

2017

STUDENT HANDBOOK

UCP

**BUSINESS
SCHOOL**

University of Central Punjab

<http://www.ucp.edu.pk/>

Table of Contents

Purpose of This Handbook	3
About UCP Business School	4
Institutional Legacy and Evolution	4
Vision	6
Mission	6
Objectives	6
UCP Business School - Leadership	7
Key Contact Details.....	8
Programs	9
BBA	9
MBA	11
Scholarships/Financial Aid	13
Merit Based Scholarships	13
Merit Scholarships for UCP Home Students.....	13
Scholarships for A-Level Students	14
UCP Scholarships	14
PGC Fee Concessions.....	15
Kinship Based Scholarship	15
Scholarships for Disabled Students	15
General Policies, Regulations and Guidelines.....	16
Transfer of Credits.....	16
Time Limit for Program completion	16
Advisement and Registration Procedures	16
Class Attendance Policy.....	17
Semester Leave	17
Summer Course Work	17
The Dean’s List.....	17
Course Number System	17
Semester Credit Hours	18
Cumulative Grade Point Average (CGPA).....	18
Academic Probation	18
Repeating Coursework	18

Course Load under Probation.....	18
Dropping and Adding Courses.....	19
Make-up Examinations.....	19
Grade Key	19
Grade of Incomplete Course (I)	19
Correction of Grades	20
Disputing a Grade	20
Course Withdrawal.....	20
Internships.....	20
MBA Projects.....	20
Transcript Policies.....	21
Campus Discipline.....	21
School Resources and Facilities	23
Library.....	23
Library Rules and Regulations	23
Plagiarism Standing Committee	24
Anti-plagiarism and document scanning services	24
Labs.....	24
Transport	25
Swimming Pool and Gym.....	25
Cafeteria	25
Prayer Area.....	25
Parking.....	25
Students Council and Societies.....	26
Promotion & Placements Office	26
Student FAQs	28

Purpose of This Handbook

This handbook aims to provide important information to the students enrolled in various programs offered by UCP Business School. The information provided hereby, encompasses both the administrative and academic aspects of campus experience. Students are expected to carefully go through this handbook and organize their studies in observance of the rules, regulations and guidelines provided.

The information in this handbook is correct as of the date of publication; however, UCP Business School holds the discretion to change any policy, rule, guideline or any other piece of content any time without prior notice.

For updates and university news, students are advised to frequently visit UCP website.

Note: Errors and omissions expected.

About UCP Business School

Institutional Legacy and Evolution

The Punjab Group of Colleges (PGC) has its roots in a Commerce College set up in Lahore in 1985. Over a period of 31 years, the Group has grown into the largest educational network in Pakistan providing quality education from Playgroup to PhD. The Group, as a progressive enterprise, includes 3 chartered universities, 330 colleges, 15 Resource Academia Schools, 700 plus Allied Schools and 200 plus EFA Schools. The total student body of The Punjab Group is 449,000 students on rolls and 12, 00,000 alumni.

The Punjab College of Business Administration (PCBA) was established in 1991 by visionary Mian Amer Mahmood with a mission:

“To produce intellectuals equipped with the latest techniques of business education. In pursuance of this objective, it provides graduate students a broad spectrum of knowledge which helps them develop critical thinking, analytical skills, and effective communication traits”

PCBA was a highly specialized business school aimed to produce best professional business managers in the region and soon earned a prestigious place in the realm of business education in Pakistan. It was soon considered as the icon of change in education sector immersed with features of quality, knowledge and critical thinking.

In the wake of technological leaps over recent decades and consequent paradigm shift in educational sector paving way for new concepts in the world of learning, PGC timely realized the transition and challenges associated with it. PGC, therefore, submitted a petition to the Government of Punjab, in August 1996, seeking permission to establish a university in the province. A No Objection Certificate was issued in October 1999. The charter to establish the University of Central Punjab (UCP) was awarded in April 2002. This University prides itself in clinching the distinction of becoming first private sector university in Punjab, with the status of a degree awarding institution.

