Student Handbook

2012-13

Shaheed Zulfikar Ali Bhutto Institute of Science & Technology
Sachal Colony Larkana Sindh. Tel 074-4053400 - 3, Fax 074-4044760
e-mail: info@lrk.szabist.edu.pk, www.szabist.edu.pk
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Welcome
Message by the Chancellor

It is my pleasure to welcome you all on the journey towards knowledge, learning, and discovery at Shaheed Zulfikar Ali Bhutto Institute of Science and Technology (SZABIST). A journey enriched with the treasures of scholarship, guidance of mentors, and a preparation for future encounters with professional life.

Today, you are about to turn the most important leaf in the book of your life. The coming years will shape your career, character, consciousness, and calling. Wise investments of time, zeal, and zest during these years will yield rewards for your future. At SZABIST, you will have the opportunity of selecting courses from a variety of traditional and emerging disciplines to carve out your professional destinies. After a successful introduction of the Mechatronics faculty, this year, maintaining our tradition of expanding the educational horizons, we have introduced the faculty for Biosciences. Here, you will be part of a community that believes research to be an integral part of academic excellence. We have pioneered high caliber research in the fields of renewable energy, and stem cells and tissue propagation. These fields are not only of great academic value, but also of huge significance to our country’s energy and scientific independence. At SZABIST, you will be part of a lively and energetic student body, and I urge you to join, participate, and take leadership roles in all the activities which will make your college experience memorable, productive, and purposeful.

Dr. Azra Fazal Pechuho
Chancellor SZABIST
Welcome

Message by the President

I welcome you to **SZABIST**, which guided by the vision of its founder, Shaheed Mohtarma Benazir Bhutto, has made great progress and has become one of the leading educational institutions of higher learning.

Today, **SZABIST** has matured into a multidisciplinary institution. It offers specializations in Management, Computing, Social and Media Sciences along with Mechatronics, and this year, maintaining its commitment to science, **SZABIST** will launch the Bio-Sciences program. The highest priority of **SZABIST** is to provide cutting-edge and market relevant education. In support of this aim, at **SZABIST** we consider high caliber and socially useful research to be an integral part of this education. Under the leadership of **SZABIST** Chancellor, Dr. Azra Fazal, research centers have been established in the fields of stem cell technology, renewable energy, and holistic sustainable development. The spillover of this research will enrich both the quality of teaching and the delivery of education. I am confident that the Student Handbook 2012 will be a useful guide for the students, both new and current, in charting their academic voyage at **SZABIST**. I thank the **SZABIST** staff who have prepared this Handbook, and wish the students a productive, intellectually stimulating, and socially responsible journey at **SZABIST**.

Dr. Saqib Rizavi
President **SZABIST**
Welcome

Message by the Vice President

Firstly, I whole heartedly congratulate you for selecting SZABIST as your university for higher education. SZABIST is one of the best universities of Pakistan with five other campuses, including one in Dubai. This makes it the only university recognized by the Higher Education Commission of Pakistan, with an offshore campus.

At SZABIST, you will receive a well-rounded education, which will enhance your knowledge, provide you with marketable skills, and prepare you for the challenges of the twenty-first century. You will have the benefit of a dedicated faculty, a supportive staff, and a helpful student body.

I hope that you will enjoy your stay at SZABIST, devote yourself to your studies, enhance your knowledge, strengthen your skills, and develop the self-confidence to become the leaders of tomorrow.

Dr. Amanat Ali Jalbani
Vice President (Academics), SZABIST
ACADEMIC POLICIES AND PROCEDURES

- Academic Guidelines
- Attendance, Leave Policy and Hajj Leave Policy
- Grading Plans
- Rules Governing Withdrawal from Courses
- Continuation of Education for Higher Degrees and Transfer Policy
- Termination of Registration Policy
- Other Academic Policies
INDUCTION WEEK AND ORIENTATION

Induction week starts one week before the academic session. Presentations on academic rules and regulations and use of facilities, are presented during induction week by the Head of Campus, Managers, Academic Officer, Head of IT, Librarian and the Executive Development Officer. Orientation is held at the weekend before classes begin on Monday.

ACADEMIC GUIDELINES

Students are provided a copy of the Academic Handbook at the Orientation Ceremony for Academic Guidelines, which is also posted on the bulletin board and on the SZABIST website.

REGISTRATION

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

- Students must register themselves through ZabDesk, the automated SZABIST Online Registration System. Contact the Academic Office in case of further assistance.
- Registered students who have paid their fee but have remained absent for three classes will be ‘forced to de-register’ from the course during the fourth week.
- Student, not registered, will not be allowed to attend the classes. No registration will be allowed two weeks after classes begin.
- For continuing students, only students with a CGPA of 2.0 will be allowed to register in an additional course. Any registration beyond one additional course has to be approved by the Managers and Head of Campus.

SCHEDULING OF CLASSES

- All class schedules are given in the student admission folder during induction week or at orientation Day, and are also posted on the bulletin board as well as on ZabDesk.
- Class size is limited to only 35-40 students, which allows the delivery of high quality education on an interactive basis.
- Classes are scheduled for a 16 week semester (Fall and Spring). Fall semester begins on the first Monday of September, and Spring semester on second week of January. The Summer Session is of 8 weeks.
- Classes scheduled for undergraduate programs are 3 hours a week with a 20 minute break. For Master level programs, classes are scheduled for 3 hours with a 20 minute break respectively.
- Classes at SZABIST Larkana Campus are held for 3 hours, six days a week.
- Classes rescheduled or cancelled are held on week days or the following Sunday to make up for the lost time. Classes are only cancelled in case of emergency and with prior announcement. Please note that the class timings are subject to change during the month of Ramadan.
Attendance, Leave Policy and Hajj Leave Policy

1. Students are required to maintain a minimum of 80 per cent attendance throughout the semester in order to qualify for the final exam. Maximum 3 absences are allowed per semester per course. Please note that two late arrivals are equal to 1 absence.

