification before taking the admission in the program (No overlapping).
  - (c) At the time of transfer, student must not be on probation/dismissal list.
  - (d) 25% of the program must have been completed at the campus where the admission was granted, however, this limit can only be waived under very special circumstances, with the approval of the President/Vice President (Academics).
  - (e) Clearance of all past dues
  - (f) Payment of transfer fee (to the transferring campus)
  - (g) Degree shall be awarded by the campus where the student has completed 50% or more credits.
  - (h) If a student has completed 50% credits at the original campus and 50% at the transferring campus, the degree will be awarded by the campus where the student was admitted.
- SZABIST Campus transferring students are requested to note that:
  - Transfer of pass grades of courses from one campus to another will be as per policy, through the Course Transfer Form, available at the Reception Desk in consultation with the relevant Program Manager and submit with required documentation at the Records Office.
  - New admissions on merit list at Karachi Campus, may seek transfer to other campuses, providing they fulfill the merit criteria of that campus. Their admission fee will be adjusted accordingly.

## Transfer between Programs within SZABIST University

- Transfer is allowed between SZABIST University programs subject to the following conditions:
  - Student meets the eligibility criteria for Admission for the program in which Admission is sought.
  - Student qualifies as per criteria for admission into the new program including taking of test and interview as applicable.
  - Clearance of all past dues for the original program, with submission of the “Security Deposit Refund” form (available at the Reception Desk).
  - Payment of fee including admission fee as applicable for the new program. Admission fee will be charged from students transferring voluntarily between degree programs.
  - Transfer of pass grades of equivalent courses from one program to another will be as per policy, through the Course Transfer Form, available at the Reception Desk in consultation with the relevant Program Manager and submit with required documentation at the Admission Office.

- CGPA will include all transferred grades from previous programs as well as courses taken in the new program.

## Transfer from Other HEC-Recognized Degree Awarding Institutions/Universities

- In all the programs , a certain number of credit hours/courses may be transferred after admission into SZABIST University from other HEC-recognized Degree Awarding Institutions, subject to the following:
  - Courses are to have content similarity with course against which they are requested for being transferred.
  - For all programs, the minimum Grade B and above or minimum score of 80% was obtained in the course.
  - Maximum credits that can be transferred are 50% of credits required for degree; which may be lower for certain degrees.
  - The transferring student is required to fill the “Course Transfer” form (available at Reception) in consultation with the relevant Program Manager and submit with required documentation at the Admission Office.

\* CGPA tabulation will not include grades from previous university.

### Name

### Designation & Email

**Bushra Malik**

Admission Executive  
bushra@szabist.ac.ae

# RULES GOVERNING CANCELLATION OF PROVISIONAL ADMISSION, PROBATION, DISMISSAL/READMISSION & CONTINUATION

## Cancellation of Provisional Admission

- A provisionally admitted student who fails to meet applicable admission eligibility criteria (as per Prospectus 2023) and fails to submit educational documents showcasing he/she has met the applicable admission eligibility criteria, including mark sheets and certificates by 31<sup>st</sup> December, the provisional admission of the student shall be deemed cancelled / terminated, and the student's ZabDesk shall be blocked.

Ineligible Students are required to submit their results within 2 weeks after publication of result to get 50% tuition fee refund.

Those students who will be admitted in Fall semester in any undergraduate program on "Provisional Status" and fail to clear their Intermediate/A-Level and appear in the supplementary examinations, shall have an opportunity to apply for "Re-Admission" in the subsequent Spring semester, which begins in February. The following conditions shall apply:

- (a) Such students shall be issued "Provisional Transcript" of Fall semester.
- (b) They will be re-admitted in Spring semester with "New Registration" number".
- (c) No course of Fall semester shall be transferred to Spring semester.
- (d) Application fee & Admission fee shall not be charged. Moreover, no admission test will be taken.
- (e) Student will have to submit the result of supplementary exam (for which they appeared during the Fall semester) as soon as these are available.
- (f) In case of not clearing the supplementary exam, the admission will be canceled immediately, and no refund of fee will be given.