When the University started its operations in October 1999, it offered courses in Management Studies, Information Technology, Commerce and Law through its principal constituents i.e. Punjab College of Business Administration (PCBA), Punjab Institute of

Timelines

1985: Commerce College setup in Lahore

1996: Petition submitted to seek permission for a private university in Punjab

1999: NOC granted

2002: University charter awarded

2012: UCP Business School roll out

Computer Sciences (PICS), Punjab College of Commerce (PCC), Punjab Law College (PLC) and Punjab College of Information Technology (PCIT), all situated in Lahore.

Faculty of Management Studies (FOMS) being the premier faculty of UCP, galvanized by the founding team's vision, started offering management programs that soon made inroads into an educational sector that was rapidly growing competitive. Since then UCP has taken a number of innovative measures both in academics and management to ensure that the students receive education of the highest standards. With the passage of time, the mission of UCP has been reinvigorated to keep itself abreast with fast changing modern tools and techniques. In 2012, the new arousing mission emanated as:

“To provide quality education to the youth of our Nation in a stimulating conducive learning environment by equipping them with intellectual and technological tools necessary to meet the challenges of the future”

The legacy of PCBA has been transformed into UCP-Business School (UBS) since 2013 with new mission and objectives. Highly qualified and competent team of teachers, state-of-the-art facilities, excellent research environment and both academic and physical resources to groom students are the salient features of UCP Business School.

Focus

- Teaching as well as research excellence
- Blending global and local perspectives in business education
- Contemporariness in curriculum
- Producing graduates with sound knowledge as well as civic sense

Vision

We envision UCP Business School as one of the leading business schools of Pakistan, both in teaching and research