2. In case of non-compliance of attendance rules, a letter grade F will be given in the course.

Attendance, Leave Policy and Hajj Leave Policy

- An additional 1 absence will be allowed for Hajj leave.
- A total of 4 absences in one semester.
- Special exam deferral for Hajj will be allowed.
Grading Plans

The following Letter Grading Plan is followed at **SZABIST**

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<thead>
<tr>
<th>Grades</th>
<th>Marks</th>
<th>Grading Points</th>
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<tbody>
<tr>
<td>A+</td>
<td>95-100</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>91-94</td>
<td>3.75</td>
</tr>
<tr>
<td>A-</td>
<td>87-90</td>
<td>3.50</td>
</tr>
<tr>
<td>B+</td>
<td>83-86</td>
<td>3.25</td>
</tr>
<tr>
<td>B</td>
<td>79-82</td>
<td>3.00</td>
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<tr>
<td>B-</td>
<td>75-78</td>
<td>2.75</td>
</tr>
<tr>
<td>C+</td>
<td>71-74</td>
<td>2.50</td>
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<tr>
<td>C</td>
<td>68-70</td>
<td>2.25</td>
</tr>
<tr>
<td>C-</td>
<td>65-67</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>60-64</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>00-59</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Letter**

- **S**: Satisfactory
- **U**: Unsatisfactory
- **I**: Incomplete
- **W**: Withdrawn
- **J**: Result withheld

**Minimum passing grade in each course is C minus for Bachelor and Master Program courses.**

- For undergraduate a course in which D or F is earned must be repeated with full registration.
- F grade in a course does not count as having met the pre requisite requirement for taking an advanced course.
- Students with repeat grades such as D, F etc. must take the course next time as it is offered.
- Student may get attendance waiver in D grade courses, provided the same faculty member is teaching the course. Otherwise, attendance waiver approval is required from the Managers.
- Student repeating a course(s) that is/are no longer offered will be allowed an appropriate replacement course, which will be approved by the Managers.
- In case of any discrepancy in final grade, student can submit an objection for review within 14 days of announcement of provisional results on ZabDesk. If his/her claim proves to be valid, the relevant faculty member will submit the correct grade to the Examination Officer by completing a i Change of Grade i form and providing the reason for the change.
- At **SZABIST**, there is no policy or provision for giving or requesting grace marks.
- All grade points earned will be averaged towards the final grade point for graduation.
- Minimum GPA to graduate is 2.0 for BBA/BS/MBA/EMBA and if incomplete grade I is not completed before the specified deadline, the default grade is an F.
RULES GOVERNING WITHDRAWAL FROM COURSES

- During the first semester, only one course withdrawal is allowed.
- For second semester and onwards, withdrawal from two courses is allowed.
- The request for withdrawal has to be made prior to the 12th session through ZabDesk’s Online Course Withdrawal Process.
- The request for withdrawal has to be approved by the Academic officer, Program Managers.
- Withdrawal cannot be allowed after award of F grade on account of due to less than required attendance.
- In case of withdrawal, a letter grade of W (with no grade points) is awarded.

REFUND PROCEDURE FOR WITHDRAWAL AND TERMINATION OF REGISTRATION

- Please note that the fees once deposited will not be refundable (new admissions only).
- In case of withdrawal from program during the first semester (new admissions only), No tuition fee is refundable.
- In case of withdrawal from a course, second semester onwards, tuition fee will be charged at 50 per cent, 75 per cent and 100 per cent before the 4th, 8th and 12th sessions respectively. At the time of the new registration for the course, the course fee must be paid in full.
- In case of De-Registration or Forced De-Registration, tuition fees for course(s) will be carried forward.
Continuation of Education for Higher Degrees and Transfer Policy

Students completing their Bachelors and desiring to continue their studies for a Masters program, or those completing their Masters and wanting to enroll into a Doctoral program should fill out a Program Continuation Form and submit to the Admission Office during their graduating semester. All pre requisites have to be completed before advancing to a higher degree program. Updated documentation will be required and a new registration number will be allocated at the time of registration.

Transfer between **SZABIST** Campuses

Transfer is allowed between **SZABIST** campuses subject to the following conditions:

- Having completed at least 25 percent of the course work at the original campus.
- Having met admission criteria at the transferring campus.
- Availability of space at the transferring campus.
- Clearance of all past dues.
- Payment of transfer admissions fee (to the transferring campus)
- The transferring student is required to fill the campus transfer form, Degree will be awarded by the campus where student has completed more than 50 per cent of the credit requirements for the degree.

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<th>Name</th>
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<tr>
<td><strong>Mr. Mateen Khan</strong></td>
<td><strong>Academic Officer</strong></td>
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<td><a href="mailto:mateen@lrk.szabist.edu.pk">mateen@lrk.szabist.edu.pk</a></td>
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**Timings**
9:00 am - 5:00 pm (Mondays-Saturdays)
(Sundays Closed)
Termination of Registration / Dismissal Policy

Termination of Registration

A student will be considered for dismissal under the following conditions:

- Students securing a CGPA below 2.00 will be put on probation and a warning letter will be issued. Unless the semester GPA is brought to 2.00 by the end of the next semester, the student will be dismissed from the program. This policy of dismissal and probation is applicable for all programs.

- If the student fails to provide cleared results after the first semester, the registration will be blocked, and will only be allowed to register, after one year, provided all admission requirements have been fully met. A similar policy is applicable to students who seek admission through the “intermediate” track.

- The registration will stand terminated if a student has not completed the degree requirements within seven (7) years for Bachelors and five (5) years for Master’s Program.