- A provisionally admitted student who fails to submit all required educational documents showcasing he/she has met the admission eligibility criteria (as per Prospectus 2023), including A-Levels/High School Diploma/IB Diploma equivalency by Inter Board Committee of Chairmen, IBCC (for undergraduate admissions)/last degree verification from Higher Education Commission (Pakistan), HEC (for Masters Program) at completion of second semester i.e. after closing of ZabDesk, shall not be allowed to register for third semester and the student's provisional admission shall be cancelled/terminated.

Intermediate students are required to get their SSC and HSSC certificates attested by Inter Board Committee of Chairmen (IBCC).

The students' cases related to IBCC, with "Names" issues, will not be dismissed.

## Dismissal

- A student shall be considered for dismissal under the following conditions:

### 1. *Dismissal on Academics Through Probation*

- SZABIST follows the probation and dismissal policy as recommended by HEC, “Whenever CGPA of a student falls below the required CGPA, he/she will be placed on “First Probation” for the next semester. If in the First Probation semester the student does not increase his/her CGPA to the required CGPA, he/she will be placed on “Second Probation” for the next semester. If in the Second Probation semester the student does not increase his/her CGPA to the required CGPA, he/she shall be dismissed from SZABIST.
- The required maintenance CGPA for different program levels, below which a student shall be on First or Second Probations or Dismissed, are as under:
  - All Undergraduate Programs: CGPA of 1.75
  - All Master’s Programs: CGPA of 2.25
  - All MS Programs: CGPA of 2.50
  - All PhD Programs: CGPA of 2.75
- Summer semesters are not counted for probations/dismissals, as they are remedial semesters.

### 2. *Degree Time-Barring Dismissal*

- The registration will stand terminated if a student has not completed the degree requirements within six years for Bachelors Program and four years for Masters, and MS and, Eight years for PhD programs.

### 3. *Dismissal Due to Academic Dishonesty*

- The registration will stand terminated if the student is involved in a case of academic dishonesty e.g. submission of fake documents etc.

### 4. *Dismissal on Disciplinary Grounds*

- The registration will stand terminated if a student is dismissed on disciplinary grounds by the Disciplinary Committee.
- On dismissal, a notification shall be issued by the Campus, and forwarded to the Office of Vice President Academics for dissemination to other SZABIST University Campuses for information.
- A student, once dismissed shall not be allowed to register for any certificate courses, at any campus.
- A dismissed student may apply for “Letter Grade” as documentation for credits taken at SZABIST University, after dismissal.

## Re-admission

- A student is allowed to take readmission, subject to following rules:

## *Readmission after Dismissal*

### *Cancellation of Provisional Admission*

- Readmission is allowed after meeting the admission criteria, and requirements including again passing test and interview. No credit transfer is allowed.

### *Re-admission after Time Bar Dismissal*

- Students who could not complete the degree requirements during the prescribed time, can not be re-admitted in the same program.

### *Dismissal on Academics through Probations*

- Readmission is allowed into any program, except the one from which a student was dismissed on probation, after meeting the admission criteria, and requirements including again passing test and interview.
- The student cannot be readmitted at other campuses in the program from which he/she was dismissed.
- Credit transfer is allowed, for equivalent courses as per policy, through the Course Transfer form, available at the Reception Desk.
  - For Undergraduate: Equivalent courses with Grade Point of 2.00 (C) & above
  - For Masters: Equivalent courses with Grade Point of 2.50 (C+) and above
  - For MS Programs: Equivalent courses with Grade Point of 2.75 (B-) and above
  - For PhD Programs Equivalent courses with Grade point of 3.00 (B) and above
- Payment of fee including admission fee as applicable for the new program. Admission fee will be charged from students getting readmitted into any other program after being dismissed for being on probation.

### *Dismissal Due to Academic Dishonesty/Dismissal on Disciplinary Grounds*

- Not allowed readmission in any campus, in any program; credit transfer not applicable.