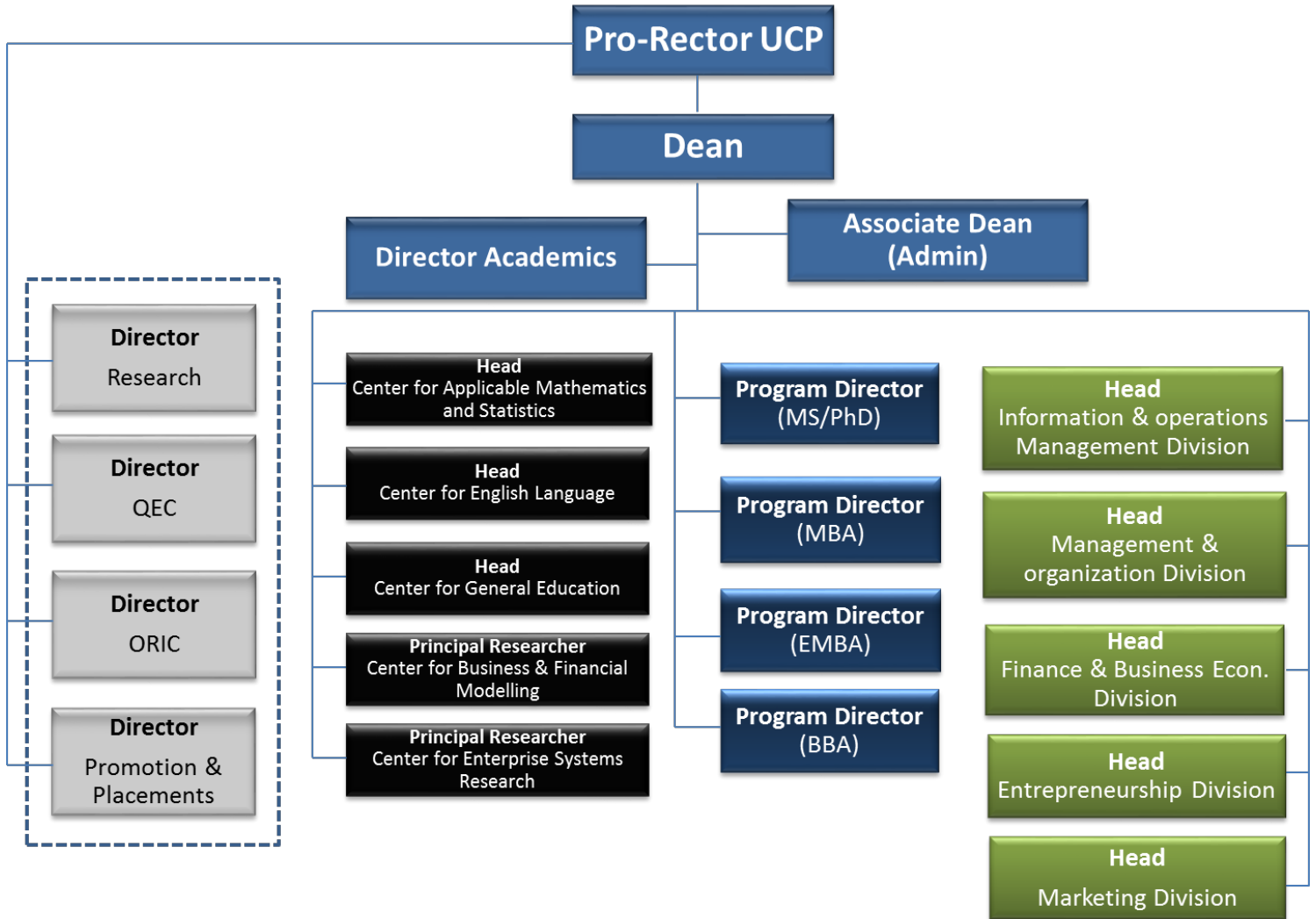
Mission

Our mission is to develop world class graduates capable of values based, advanced and socially responsible business practice through education that is entrepreneurial in spirit, ethical in focus and global in orientation

Objectives

- To create and disseminate scientific knowledge in the field of business and management which is globally as well as locally relevant.
- To prepare ethical and socially responsible leaders for professional positions in private, public and third sector organizations in Pakistan and abroad.
- To prepare academic leaders with specialized knowledge and research skills required for development and growth of management sciences in Pakistan.
- To provided wide access to state of the art business and management education at tertiary level.
- To bridge the gap between theory and practice through maintaining close link with professional world.
- To promote values of efficiency, equity, justice, fairness, transparency, rule of law and moderation among students, faculty and staff.

UCP Business School - Leadership



Key Contact Details

Website	http://www.ucp.edu.pk/ubs/about_ubs
University's Address	1 - Khayaban-e-Jinnah Road, Johar Town, Lahore Phone: +92-42-35880007
Pro-Rector's Office	Pro-Rector's Office, Ground Floor, B-Block, UCP Phone: +92-42-3580007 (Ext. 178-179)
Dean's Office	Dean Business School, Dean offices Ground Floor, B-Block Phone: +92-42-35880007 (Ext. 620)
Associate Dean's Office	D002, Ground Floor, Old building Phone: +92-42-35880007 (Ext. 141)
Program Director (MS/PhD)	Cabin-105, First Floor, C- Block Phone: +92-42-35880007 (Ext.418)
Program Director (MBA)	Cabin-16, Faculty offices Ground Floor, B-Block Phone: +92-42-35880007 (Ext. 239)
Program Director (BBA)	Cabin-15, Faculty offices Ground Floor, B-Block Phone: +92-42-35880007 (Ext. 553)
Program Manager (MBA)	Cabin-2, Faculty offices Ground Floor, B-Block Phone: +92-42-35880007 (Ext. 419)
Program Manager (BBA)	Cabin-2, Faculty offices Ground Floor, B-Block Phone: +92-42-35880007 (Ext. 419)
Registrar	Registrar Office, Ground Floor, Old building Phone: +92-42-35880007 (Ext. 514)
Director Admin.	Director Administration, Dean offices Ground Floor, B-Block Phone: +92-42-35880007 (Ext. 425)
Director Promotion & Placement	Director Promotion and Placement office, next to Auditorium Phone: +92-42-35880007 (Ext. 515)
Security Office	Basement, Old Building Phone: +92-42-35880007 (Ext. 520)

Programs

BBA

BBA (Hons.) program combines a strong foundation in business fundamentals and expertise in one of the functional areas i.e. Management, Finance, Marketing, Information & Operations, Human Resource Management and entrepreneurship, with extensive exposure to arts, humanities, and social sciences. The curriculum is designed with significant flexibility so that students can complement their electives in all functional areas of business with one specialization.