- If the student is found guilty of academic dishonesty.

- If the student is dismissed on disciplinary grounds by the Disciplinary Committee.

Please note that for re-admission after dismissals, only B grades are transferable.

In all other matters, the decision of the Academic Committee will be deemed final.
Review and Revision of Academic Policies

- The academic policies are revised on a regular basis. Students are advised to consult with the Program Coordinators and regularly check ZabDesk to apprise themselves of any revisions in the above academic policy.
- In all academic matters, the decision of the Deans or Academic committee is final.
- Vice President Academics is the competent authority to take all academic decisions, and have the right to form a committee comprising of all the program coordinators with special invitation to the Program Coordinator or the President SZA.BIST and all other department heads if deemed necessary.

Students’ Role in Evaluating the Quality of Education

Constructive and objective student feedback can be a great source of increasing teaching effectiveness. To achieve this aim, students evaluate instructors during the 5th and 6th weeks of classes. The consolidated weak/poor results of these evaluations are discussed by the Head of Campus and the respective program Coordinator, with each course and lab instructor, and if need be corrective measures are immediately taken.

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EXAMINATION POLICIES AND PROCEDURE

- General Rules for Examination
- Midterm and Final Examination Policy
- Examination Retake and Deferral Policy
- Code of Conduct During Examination
- Off Campus Examinations
- General Format of the Comprehensive Examinations
General Rules for Examination

All Examinations are conducted and monitored by the Examination Officer’s office in the presence of the relevant teaching faculty.

The examination papers are handed by the faculty member to the Examination Officer office at least a week in advance of the exam, which are then reviewed by the Moderators Committee. All answer sheets are initialed and numbered by the Examination Officer’s Office.

**Timings**
9:00 am - 5:00 pm (Mondays-Saturdays)
Sundays Closed (open in case of examination)

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<tr>
<td><strong>Miss. Aneela</strong></td>
<td>Examination Officer (Acting)</td>
<td>Ext # 126</td>
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<td></td>
<td><a href="mailto:aneela@lrk.szabist.edu.pk">aneela@lrk.szabist.edu.pk</a></td>
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EXAMINATION POLICIES AND PROCEDURE

- General Rules for Examination
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- General Format of the Comprehensive Examinations
Examination Retake and Deferral Policy

In case of emergency, three absences can be utilized or an option of withdrawal from the course can be used. However, an Exam retake is only possible in the following cases.

- In case of absence due to serious illness (accident/hospitalization), the student is required to submit the following:
  - Medical certificate of a specialist consultant (not a General Practitioner) on his/her printed letterhead duly signed and stamped.
  - Medical lab reports or X-ray investigations.
  - A discharge letter of hospital (in case the student was admitted in hospital)

- In the instance of death in immediate family, the student is required to provide proof of death (death certificate).
- Hajj Leave (Proof required)

Every student is allowed to sit for a retake/deferral exam, only in case of the above mentioned instances. This is subject to prior intimation to and permission of the relevant Program Coordinator/Head of Department. Please note that retake/deferral examinations are subject to a fee.

Note:

1. Please note the distinction between a Retake exam and a Re-sit. The former means that when a student misses taking an exam he/she takes the exam at a rescheduled date (with a new question paper). While a re-sit exam means that the student takes the same exam twice.

2. The terms 'Retake' and 'Deferral' are being used interchangeably. Deferral means a retake.
Code of Conduct during Examination

- To maintain the integrity of the process, exams can only be taken with the proof of a valid ID card.
- To avoid disruption and any undue anxiety, students are encouraged to arrive at least 5 minutes before the commencement of examination.
- Students are advised not to bring mobile phones in the examination hall; however, if they do so then make sure they are switched off. Otherwise, penalty, including awarding an F grade, could be imposed.
- Students are not allowed to take the question paper outside the examination hall, as it is to be returned, along with the answer sheet, to the concerned faculty.
- For examinations requiring quantitative analysis, students are responsible for bringing their own calculator, but approved by the faculty. No borrowing from any other examinee is allowed. Similarly, students are expected to bring their own stationery items.
- Examinees should sit in the rows allocated for the particular paper. Examinations Controller or invigilators may re-locate the students if s/he deem fit.
- Departure from the exam hall will only be permitted after 30 minutes of commencement of Mid-Term Exam and after one hour in case of the Final Exam.
- Students will not be permitted to enter the exam room/hall 30 minutes after the commencement of the exam.
- All assessments and marks obtained by the students in quizzes, assignments, term papers, projects, and tests are available to the students and their parents online through ZabDesk. Use of unfair means during the exam in any way shape or form 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 given below for illustrative purposes:
  - Any written or oral communication among students during an examination.
  - 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 exam and the behavior of the students will be final and binding, any argument by the student will be liable for disciplinary action by the 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 or her hand.
- Any student found not obeying instructions will have 5 marks deducted from his/her paper.
- Students will be shown all mid-term exam answer sheets in the following class/week by the faculty to review their performance for future guidance.
- Final exam copies will not be shown to the students, and requests for final exam copy re-checking or re-grading requests will NOT be entertained.
- The exam results will be deemed final. However, the Academic Council or the President’s Office reserves the right to review those results viewed as uncharacteristic and a typical as determined by the Examination Board.
Off-Campus Examinations

For all programs, exams can be conducted at other campuses for which a special request form must be submitted, along with a fee 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 exam at the nearest university where he/she is situated.

Fees (if any) relating to off campus exams are to be paid by the student.

Examination Department will be responsible to facilitate the students interested in off campus exams.

02 Refer to Annexure B
General Format of the Comprehensive Examinations

- It is a ninety-minute closed book on-line exam, with seven subject areas and ten multiple choice questions (MCQs) a choice of four answers from each subject area. Every question is randomly generated. The minimum passing percentage for the Comprehensive Examination is 50 per cent.