### *Readmission after Self Withdrawal*

- In case a student withdraws from admission for any personal reason, he/she may apply for readmission, subject to meeting the admission criteria, and requirements including again passing test and interview.
- For all the programs except for MS and PhD, all grades having Grade Points equal to minimum degree requirement CGPA are transferrable, subject to condition that all courses which are to be transferred for the degree, as well as courses taken in the degree fall within HEC maximum degree duration as applicable to that degree. The transferrable grades are:
  - For Undergraduate: Courses with Grade Point of 2.00 (C) and above
  - For Masters: Courses with Grade Point of 2.50 (C+) and above
  - For MS and PhD Program, the policy mentioned in the section “Rules Governing Transfers”



## Continuation for Higher Degrees

- SZABIST University students completing their Bachelors Degree and desiring to further continue their studies for a Masters Program can continue further education without a new admission test.
- It is mandatory for students to submit the “Clearance Form” and “Degree Claim Form” “Before” applying for Program Continuation to Higher Degree.
- Students have to fill out the “Program Continuation Form” and submit it to the Admissions Office.
- Completion of pre-requisites is a necessary condition to advance to higher degree programs. A student will NOT be allowed to continue on, for Master Programs without completing all degree requirements within maximum degree completion time as applicable for the degree for which the student was enrolled, and applying for final transcript.
- Submission of updated documentation will be required and a new registration number will be allocated at the time of registration for the new degree.
- No additional courses can be transferred to a higher degree, at/from any campus.

Name	Designation	Email
Bushra Malik	Admissions Executive	bushra@szabist.ac.ae

Department Email Address: [admissions@szabist.ac.ae](mailto:admissions@szabist.ac.ae)

### Timings

9:00 am - 5:00 pm (Monday-Saturday)  
(Sunday Closed)

# RULES GOVERNING PROVISIONAL TRANSCRIPT, FINAL TRANSCRIPT, DEGREE & DEGREE

## Provisional Transcript

- Semester grades are only issued upon after the payment of applicable fee and later submitting of “Provisional Transcript / Migration Letter Request Form” at Records Department.
- All semesters and grades are reported on the Provisional Transcript.
- CGPA is mentioned on the Provisional Transcript and its calculation includes all passing grades according to the applicable Grading Plan.
- Transfer courses from other university are “not mentioned” on the Provisional Transcript

## Final Transcript and Pass Certificate

- Final Transcript and Pass Certificate is issued only after completion of all degree requirements, applying for Online Clearance with required mandatory documentation through Zabdesk at the Online Final Transcript Clearance Portal, as per the announced schedule.
- SZABIST will not process Final Transcript, Pass Certificate & Degree if discrepancy is found in the educational documents provided by the student at the Online Final Transcript Clearance Portal.
- Student’s Name and Father’s Name should be correctly written and spelt in English on all educational and legal documents submitted.

## Degree

- Degrees are issued after the Convocation has been held.

## Degree Completion

General rules for Degree Completion are as follows; program-specific rules for Degree Completion are provided in the Prospectus and / or Course Catalogue.

### *Time Duration*

- The maximum time allowed for completing the degrees are as under:
  - Undergraduate Programs: Maximum 6 years from time of admission
  - Masters Programs: Maximum 4 years from time of admission
  - MS Programs: Maximum 4 years from time of admission

### *Required CGPA at Degree Completion*

- Required minimum CGPA for Degree Completion is as under:
  - Undergraduate Programs: CGPA of 2.00
  - Masters Programs: CGPA of 2.50
  - MS Programs: CGPA of 2.75
  - Ph.D Programs: CGPA of 3.00

### *Degree Completion Requirements*

- Degree completion requirements include:
  - Completing the required number of courses and credit hours
  - Completing internship requirement as applicable
  - Clearance of financial dues
  - Other requirements set for the degree as per Prospectus/any official communication

### *Additional Courses and Course Improvements*

- A student has the option of taking more than the required number of courses and mention while filling the Online “Degree Claim Form”, which additional course(s) are not to be reported on his/her Final Transcript.
- Additional course(s) are considered as certificate course(s) and a separate official letter will be issued as proof of having completed these courses.
- In case of repeat course(s) for grade improvement, the better of the two grades will be reported on the Final Transcript and counted towards the CGPA.
- Additional course(s) taken cannot be transferred to the higher degree programs.