BBA (Hons.) program has three main goals:

- Graduates will have a foundation in skills and concepts that are fundamental to business.
- Graduates will experience deep expertise in one specific area of business, selected according to the student's personal and professional goals and objectives.
- Graduates will have extensive exposure to non- business fields through general education courses

Eligibility Criteria

Those who have completed FA/F.Sc./I.Com./A level or equivalent with minimum second division are eligible for admission. Admission is granted on merit determined on the basis of scores earned in admission test and academic record.

Degree Requirements

The degree is awarded after completion of 126 credit hours of coursework with minimum CGPA of 2.00. The degree requirements are normally completed in 4 years spreading over 8 semesters.

Curriculum Structure for BBA

	Cr.	Hrs	(Courses)
I Core Courses	60	(20)	
II Business Electives	15	(05)	i.e. One course from five divisions.
III Business Major	12	(04)	i.e. Four courses from one division.
IV General Education Courses	39	(13)	
V Internship		(Non-credited)	
Total Credit hours	126	(42)	

Internship Requirement

Each student is required to complete internship of 6-8 weeks in any approved organization. The internship is compulsory requirement but it is non-graded and non-credited.

I. Core Courses Requirement

All students of BBA (Hons.) irrespective of business electives must complete business core courses. The business core contains foundation courses that provide analytical skills and theoretical knowledge in mathematics, statistics, accounting and economics; fundamental courses in business disciplines such as finance, marketing, management, operations and integrative courses in strategy and research. Following courses are mandatory to complete BBA degree.

1. Introduction to Business
2. Introduction to Information Technology
3. Introduction to Information Systems
4. Introduction to Financial Accounting
5. Introduction to Managerial Accounting
6. Microeconomics for Business
7. Macroeconomics for Business
8. Business Statistics
9. Fundamentals of Management & Organization
10. Fundamentals of Marketing
11. Business Finance
12. Research Skills for Business
13. Fundamentals of Operations Management
14. Quantitative Analysis
15. Organizational Behavior
16. Business Law
17. Human Resource Management
18. Financial Management
19. Marketing Management
20. Tax Management

II Business Electives Requirement

Each student is required to select one course from six functional areas i.e. Finance, marketing, Information & Operations, Entrepreneurship, Human Resource Management and Supply chain management.

III Business Major Requirement

Each student is required to select four more courses from any of specialization areas i.e. Management, Finance, Marketing, Information & Operations, Entrepreneurship and Human Resource Management.

IV. General Education Requirement

All undergraduate students of BBA (Hons.) are required to complete general education requirements comprising non-business courses including courses on English writing, and computing skills.

MBA

UCP MBA is designed not only to prepare innovative leaders and professionals for corporate and public sectors, but also develop entrepreneurial acumen creating value for the world. The program offers a wide spectrum of learning opportunities to the students, fostering a skill set adaptive to a dynamically changing world. The development of this competence is reflected in our commitment to teaching excellence and scholarly research to animate instruction and create a futuristic knowledgebase.

UCP MBA diligently seeks possible opportunities to bolster the program offerings with strategic collaborations with various industries and other academic institutions around the world.