- The Comprehensive Examination is conducted three times a year after the end of each semester (Fall, Spring and Summer) on the last Saturdays of December, May and July.

- All students intending to appear for the examination must register first by filling out a Registration Form for the Comprehensive Examination at least two weeks before the examination. The Registration Form is available at the Reception Desk.

- The Comprehensive Examination rules and format are subject to change by the SZABIST Academic Committee at any time without prior notice during the course of the study, and will be binding on all continuing and new students. The best (n-1) sections are counted towards the final grade.

Format of Comprehensive Examinations for BBA, and MBA

- Passing the Comprehensive examination is a requirement for all Bachelors and Masters Degree students enrolled in a non-thesis option program. While it is not required for MBA Students who have completed Thesis or Research Project equivalent to 6 credit hours.

- Although Comprehensive Exam can be cleared anytime during the degree program, it is strongly recommended that students should appear for the exam before the final semester as the format of the exam is based on the content of the basic courses. Please note that there is a fee for the Comprehensive Exam per attempt.

For MBA, the nine subject areas are Business Communication, Management, Marketing, Mathematics, Statistics, Finance, Accounting, Economics and Management Information System.

Thesis Format

Thesis is to be hard bound (black with golden text). One submission is required by every student with his/her name (only in case of teamwork).

A sample copy of thesis is available in the library for reference.

03 Refer to Annexure B
General Requirements for Degree Completion

Communication of Grades, Issuance of Transcripts and Degrees

Honor List, Gold Medals and Convocation
General Requirements for Degree Completion

- A student has the option of taking more than the required number of courses, and request in writing which courses are to be reported in his/her transcript.

- Additional courses taken (even as bi-majors) will not be recorded on the transcript.

- Students must submit an application for bi-majors at the beginning of the semester.

- Additional courses will be considered as certificate courses and a separate official letter will be issued as proof of having completed these courses.

- For students who repeat a certain course, the better of the two grades will be reported on transcript and counted towards CGPA.

- Majors are not mentioned on the transcript and pass certificate.

- In special cases, as approved by the Academic committees up to one course (maximum) can be replaced for graduation. The student should qualify as a graduating student.

- One year is the maximum time allowed to a student for improving grades after graduation. The maximum time allowed to complete the undergraduate, graduate, post-graduate and doctorate degree is 7 years, 5 years, 3 years and 7 years respectively.

- Time limit can be extended with the approval of the Academic Council Heads. Without completing all degree requirements, including, clearance of financial dues, completing the required courses, internship and passing of the comprehensive examination a student will NOT be allowed to continue on the MBA Program. Completion of pre-requisites is a necessary condition to advance to higher degree.

- Student must complete the internship requirements during the degree program. Majors are not mentioned on the transcripts and pass certificates and degree.
Communication of Grades, Issuance of Transcripts and Degrees

- At the end of every semester grades awarded for all examinations are posted on ZabDesk as 'Tentative Results.'
- Semester grades are only issued upon request through official Letter Grade Form at the end of a semester.
- Final Transcript and Pass Certificate is issued only after graduation and completion of all degree requirements and filling of Final Transcript and Pass Certificate Request Form.
- Degrees are issued once the Convocation has been held.
- Students can request for duplicate transcripts and degrees after filling out the Duplicate Transcript/Degree Form. Please note that the minimum processing time for such requests is about 2 working weeks for duplicate transcripts, one month for duplicate degrees and two working weeks for urgent duplicate degree. There is a special fee for this service.

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Program-specific requirements for Degree Completion

This information is provided in the Prospectus and Course Catalogue.

04 Refer to Annexure B
Honor List, Gold Medals & Convocation

Students, who secure a GPA 4.00 during the semester with full course load, are recognized as honors students, and they are awarded a Certificate of Honors at the end of the semester. Academic Gold Medals are awarded to graduating students securing CGPA 3.75 and above with full workload (extra course not allowed) and have completed degree requirements with their own batch, at Convocation.

Corporate Gold Medals are awarded to graduating students securing minimum CGPA 3.25, with highest marks in the course.

Convocation

Degrees are awarded to all graduates in a formal Convocation every year.

- To receive degree at the Convocation, students who have completed all degree requirements must fill and submit Final Transcript and Pass Certificate Request Form before December 31/May 31/July 31 at Records Office to be eligible to receive degree at the next Convocation.

- To be able to attend the Convocation, the Graduation Ceremony Form must be filled and submitted to the EDC office two weeks before the date of the Convocation.
SERVICES AND FACILITIES FOR THE STUDENTS

- Library
- Computer Lab
- Wi-Fi Technology
- Executive Development Center
- Student Activities
- Separate Hostel for Girls
- Separate Hostel for Boys
- Photocopy Shops, Book & Souvenir shop and Cafeteria
Library - 192.168.0.210 in Campus LAN

Library is a shared facility for the benefit of all students. Consequently, following polices are in place to ensure a beneficial learning environment for the student community.

1. A student can borrow two books simultaneously for a period of three days.
2. Borrowed books can be renewed once for an additional period of three days.
3. Reference books, periodicals, magazines, and newspapers can be consulted only in the library premises.
4. To ensure that students at large continue to benefit effectively from the Library, it is important that the Library is able to maintain an adequate stock of books in good condition. Hence, the Library will adhere to the following rules for the replacement and restoration of the books.

Books will be inspected when returned.
   ▲ In case of damage, full price of the book will be charged.
   ▲ In case of a loss, 200 per cent of the price of the book will be charged.
   ▲ Students are not to mark, write on, or highlight on the pages of the book.