### *Majors/Specialization*

- Majors are not mentioned on the Final Transcript, Pass Certificate and Degree, unless as a part of degree name.
- A letter may be requested from the relevant Program Manager for any clarification regarding area of concentration.

### **Revised/Duplicate Documents**

- Students can request for Revised / Duplicate Transcript and Degree after filling out the “Revised / Duplicate Transcript / Degree Form” (available at the Reception Desk & on SZABIST website).
- Minimum processing time is one month for Revised / Duplicate Transcript and Degree and two working week for Urgent Duplicate Degree.
- Fee for Revised / Duplicate Transcript / Degree is mentioned on the relevant form.

- Students cannot begin or register for an advance degree's courses during Summer Semester.

<b>Name</b>	<b>Designation</b>	<b>Email</b>
<b>Shaista M. Hanif</b>	Controller Records	records@szabist.ac.ae
<b>Farhan Larik</b>	Assistant Records	farhan@szabist.ac.ae

Department Email Address: records@szabist.ac.ae

#### **Timings**

9:00 am - 5:00 pm (Monday-Saturday)  
(Sunday Closed)

# RULES GOVERNING CONVOCATION, MEDALS & CHANCELLOR'S HONORS ROLL

## Convocation

- Degrees are awarded to all applicants who have completed all the degree requirements and are deemed qualifying for a degree, after a formal Convocation every year.
- To become eligible for the Convocation, students who have completed all degree requirements must apply for online clearance through Zabdesk at the Online Final Transcript Clearance Portal, after official closing of each semester (Fall, Spring & Summer) and within the specific time-period as announced by the Records Department.
- It is mandatory for students to complete the online clearance process, which also includes uploading of relevant documents on the Clearance Portal.
- Names of such students will be placed in the Convocation Booklet under "Degrees Conferred at Convocation".

## GOLD & SILVER MEDALS

A student with the Highest CGPA in the Graduating Program will be awarded Gold Medal and the student next to Highest CGPA will be awarded, Silver Medal.

Following conditions shall apply:

1. CGPA must be at least 3.20
2. The student must have completed the degree requirements with his/her batch i.e. carrying the registration number of the batch he/she was admitted into.
3. Certificate, External Transfer and Ph.D graduating students are not eligible.
4. Minimum number of students in a program must be at least 10 for Master Programs and 15 for Undergraduate Programs
5. If the student with Highest CGPA does not meet the above conditions, the student next in line will be considered for Gold Medal subject to meeting the above conditions.  
The same is true for Silver Medal
6. In case of more than one student meeting the above conditions, the Gold /Silver Medal will be awarded to all such students.
7. In case of any dispute, the matter shall be referred to a committee under the supervision of Registrar (at Karachi Campus) or HoC (at other Campuses) and the decision of the committee shall be considered as final.

## Chancellor's Honor Roll:

### Eligibility Criteria:

All such Graduating Students who have secured CGPA equal to or greater than 3.50 as reported on the Final Transcript are placed under this category.

# REVIEW AND REVISION OF ACADEMIC POLICIES

- The academic policies are reviewed and revised on a regular basis. Students are advised to consult with the Program Manager and regularly check ZabDesk to apprise themselves of any revisions in the academic policies.
- In all academic matters, the decision of the Academic Heads Committee is final.