The program aims to:

- Introduce students to an updated contemporary knowledgebase as well as best practices that are futuristic in nature. Our students are prepared to effectively manage and eventually spearhead growth oriented organizations and businesses.
- Inculcate sharp analytical capabilities and intrepid problem solving skills in our students. The rigor of the program is designed in a way to expose students to frequent, in-depth quantitative and qualitative analyses, thereby brushing up their intrinsic critical reasoning capabilities.
- Train the students to identify and analyze emerging trends in global business environment and draw prudent correlations with the factors dominant in indigenous industries and markets.
- Instill curiosity in the students to boost their learning appetite. The program obtains its leverage by synergizing inductive and deductive teaching styles adopted on grounds of nature of course contents, varying from course to course.
- Polish interpersonal skills of the students. Adequate opportunities are offered to the students to refine their oratory and written communication skills, and general leadership traits.
- Set high standards for integrity and fairness, encompassing all stakeholders of the program.
- Enunciate civic sense and upright professional ethics through meticulously designed courses.
- Ensure that MBA projects align with the contemporary needs of local industry and serve as an instrument to bridge the gap between academia and industry.
- Create a critical mix of skill sets that can help future entrepreneurs to start business based on innovative ideas.

Eligibility and Admission Criteria:

Candidates are eligible for admission if their qualifications fall in any of the following categories:

Track-1: BBA (Hons)/BS (Hons)- Management/BPA (Hons)/B.Com. (Hons)/BBS etc with minimum CGPA 2.50.

Track-2: BS (Hons) etc in non-business discipline (16 years of education) with minimum CGPA 2.50.

Track-3: BA/B.Sc./B.Com. etc (14 years of education) with minimum second division.

Degree Requirements:

UCP MBA is designed to offer flexibility to the students to match their aptitudes and acquire academic qualifications that render them better prospects in their intended careers. However, to ensure same learning outcomes for the categories of enrolling students mentioned above, different credit requirements have been set in light of the guidelines prepared by Pakistan's National Curriculum Review Committee of Business Administration at Higher Education Commission. In order to accommodate these differing requirements, Program course work is divided into Graduate Course Work (GCW) and Undergraduate Course Work (UGCW). Students with their undergraduate degrees in non-business education are required to take UGCW courses to get on par with those having business education courses in their undergraduate programs.

GCW comprises of 33 credits including 3 core courses (9 credits) and 8 elective courses (24 credits) with an option to take ¹MBA project in lieu of any 2 elective courses.

Core courses include:

- Managerial Economics (core)
- Business Research Methods (core)
- Business Policy and Strategy (core)

Out of 8 elective courses, a student must pick at least one from each division of UCP business school*. This ensures minimum breadth in the MBA curriculum encompassing different areas of business education.

Exact credits requirements for students in different tracks are as follows:

Track-1: 33 Credits of GCW

Track-2: 33 Credits of GCW & 36 Credits of UGCW

Track-3: 33 Credits of GCW & 63 Credits of UGCW

Note:

For information regarding current elective courses offered to your program by different divisions, and UGCW/GCW details, students must refer to their program roadmap or contact Registration Advisers or respective Program Directors .

¹ MBA project is worth 6 credits over 2 semesters

* Once the requirement of at least 1 elective from each division is fulfilled, students are given a flexibility to match their interests for remaining elective courses

Scholarships/Financial Aid

Merit Based Scholarships

100% Fee Concessions

Students granted Scholarship receives 100% exemption of tuition fee in the first semester. This exemption is continued in the second and subsequent semesters, if a student takes a minimum load of 04 courses in a regular semester and maintains a CGPA of 3.92 or higher. If a student on merit scholarship, fails to achieve a CGPA of 3.92 or higher than the fee waiver is awarded according to the mentioned criteria.