5. To ensure a quiet and peaceful study and reading environment in the library, students are encouraged to carry out group studies, either in the study rooms or the class rooms, or not in the Library.

6. Librarian has the final authority to cancel or suspend the Library privileges of those students who fail to respect the right of other students to use the Library in a quiet and peaceful manner. The suspended students will have to surrender their Library card and will not be allowed to enter Library premises.

7. To instill a sense of accountability, names of suspended student will be displayed on the notice board and the library web page.

Name | Designations & Emails | Extension
---|---|---
Mr. Muhammad Ramzan | Librarian | channa@lrk.szabist.edu.pk | Ext # 115

Timings
9:00am to 5:00pm (Mondays to Saturdays)
COMPUTER LAB

SZABIST is equipped with state-of-the-art computer facilities from 9:00AM to 5:00PM with high bandwidth connectivity to the Internet. Moreover, all its campuses are Wi-Fi enabled; as a result, all students with Wi-Fi enabled devices can access all network resources wirelessly.

In order for all students to benefit equally from the computer lab facilities, following rules are to be followed.

**Lab availability**

- Computer Lab is open to all students for computing and printing facilities from 9:00am to 5:00pm from Mondays to Saturdays.
- To avoid disruptions, students are not allowed to enter into the Lab while classes are in progress.
- Color printing and laser printing facility is available at nominal cost.*
- Printing facility is available on a first come, first served basis. To ensure proper closure of the Lab, material for printing will not be accepted half an hour before closing time.
- To ensure the integrity of the network, students are not allowed to install their own software programs on **SZABIST** computers. Additional software may be required to undertake a course-related assignment. Please seek the written approval of the concerned faculty and contact the Lab Admin well in advance to make arrangements for loading the software only on specific workstations.
- All users are advised to regularly save their work. Students are also strongly encouraged to maintain a backup of their data, as the Lab staff will not be responsible for any loss of data.*(see annexure B).
Conduct while in the lab

All **SZABIST** students are expected to conduct themselves with responsibility and dignity and adhere to the Code of Conduct given in a separate section. In addition, while working in the Computer Lab, the following rules are applicable.

- To ensure peaceful atmosphere, clean and properly functioning of equipment for all students, eating, smoking, drinks, use of cell phones and playing video games on **SZABIST** computers are not permitted. As a courtesy to your fellow students, you should leave your terminal and the Lab neat and clean. All trash must be placed in the trash cans provided in the Lab.

Placement of equipment and other furnishings in the computer lab has been done keeping the convenience of all the students. Consequently, students are not allowed to move or rearrange any equipment without permission of the staff.

- To protect the privacy of everyone, passwords must not be disclosed to anyone, under any circumstances. Those who breach this rule and endanger their own privacy and that of the others will be subject to a financial penalty.

- While every effort is made that all student groups get reasonable amount of time for using Lab Facilities, still kindly consult the Lab schedule to avoid any confusion in this regards. Further, please note that during open hours the use of Lab is on the policy of first-come, first-served basis.* (see annexure B).
LOGIN ACCOUNT POLICY

For smooth operations of the Lab, while protecting the privacy of information of all users, following rules are in place:

- No one is allowed to log on using someone else's user ID and password.
- To protect your own self from unscrupulous users, make it a habit to log off at the end of each session. Please note that you are fully responsible for any actions taken by an unauthorized user using your login account. Remember to log off at the end of your session!
- If you are compelled to be away from the terminal for more than 15 minutes, you must log off unless there is a process running which may take longer to complete. In such a case, inform the Lab Admin to ensure that your user account and work are protected.
- Students are required to change their password once a month.

At the time of registration, a separate user ID and password is assigned to all students to access the ZabDesk.

Workstation Usage Policy

While all the computers are for the use of the students in the pursuit of their studies, please note that all the hardware, programs, and software are the property of SZABIST.

- No one is allowed to make any changes to equipment configuration what so ever.
- No one is allowed to unplug any cables, connections, terminals, or any other equipment whatsoever.
- Further, to maintain the integrity of the system, no one is allowed to install any computer applications, control panels, system extensions, or any other software on the machines without the explicit permission of the Lab Admin. In the event, when any of the above needs are to be done for academic purposes, please submit an appropriate written request which should be duly signed by Instructor / Supervisor.
- One is allowed to make changes solely to files in one's personal folder or a directory in which one has been specifically authorized to store files.

Students' group discussion in computer lab in not allowed with the explicit permission of the LAB Assistant / Supervisor.
Wi-Fi TECHNOLOGY USAGE

As noted earlier, students and faculty members can access the Internet e-mail and the powerful servers in the computer laboratories through wireless from any place in the campus. In order to benefit from this service, students must register their Wi-Fi devices with Computer Lab Administrator.

<table>
<thead>
<tr>
<th>Name</th>
<th>Designations &amp; Emails</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Siraj Ahmed</td>
<td>Computer LAB Incharge</td>
<td>Ext # 116</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:siraj@lrk.szabist.edu.pk">siraj@lrk.szabist.edu.pk</a></td>
<td></td>
</tr>
</tbody>
</table>

Timings
9:00 am to 5:00 pm (Mondays - Saturdays)

<table>
<thead>
<tr>
<th>Names</th>
<th>Designations &amp; Emails</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Kamran Wali</td>
<td>Mgr. Development</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:kamran.wali@szabist.edu.pk">kamran.wali@szabist.edu.pk</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>100 Clifton - Ext # 118</td>
<td></td>
</tr>
</tbody>
</table>

| Mr. Furqan A. Siddiqui | Sen. Software Engineer          |             |
|                       | furqan@szabist.edu.pk          |             |
|                       | 100 Clifton - Ext # 118         |             |

| Mr. Murtaza Abbasi | Software Engineer             |             |
|                    | murtaza@szabist.edu.pk        |             |
|                    | 100 Clifton - Ext # 118        |             |

Timings
9:00 am - 5:00 pm (Mondays - Saturdays)
Executive Development Center

EDC facilitates internships and placements for students and acts as a liaison between the industry and students. Please note that a six to eight week internship with a reputable company is a compulsory prerequisite for graduation. Every semester, known national and multinational firms and financial institutions, contact EDC to conduct their employment tests, interviews and other on-campus recruitment activities.

