

JINNAH UNIVERSITY FOR WOMEN



Registration Enrolment

Updated : September 2021
Approved : October 2021
(Academic Council)

REGISTRATION/ENROLMENT SOP'S

At the beginning of studies, every student shall register with the University in the discipline for which she has been recommended by the Admission Committee.

- All admissions shall remain provisional until the submission of:
 - Pre-requisite original documents, along with attested copies of these documents.
 - Payment of fee/charges.
 - Any other supporting documents that may be required.
 - Submission of attested copies of certificates within 06 weeks of commencement of semester by the candidate awaiting result at the time of admission is mandatory; otherwise, the University may cancel the admission.
- A verification/confirmation fee would be charged by the University for the Verification of the original documents.
- The Deputy Registrar Academic Office, on completion of admissions official procedure, shall allot enrolment numbers to selected candidates notify their registration with registration cards.

Enrollment period of a student for various degree programmes.

Course	Years	Validity Years
BS	4	Valid upto 7
Pharm-D	5	Valid upto 8
Masters	2	Valid upto 3/4/5/7
M.Phil	1.5	Valid upto 2
Ph.D	3	Valid upto 8

Semester Enrollment

- Enrollment by each registered student shall be mandatory in each semester on the dates notified in University Academic Calendar.
- The Dean's Office shall notify the list of enrolled students within first two weeks of commencement of the semester to the Registrar and the Controller of Examinations. No student wills enrolment in a course/semester (as applicable) until registration has been completed.
- In a regular semester, a student is enrolled in the courses as specified in the sketch of study of that degree/program.
- In Summer Semester, a student may enroll in a maximum of five courses. Semester Enrollment fee will not be charged for the Summer Semester. Rules of probation, relegation, etc. shall not be applicable to summer semester.
- If a student is failing to complete her program with her way in/session and needs more study to get ahead of credit courses, such a student may enroll in a

regular semester up to the Credit Hours as laid down by HEC but must complete all degree requirements in all respects within the maximum allowed period for the respective degree.

- No transfer from evening program to morning program or vice versa where evening program are run.

Repeat Courses

- Students are allowed to repeat those courses in which has obtained a grade 'C+' or below.
- If GPA of a course falls below 2.2 and 2.5, then the student will be on warning.
- Once the degree is issued then student can not repeat the courses.
- A course can be repeated either in a regular semester or in a summer session; No repeat examination without attending classes.
- A student may repeat and qualify courses within one year of the completion of the Program by her but remaining within the maximum allowed period for the respective degree; No repeat examination without attending classes.
- A student is to submit original Final Transcript (if issued) before enrolling for Repeat of Course.
- A student has to apply for course repetition on the prescribed form; the decision to grant repetition will rest with the Dean of the Faculty.

A student opting to repeat course(s) shall not be eligible for peak student honors /awards even if she improves and obtains equal or better CGPA.

Summer Session

A student failed or has stopped to appear in examination due to short of attendance or wishes to get better the grade are allowed to registrar in Summer Session who may be from even or odd semester.

Students with short of attendance, repeater and failure can appear in the examination only after studying the full course being arranged by respective departments in regular semesters, otherwise they will have to attend the classes arranged in summer session (for six (6) to eight (8) weeks) and then appear in the examination.

The contact hours per week during the Summer Semester will be doubled to make sure that the course is completely taught with half of the duration as compared to a regular semester.

The students who are provisionally admitted in the next Semester are also required to meet the criteria the prerequisite of 80% for promotion in the Summer Session otherwise their promotion will be cancelled.

The students are allowed to register at the maximum in five courses only in summer session.

Fee Per course (Theory) is Rs. 3000/- and for practical Rs. 500/-. The examination fee per course is Rs. 500/- these dues are for repeaters in both regular semester and summer session.

Class Attendance

- A Student must sustain at least 75% attendance in each course. In case a student fails to keep 75% attendance in a course shall not be allowed to appear in the practical, midterm and final Examination of the subject and shall be awarded an 'F' grade in that subject.
- If a student is not present continuously for 18 days in a regular semester without information and approval of the Chairperson of the Department then such student shall be issued a letter of warning to explain and justify the deficiency. The student shall only be allowed to again start attending classes after she has provided an acceptable explanation for the absence.
- If the student not act in response within 05 days of the issuance of the letter her admission to the University shall be suspended and the student shall only be allowed to attend classes from the next semester after she has paid the prescribed re-instatement fee for the current semester; the student shall be treated as if she dropped the semester.

Migration to other Universities

Migration Certificate: -

A migration certificate shall be issued to students desirous of leaving the University. In this connection an application on prescribed form shall be submitted to the Registrar, through the Chairperson and Dean of concerned department and the Faculty respectively.