Scholarship	Programs Applicable	Merit Scholarship at the time of Admissions	Merit Scholarship 2nd & subsequent semesters	
			%age	CGPA
Merit Scholarship (100% Fee Concessions)				
Conditions: "Following are the conditions to avail these scholarships:" <ul style="list-style-type: none"> • Having 75% aggregate marks • 3.80 CGPA with 80% admissions test score (as per university policy) • 3 A's in A Level • For a Position Holder in UCP Convocation 	All Bachelor's , Master's & PhD Programs of Business School, Information Technology, School of Accounting & Finance, Arts & Social Science, Media Studies and Faculty of Life Sciences.	100%	100%	>=3.92
			75%	>=3.90, <3.92
			50%	>=3.70, <3.90
			25%	>=3.50, <3.70
			12.50%	>=3.25, <3.50

50% Fee Concessions

UCP offers special 50% tuition fee waiver in the form of Merit Scholarships for all Master's, MBA, Programs on the basis of academic excellence. Eligibility is based on the mentioned criteria.

Conditions: "Following are the conditions to avail these scholarships:" <ul style="list-style-type: none"> • 3.70 CGPA with 80% admission test score (as per university policy) 	All Master's, PhD Programs of Business School, School of Accounting & Finance, Arts & Social Science, Media Studies & Faculty of Life Sciences.	50%	75%	>=3.90
			50%	>=3.70, <3.90
			25%	>=3.50, <3.70
			12.50%	>=3.25, <3.50

Merit Scholarships for UCP Home Students

UCP offers up to 75% special merit scholarships to its home students of (BBA/BS Hons.) for their admission in MBA programs.

Scholarship	Programs Applicable	Merit Scholarship at the time of Admissions		CGPA Requirement to Continue in 2nd & subsequent semesters	
		%age	CGPA	%age	CGPA

Scholarship

(Fee Concessions upto 75%, 1st semester onwards)

Conditions: "Following are the conditions to avail these scholarships:" <ul style="list-style-type: none"> • CGPA 3.50 or above=75% • CGPA 3.00 to 3.49=50% • CGPA 2.50 to 3.00=25% 	Home Students (BBA/ BS (Hons.) Graduates of UCP) for their admission in the MBA programs	75%	>=3.50	75%	>=3.50
		50%	>=3.0, <=3.49	50%	>=3.0, <=3.49
		25%	<3.0	25%	>=2.50, <=2.99

Scholarships for A-Level Students

UCP offers up to 75% tuition fee waiver in the form of merit scholarships for undergraduate programs to the Students of A-Level on the basis of their academic performance. Eligibility is based on the below mentioned criteria.

Scholarship	Programs Applicable	Merit Scholarship at the time of Admissions		CGPA Requirement to Continue in 2nd & subsequent semesters	
		%age	CGPA	%age	CGPA

Scholarship (Fee Concessions upto 75%)

Conditions: "Following are the conditions to avail these scholarships:" <ul style="list-style-type: none"> • 2Bs & 1A in A Level secured in one attempt=75% • 3Bs in A level secured in one attempt=50% • 2Bs and 1C in A level secured in one attempt=25% 	All Bachelor's Programs of Business School, School of Accounting & Finance, Arts & Social Science, Media Studies & Life Sciences.	75%	2 B's & 1 A	75%	>=3.90
		50%	3 B's	50%	>=3.70, <3.90
		25%	2 B's & 1 C	25%	>=3.50, <3.70
				12.25%	>=3.25, <3.50

UCP Scholarships

UCP Scholarships are awarded to students of second and subsequent semesters as cash awards of Rs. 10,000/- each if they secure a CGPA of 3.90 or higher for academic programs.

Scholarship	Programs Applicable	CGPA	Cash Award
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UCP CASH Scholarships

Conditions: <ul style="list-style-type: none"> • CGPA of 3.90 or higher • 100% Fee Concession not granted for that Semester • Prescribed full load of courses • No disciplinary action taken against the student by the university. 	For All Undergraduate, Graduate and Postgraduate Programs	>=3.9	Rs. 10,000
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PGC Fee Concessions

Students granted PGC concession receive 50% exemption of tuition fee in the first semester. This exemption is continued in the second and subsequent semesters, if a student takes a minimum load of 04 courses in a regular semester and maintains a CGPA according to the mentioned conditions.