Arranging Internships/Job Placements
EDC facilitates arranging internships for all students and acts as a liaison between the industry and the business students, since a six to eight week internships with a reputable company is a compulsory pre-requisite for graduation. Wherever possible, companies are urged to come for on-campus recruitment after suitable candidates are lined up.

Graduate Directory
One of the prime responsibilities of the EDC is to compile students’ profiles and publish the annual Graduate Directory in order to market SZABIST graduates to credible organizations. Graduate Directory is a useful tool to facilitate job placements.

Alumni
It is EDC’s endeavor to keep in touch with the Alumni and compile and update information about their current employment status and contact address. To strengthen the bonds with their alma mater, the alumni are invited as guest speakers, motivational speakers, and mentors. The EDC hosts an annual dinner for its alumni to network with the corporate world for innovative curriculum development, internships, placements, sponsorships and joint activities.

Student Grooming and Counseling Workshop
The EDC arranges a ‘Corporate Finesse Week’ comprising of workshop sessions for its graduating classes across programs. Human resource experts are frequently invited in order to make use of their professional acumen for further development of our students.

Workshop topics generally include: Potential Employers in Pakistan; Resume Development; Handling Interviews Effectively; Importance of Business Etiquette; How To Attempt Aptitude Tests; Corporate Dining Manners; Managing Time; Company Culture; Inter Gender Relations at the Work Place; Road Safety etc.

Corporate Networking
The Executive Development Center serves as a liaison between job seeking SZABIST graduates and organizations by promoting SZABIST graduates and facilitating their placement at the top rated employers in the job market through relationship building and networking with the most coveted companies in Pakistan.

<table>
<thead>
<tr>
<th>Name</th>
<th>Designations &amp; Emails</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Sarwat Afzal</td>
<td>Faculty Member</td>
<td>Ext # 123</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:sarwat@lrk.szabist.edu.pk">sarwat@lrk.szabist.edu.pk</a></td>
<td></td>
</tr>
</tbody>
</table>
Student Activities

1. **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 allowed 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 the various student associations, clubs, and organizations.

2. The following club societies are currently active on campus.
   - Debate Club
   - Research Club
   - Islamic Club
   - Sports Club
   - Outdoor Activity Club
   - Drama Club

Check with the student advisor if you wish to participate in any of these activities or are interested in opening a new club society at **SZABIST**.

3. Mentor Groups formed by senior students are available to assist incoming / junior student with their academic problems. Check with the coordinators for information on these mentor groups.

4. Annual newsletter is published regularly jointly by the faculty & students. Previous issues are available in the library. Those wishing to join the editorial Board should contract the editor of the newsletter or coordinators.

5. Student publications in magazines and newspapers are encouraged. Rewards* per article (with **SZABIST** name) and (without **SZABIST** name). Coordinator approval on quality of article is required. *(see annexure B)
Photocopy Shops, Book & Souvenir shop, Cafeteria and Hostels

Larkana Campus provides separate hostel facility for both Girls and Boys Photocopy Shops, Book & Souvenir shop.

Photocopy facility located at Larkana Campus is available to the students at a very nominal cost.*

Similarly, printing facilities are also available through the Computer Laboratory at nominal cost.*

*(see annexure B)

Larkana also has a book souvenir shop to facilitate students

Timings
10:00 am – 5:00 pm (Mondays - Saturdays)
Cafeteria

Larkana offers a spacious indoor Cafeteria right on campus where full meals (Pakistani cuisine) and sandwiches, snacks, coffee, tea, juices, & soft drinks are served.

Timings
8:00 am - 5:00 pm (Mondays - Saturdays)

Note: For further information please contact Front Desk
Scholarships and Financial Assistance

SZABIST in meeting its social responsibility provides financial assistance to majority of its students. This enables hard working and bright students to acquire higher education that otherwise would be out of their reach.

Two main methods of providing financial assistance are “Fee concession” and “scholarship” all scholarships cover full or partial tuition fee, however, in some cases scholarships also cover books boarding transportation, monthly stipend and admission fee. The two types of Scholarship Available are “SZABIST funded Scholarship” and “External Donor Agencies Funded Scholarships”

**SZABIST Funded Scholarship**

**SZABIST - Need Based Scholarship**
Students are eligible to apply from first semester onwards

**SZABIST - Merit Scholarship**
The eligibility criterion for the merit scholarship is a minimum GPA of 3.50. Scholarships are awarded from Semester 2 for any program and are renewable for each semester depending on the student’s performance.