- Students of institutions other than Jinnah University for Women, joining the university shall be required to produce a migration certificate at the time of enrolment if she qualified her last examination from institution other than the University/ Board of Karachi.
- Students who want to leave the University shall apply to the Registrar with necessary fee mentioning reason (s) for leaving, and shall quote their enrolment number (s) in the application. The Registrar shall issue a migration certificate to them on complying the entire requirement.
- Migration Certificate shall not be issued to students expelled or suspended from the university on reasons of misconduct till such time as the period of punishment expires.
- On surrendering of migration certificate, the student may be considered for readmission / enrolment.

Repeated courses from another Institution

Once transfer credits are evaluated, the total number of these credits applicable to a degree will not be reduced except the student repeats already-awarded transfer credit at the concerned Department of Jinnah University for Women.

General Studies for Transfer Students

The Academic committee with the concerned Department of respective Faculty offers support to students transferring from other institutions with the help of Examination Department and Equivalence Committee. Specific services include preliminary and/or official transcript evaluation, educational planning, conversion to academic departments, and resolution of transfer problems. Transfer would be on the basis of official transcript submission. The transfer would be permitted on the basis of evaluation of application. The University reserves the right to eliminate any student without prior notification.

Credit Transfer and Exemption Policy / TOC: Transfer of Credit

The course work being required for credit transfer has been completed at HEC recognized educational institution.

1. The application for credit transfer shall submit by the student supported by following documents:
 - The course outline, laboratory work and teaching plan of the course that was completed in a different University/Institution and which is being nominated for credit transfer.
 - The course contact hours and the name of the faculty who taught the course along with the relevant grades.
 - A lower-level degree course is non transferable to high level degree program such as a course completed at Bachelors level is non transferable to Master program.
 - If course content is similar to the course content at Jinnah University for Women to the level of maximum 80% the course credit will be considered for transfer.
2. A student registered in a program may not be transferred to another program in the University until has obtained the consent of the Dean and Registrar's office.
3. Student must obtain an approval by the concerned Chairperson of the Departments.
4. The duration of the course must be same or more than the duration of course at the Jinnah University for Women.
5. Students should have secured at least CGPA 2.50/4.0 in case of Semester System and 50% in case of Annual System.
6. Equivalence Committee (convened for the purpose) or subject expert of the relevant field of study will make final recommendations.
7. If the case is approved, final transcript of the student shall be endorsed as follows:
 - TOCs in the result column, the words "Credit Transferred" shall be added.
 - Exemption(s) A footnoted list, titled "Additional Courses Completed" shall be added.
8. Students applying for transfer of credits are to submit NOC from last attend attended institution and to deposit Rs. 1000/- per course as processing fee.
9. Transfer to advanced degree program like MS leading to Ph.D. may be allowed subject to recommendation of the BASR.
10. If there are some common courses between student's previous academic program of Jinnah University for Women and the one, she is joining, she may assert exemption for such courses as mentioned, subject to endorsement by the Dean.

Maximum 50% of total credit hours of the appropriate academic program (for semester system) are allowed for exclusion, subject to approval by the Dean upon the recommendations of the concerned chairperson.

Academic Calendar of the University:

Students may download Academic Calendar from the University website, may note down from the Notice Board of respective department or for new entrants is given in the prospectus.

Duration of Studies:

The University follows semester system for its degree programs. An Academic Year at University shall consist of two regular semesters and one short/summer semester. The regular semesters are Fall Semester and Spring Semester, respectively.

The duration of a regular semester is minimum of 18 weeks including 16 weeks of teaching and two weeks for examinations. The summer semester is of 8 weeks total duration inclusive of the classes and examinations. A course taught in the summer semester will be taught at twice the pace i.e. for a 3 credit hour course, 6 hours classes/week will be held. However, for calculating student's GPA it will be deemed as a 3-credit hour course.

After each regular semester, there shall be a Semester Break of 3 weeks duration. The starting dates for each semester in any given Academic Year shall be notified through the Academic Calendar. The Summer Semester is mainly meant for removing academic deficiencies.

Orientation:

Presence in orientation is mandatory for all new students. It is intended to provide new students with information regarding university services, policies and procedures, student responsibilities and faculty expectations.

Change of Academic Program:

The change of Academic Program will only be permitted subject to fulfillment of eligibility and merit of respective program, availability of the seat and following approval of the Vice Chancellor. Application for change of Academic Program will be submitted on the prescribed Performa.

Course Cancellation

- University may cancel any course due to low enrollment or non-availability of faculty. Minimum required strength for offering Elective/Summer courses will be ten students.
- University reserves the right to form new sections and adjust/transfer students to other sections at any phase of the course.

Change of Subjects

The migration from one department to another within faculty i.e; change of Major subject is allowed only after one year (02 semesters) with the condition that the student must achieved 60% marks on aggregate in the two semesters and 70% marks in the relevant subject where the student is interested to transfer.

Students seeking change in any of the minor subject can apply within 30 days of the start of the semester of 1st year as well as 2nd year. All such permissions would be granted by the Dean on the recommendation of the Chairperson, provided there is a condition of such combinations in the statutes.