# STUDENT FACILITATION

**Rules Governing Libraries**

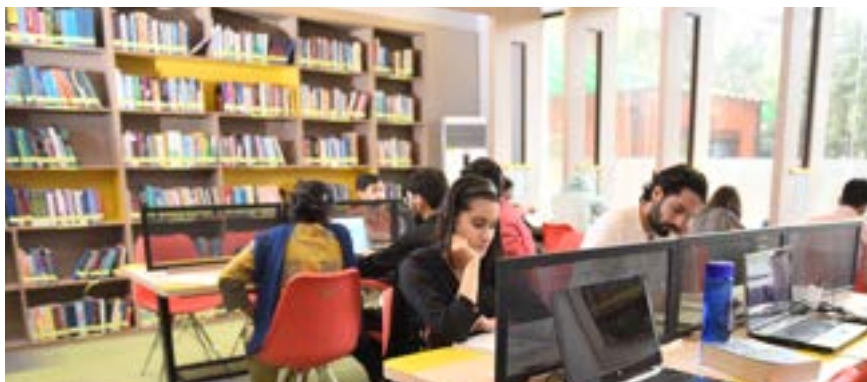
**Rules Governing Computer Labs**

**Rules Governing Student Activities and Associations**

**Rules Governing Student Code of Conduct**

# RULES GOVERNING LIBRARIES

- Students should adhere to the following rules while borrowing books from the library:
- Only two books can be borrowed from the Library at the same.
- Books are only issued for 2 weeks at a time.
- The same book/books will not be issued more than twice in a semester to the same person, in order to ensure that all students can benefit from the library resources.
- A fine of AED 10/- will be charged if the books are returned later than 2 weeks. The books will be inspected at the time of return.
- No marking either in pencil, pen or highlighter is allowed.
- In case of loss / damage, 100% price of the book will be charged.
- Students are supposed to maintain proper conduct in the library and support the learning atmosphere for other students using the library facility.
- Photocopying facilities for reference articles are available. Please check at the
- Library desk. Copyright rules must be followed





# RULES GOVERNING COMPUTER LABS

- To ensure a beneficial learning environment for the student body, the following policies are to be followed:
- Computer laboratories will stay open for all students for computing and printing facilities during Office/class hours.
- Letter quality printing on A4 size is available. Students should schedule their printing well in advance to avoid uneven loading on the printing facilities.
- No printing will be allowed half an hour before closing same.
- Students should only use the machine assigned to them. Hard disk space will be allocated to them on these machines. Students are advised to minimize the use of external storage media on different machines to avoid problems.
- For Virus security purposes, your own storage media is not to be used unless authorized by CLA (Computer Laboratory Administrator) and checked by you. Always check the storage media for Virus presence before using in the Laboratory.
- While using any software in the laboratory, please follow the guide lines of instructor or CLA, for unsupervised use please follow the user manual of that software.
- Students are not allowed to install their own software. For additional software please get the approval of the concerned faculty and contact the CLA well in advance enabling him/her to make arrangements for loading the software on specific workstations.
- Passwords should not be disclosed to anyone. Students should not use other students' or faculty's passwords. Periodical password change is strongly recommended.
- All student groups and project teams will be assigned reasonable time for use of laboratory facility. Please see the laboratory facility guidelines.
- After completing their work, the students must properly log off or the risk of access to their passwords will remain open.
- Students will not be allowed to shift any equipment without permission. Eating, drinking and playing games in the Laboratory is strictly prohibited.
- There is a complaint register available with the CLA to record any malfunctioning of hardware or software. Please log in all complaints there.
- Anyone found tampering with the machine configuration will be subject to a fine of AED 500/-
- The laboratory will be closed at announced timings, which will be displayed in advance on the laboratory notice board. All students will be required to consult these notice boards

## IT Department

Name	Designation	Email
Muhammad Ali Awan	IT Manager	awan@szabist.ac.ae
Jesus Tangonan	Lab Assistant	jes@szabist.ac.ae

# RULES GOVERNING STUDENT PLACEMENT CELL

The Students Placement Cell (SPC) at SZABIST Dubai aims to work for the development of students in terms of academics and placements. The purpose of the center is to provide up-dated and advanced information to the students for their academic and professional development. The Students Placement Cell staff strives to provide assistance and guidance to the students for helping them in making their career decisions, academic planning and to explore future professions and placement opportunities based on their personal needs and current opportunities. The mission of this placement cell will be to facilitate the current students and alumni, in exploring and arranging suitable internships and employment opportunities and bridging the gap between industry employers and Graduate/ Undergraduate students.

## SPC GOAL & OBJECTIVES

### GOAL

To provide assistance and guidance to students for making their career decisions and exploring future academic, professions and placement opportunities.