External Donor Agencies funded Scholarships **SZABIST**

**SZABIST - Financial Assistance**
United States Agency for International Development-Higher Education Commission (USAID HEC) Scholarship (merit and need based)

**Endowment Fund Scholarship by Government of Sindh**
Various community based scholarships are also available.
Please contact in Academic Department

<table>
<thead>
<tr>
<th>Names</th>
<th>Designations &amp; Emails</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. M.B.Soomro</td>
<td>Head of Campus</td>
<td>Ext # 102</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:mbsoomro@lrk.szabist.edu.pk">mbsoomro@lrk.szabist.edu.pk</a></td>
<td></td>
</tr>
<tr>
<td>Mr. Naveed Anwar</td>
<td>MBA Program Manager</td>
<td>Ext # 117</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:naveed@lrk.szabist.edu.pk">naveed@lrk.szabist.edu.pk</a></td>
<td></td>
</tr>
<tr>
<td>Ms. Zahida Abro</td>
<td>BBA Program Manager</td>
<td>Ext # 113</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:abroo@lrk.szabist.edu.pk">abroo@lrk.szabist.edu.pk</a></td>
<td></td>
</tr>
<tr>
<td>Miss. Aneela Abro</td>
<td>Examination Officer (acting)</td>
<td>Ext # 126</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:aneela@lrk.szabist.edu.pk">aneela@lrk.szabist.edu.pk</a></td>
<td></td>
</tr>
</tbody>
</table>
Fee Payment Policy

All tuition fees should be paid at UBL Bank (Selected Branches) through cash, cheque, pay order or demand draft during banking hours and obtain a copy of challah for your records.

If fee is not paid by the end of fourth week of classes (two weeks for summer semester), the student will not be allowed to attend classes and appear for exams.

<table>
<thead>
<tr>
<th>Names</th>
<th>Designations &amp; Emails</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Shahid Soomro</td>
<td>Finance Officer</td>
<td>Ext # 108</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:shahid@lrk.szabist.edu.pk">shahid@lrk.szabist.edu.pk</a></td>
<td></td>
</tr>
<tr>
<td>Miss. Rizvana Bhutto</td>
<td>Accountant</td>
<td>Ext # 108</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:rizvana@lrk.szabist.edu.pk">rizvana@lrk.szabist.edu.pk</a></td>
<td></td>
</tr>
<tr>
<td>Mr. Ayaz Soomro</td>
<td>Asst: Accountant</td>
<td>Ext # 108</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ayaz@lrk.szabist.edu.pk">ayaz@lrk.szabist.edu.pk</a></td>
<td></td>
</tr>
</tbody>
</table>

Timings
9:00am to 5:00pm (Mondays to Saturdays)

- All tuition fees should be paid through cash, cheque, pay order or demand draft at United Bank Ltd: (Raza Shah Kabair Road Larkana) during banking hours and obtain a copy of challah for your records.
- Current tuition fees and all dues for the previous semester are to be submitted at the beginning of the semester. The deadline to pay the tuition fees is by the end of second week of classes (end of first week for summer semester) Fees paid after due date will have a late surcharge per course.
- Fees paid after due date will have a late surcharge* per course. Late fees per course Rs.500/= and late registration fees Rs.1000/=.
- If fee is not paid by the end of fourth week of classes (two weeks for summer semester), the student will not be allowed to attend classes and appear for the exams.*(see annexure B).
Plagiarism Policy

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. SZABIST employs HEC approved or any other recognized and licensed software for Research Reports, Independent Studies, Thesis and Dissertation to detect and weed out plagiarism. Please note that the threshold for plagiarism, as envisaged by the HEC, is under 10 per cent.

Plagiarism and Academic Dishonesty

Without adequate citation the following are termed as Plagiarism and Academic Dishonesty:

◆ The appropriation and paraphrasing of an idea, argument, or information form a published source.
◆ The use of maps, charts, tables, images, song’s lyrics, data sets, computer course code, mathematical formulations, movies or new-media compositions.
◆ The use of online software to solve complex mathematical, statistical or designation-related problems.
◆ The submission of the same work presentation, essay, etc-in-whole or in part in more than one courses without permission from each faculty member to whom the work is submitted constitutes Academic dishonesty.
◆ To elaborate on the above definitions, some of the illustrative examples of plagiarism include:
◆ Direct quotation from the publish sources that are not fully and explicitly cited and acknowledged.
◆ 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.
◆ Misappropriation of research materials.
◆ Any unauthorized access of an instructor’s file or computer account.
◆ For more information please visit: www.zabdesk.lrk.szabist.edu.pk and www.plagiarism.org.
◆ Learning how to cite the sources correctly is crucially an important aspect of all academic endeavors. The following website provide useful summary of the four major styles of citation http://owl.english.purdue.edu/owl/section/2/
Code of Conduct and Care for the Environment

The norms of behavior under the Code of Conduct are aimed at providing every SZABIST student a safe, clean, and healthy learning experience and environment.

- In order to create a conducive environment for learning students are expected to conduct themselves in an orderly, polite, and ethical manner.
- In order to make sure that all students enjoy a clean atmosphere, the safety of the books/library and equipment, the following are prohibited:
  - Eating/drinking in the library, class rooms, computer laboratories and study rooms. Littering on the campus.
  - Utensils/cups/bottles (disposal only) should be thrown in the garbage after use and others utensils should be returned to the canteen
  - Disfiguring furniture and other property by scratching and graffiti.
- For the sake of everyone’s health, particularly students’ eating of “paan” and smoking of cigarettes in non-smoking areas of the campus is strictly prohibited.
- SZABIST places a high priority on ensuring an environment conducive to learning for all its students. As a result, those who with their words, actions, and behavior, deemed unbecoming of a SZABIST student, disrupt and disturb their fellow students’ learning opportunities, will be appropriately disciplined by any member of the faculty, including debarring entry to the campus premises for one day.
- For the sake of students’ safety, the campus premises will be vacated and closed at 6:00pm.
- Students’ vehicle parking is at your own risk. Please be aware that SZABIST does not take any responsibility for the security of your vehicle.
- 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 the easel at the entrance of the Institute and also in the Library. Furthermore, to ensure prompt dissemination of important information, SZABIST takes the additional measure of sending SMS to the students’ cell phones.
- To prepare students for a successful induction in professional life (SZABIST) Forums and important events) are designated as “Formal Dress Days.” On these days, all students are expected to dress smartly while wearing of tie is mandatory for all male students.
- In order to ensure that the image of the Institution and its student body is preserved, students violating the above rules can be penalized, including by being sent home.
- Every SZABIST student is expected to conduct him/herself in an environmentally conscious manner by practicing the following precepts:
  
  **PRESERVE - CONSERVE - PROTECT - RECYCLE - SAVE**
  
  Protect trees. Protect wildlife. Protect life.
  Save the air. Save the water. Save the earth.

Given below are a number of very practical steps that students are expected to observe to not only protect the environment, but also reduce the cost of operating the campus premises.

**Electrical Power**

- Turn off electrical power when not in use; few example are:
  - Light: Use minimum. Turn off when leaving the room etc.
  - Fans: Turn off when leaving the room. Turn down for unused areas of the larger rooms, such as in the library, Staff Common room & Multimedia Room 2nd Floor etc.
  - ACS: Use minimum power. Turn off when not in use.
  - Hallways: Turn off lights, except when absolutely necessary.

**Water/Sanitation**

- Use minimum quantity.
- Turn off water when not in use.
- Avoid spillage such as on the floor, mirrors, etc.
- Keep bathrooms clean and hygienic and do not write on Campus Walls.
- Report all malfunctions immediately to Administration.
- “Ablution” is to be carried out in a separate area reserved for this purpose.

**Note:** That sterilized and filtered water is available separately for drinking purpose.
Process of Disciplinary Review

Students who violate the rules and breach the code of conduct are doing a great disservice to their fellow students by disrupting their studies and blemishing the name of their alma mater.

The Disciplinary Committee is authorized to take action against these students.

Reflecting SZABIST’s belief in fairness, the Disciplinary Committee will observe the following procedure.

- In case of misbehavior by a student, the Committee will review the complaint lodged by faculty, staff or students. The student who is alleged to have committed the breach is provided an opportunity to respond to the complaint. If the Committee is not convinced of the student’s explanation, s/he can be subject to one or all of the following penalties: Warning letter to student.
  - Warning Letter to student
  - Letter of apology by the student
  - Parents Meeting, if severe violation is committed by the student
  - Suspension for a week to three weeks
  - Expulsion from the Institute

- Students and his/her parents are provided an opportunity to appeal for reconsideration of the expulsion penalty by submitting a written application to the President’s office, who has the authority to render the final decision.

The composition of the Disciplinary Committee is as follows.

- Head of Academics / Campus (chair) or any one nominee from the committee.
- Program Managers
- Administrative Officer
ANNEXURE – A
LIST OF FORMS

All Forms are available at the Reception Desk.

- Alumni Database Form
- Approval of Thesis/Dissertation Form
- Auditorium Usage Request Form
- Bonafide Letter Request Form
- Campus Transfer Form
- Certificate Student
- Comprehensive Exam Request Form
- Duplicate Transcript/Degree Form
- External Program Clearance Request Form
- Final Degree Request Form
- Final Transcript & Pass Certificate Request Form
- Graduate Ceremony Registration Form
- Internship Confirmation Form
- Internship Reference Letter Request Form
- Internship Request Form
- Internship Waiver Form
- Letter Request & Grade Form
- Program Continuation Form
- Reference Letter
- Registration Form
- Request Form
- Security Deposit Refund Form
- Special Exam Request Form
- Special Facilities Request Form
## ANNEXURE - B
LIST OF CHARGES, FINES, AND PENALTIES

<table>
<thead>
<tr>
<th>Charges/Penalties</th>
<th>Amount (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence in Forums/Videoconferencing/IS Advisor Meetings</td>
<td>1500</td>
</tr>
<tr>
<td>Cheque return charges</td>
<td>500</td>
</tr>
<tr>
<td>Comprehensive exam fee (per attempt)</td>
<td>1000</td>
</tr>
<tr>
<td>Duplicate degree</td>
<td>2000</td>
</tr>
<tr>
<td>Duplicate degree (urgent)</td>
<td>5000</td>
</tr>
<tr>
<td>Duplicate final transcript</td>
<td>1000</td>
</tr>
<tr>
<td>Formal Dress Day Penalty</td>
<td>500</td>
</tr>
<tr>
<td>Graduation registration</td>
<td>5000</td>
</tr>
<tr>
<td>Laser Black Printing per page</td>
<td>5</td>
</tr>
<tr>
<td>Laser Color Printing with graphics per page</td>
<td>20</td>
</tr>
<tr>
<td>Laser Color Printing without graphics per page</td>
<td>15</td>
</tr>
<tr>
<td>Late book return</td>
<td>30 per day</td>
</tr>
<tr>
<td>Late fee per course</td>
<td>500</td>
</tr>
<tr>
<td>Late registration</td>
<td>1000</td>
</tr>
<tr>
<td>Late arrivals at Forums/Videoconferencing</td>
<td>500</td>
</tr>
<tr>
<td>Loss of book</td>
<td>200% of price</td>
</tr>
<tr>
<td>On-line examination conduction fee at other campuses</td>
<td>5000</td>
</tr>
<tr>
<td>Publication of article with <strong>SZABIST</strong> name</td>
<td>1000</td>
</tr>
<tr>
<td>Publication of article without <strong>SZABIST</strong> name</td>
<td>500</td>
</tr>
<tr>
<td>Retake/deferral</td>
<td>2000</td>
</tr>
<tr>
<td>Smoking in Campus</td>
<td>500</td>
</tr>
<tr>
<td>Transfer to other <strong>SZABIST</strong> Campus</td>
<td>20000</td>
</tr>
<tr>
<td>Tampering with computer</td>
<td>1000</td>
</tr>
<tr>
<td>Writing on desk &amp; walls, etc.</td>
<td>500</td>
</tr>
</tbody>
</table>

If any student found in damaging campus assets, he/she will be charged double cost of asset.