### Objectives

To help students make right and practical/sensible career decisions.

To assist students to develop their academic and professional career interests.

To manage and give information regarding internships.

To help students prepare for interview and develop their communication skills.

To organize various academic and professional activities such as workshops and seminars etc.

Name  
Dr. Nasreen Sohail

Designation & Email  
Student Placement Coordinator  
nasreen@szabist.ac.ae

# RULES GOVERNING STUDENT ACTIVITIES & ASSOCIATIONS

## Student Activities

- SZABIST Management firmly believes that to inculcate confidence, initiative, and entrepreneurial talent, which will serve SZABIST students well in their professional careers; it is important that students be given an opportunity to exercise and develop these skills during the course of their studies. As a result, students are strongly encouraged to join, participate, and assume leadership roles in various activities

All student activities are to be reported in the annual Newsletter, “INSIGHT”, which is available online on the website.

## SZABIST University Student Council






- To foster an environment conducive to the actualization of creativity, scientific thought and leadership, selected body of young and ambitious individuals comes together to form the SZABIST Student Council (SSC)  
The SSC also hosts entertainment events, organizes trips, conferences and seminar



# RULES GOVERNING STUDENT CODE OF CONDUCT

## DIAC Student Code of Conduct



-  No inappropriate physical contact between males and females.
-  Inappropriate dress for males and females is prohibited
-  No fighting, assault or any acts of violence.
-  No harassing, threatening, bullying or intimidating others
-  No possessing, using or distributing illegal substances
-  No smoking in undesignated areas
-  No possessing of firearms, explosives or weapons
-  No gambling
-  No raising false alarms
-  No setting fires
-  No ball games in undesignated areas on campus

[www.diacedu.ae](http://www.diacedu.ae)

## Grievance Management

Complaint to be filed on the “Student Disciplinary Committee Record” form, available at both Receptions, which is to be submitted to the Student Advisor or Relevant Program Manager who, is to call for the formulation of the Disciplinary Committee for Disciplinary Review. The composition of a typical Disciplinary Committee is as follows:

- HOC
- Student Advisor
- Relevant Program Manager
- Representative from Administration

## *Anti-Harassment Policy*

### **Purpose:**

The committee for Protection against Harassment of Women has been formed for dealing with all cases of harassment against women at SZABIST. The term 'Women' for the purpose of this committee refers to female students, faculty and staff/ Employees of SZABIST.

### **Committee Members:**

- Mr. Ahmed Amani
- Dr. Nasreen Khan
- Mr. Muhammad Ali Awan
- Mr. Syed Zubair Azam
- Ms. Shaista Hanif
- Ms. Bushra Malik

**Guidelines:**

1. All complaints/matters pertaining to harassment must be emailed at **hoc@szabist.ac.ae** to the anti-harassment committee for review.
2. This committee is to be called into session at the discretion of the Chairperson or alternatively a meeting may be requested by any of its members.
3. The committee may summon the concerned parties for an official hearing/s to interrogate the issue and provide the aggrieved and accused parties an opportunity for presenting their perspective.
4. This committee may investigate and collect information on its own as well in tandem with the rules/procedures/policies of the university.
5. The decision of the committee may be conveyed with the issuance of an official letter/s by the concerned Program Manager/Head of Department to the student after the content has been shared with and approved by the committee.
6. The decision/s of the committee will be final. In case of SZABIST employees, the final decision will be with the competent authority.

***Anti-Drug and Tobacco Abuse policy*****Purpose:**

The committee under Drug and Tobacco Abuse in Higher Education Institutions Policy (2021) by Higher Education Commission has been formed for dealing with all cases related to drug and tobacco abuse. This policy is applicable to students, faculty and staff.

The committee aims to facilitate SZABIST family members by ensuring a drug free and smoke free environment at SZABIST and to take measures to safeguard the interests of the students in the following ways.

**Committee Members:**

Mr. Muhammad Ali Awan  
Mr. Syed Zubair Azam  
Ms. Shaista Hanif  
Ms. Bushra Malik