Fee Concession at the Time of Admission	Fee Concession 2nd & subsequent semesters	
	%age	CGPA
50%	50%	≥ 3.0
	25%	$\geq 2.75, < 3.0$
	12.50%	$\geq 2.5, < 2.75$

Kinship Based Scholarship

25% fee concession on basis of kinship is available to siblings. This concession is subject to maintaining a CGPA of 3.00 or higher in the second and subsequent semesters with a minimum workload of 04 courses in a regular semester.

Scholarships for Disabled Students

75% fee concession is allowed to students with major disability and 50% to students with minor disability. Such a concession requires maintaining a CGPA of 2.50 in both cases with a minimum workload of 04 courses in a regular semester.

Note:

To avail any kind of scholarship at undergraduate and graduate level, students are required to take the minimum workload of 04 courses per semester.

General Policies, Regulations and Guidelines

Transfer of Credits

Transfer of credits is decided at the time of admission and is determined on a course-to-course basis. Students applying for transfer of courses must provide all previous academic records to Dean UCP Business School's office.

University may accept credits from a fully accredited college or university, subject to the following conditions:

- The transfer course must be similar in content and scope to a UCP course, or must conform to , at least, same competency level of a similar course taught at UCP
- Student's grade in transfer course must not be below 'C'
- Transfer credits submitted in fulfillment of a specific degree program must have the final approval of the Dean
- Transfer credits must come from a regionally accredited and HEC approved institution
- Students are allowed to transfer up to 50% of the total courses in the UCP academic programs

Time Limit for Program completion

In order to show satisfactory progress, students must complete their degree requirements within a specified period of time. Starting from the date of first registration, BBA program must be completed within 7 years and MBA program (Track-1 and Track-2) must be completed within 5 years. Track-3 MBA will have the same time limit as for BBA program. If the permissible time limit is exceeded without proper approval of the Dean's office, the student will be dropped from the program.

Advisement and Registration Procedures

New students are registered for first semester by the Registrar office. For subsequent semesters, students may register for courses either through UCP online portal or their designated advisers, depending upon their semester and program. Automatic registration is managed by Associate Dean's office for first 5 semesters of BBA program. Registration dates are announced well before time and students are required to register themselves during those dates. Students are expected to pay their dues for the selected courses by the deadline mentioned on the challan form. In order to facilitate advisement and registration process, registration advisers are appointed by the Associate Dean's office.

Ongoing students may revise their registration before commencement of classes. No student will be allowed to change courses/sections afterwards.

Class Attendance Policy

Students are expected to attend each lecture for their registered courses. Students not adhering to the class attendance policy will be restrained from appearing in the final examination and will be given "W" grade in the course. There will only be four approved leaves in each 3 or 4 credit hour course during the semester. No fine will be charged against approved leaves; however, on absence beyond approved leaves, fine at a rate of Rs.500 per day of absence will be levied. Any student missing more than 6 classes of a course during the semester will be withdrawn from the course. No transfer or refund of dues or tuition fee is permissible when a student is withdrawn from a course.

Semester Leave

Interruptions of enrollment can cause problems in the continuity of course work. Therefore, leaves of absence are generally discouraged. A student who wishes to discontinue study for compelling reasons, may request leave for the current semester. However, student is supposed to get written approval from the Dean's office within the first week of semester. The student may resume study in next semester subject to permission of Dean's office at the time of registration. If a student takes a semester break without permission, registering in the next semester may not be allowed without fine.

If a student requests to freeze current semester, after one week period from the commencement of semester, any fees paid will neither be refunded nor transferred, in any case.

Summer Course Work

A three semester credit hour course can also be completed in 6-8 weeks time, provided the class contact of at least 2880 minutes is completed within this time period. Students may register for their repeat courses in summer semester (in case of getting an 'F' earlier or for the sake of improving CGPA). MBA students can opt for MBA projects with summer semester included in the requirement of completion over two (02) semesters.

The Dean's List

Any undergraduate or graduate student who earns a grade point average of 3.8 or higher with a full load in any one semester is placed on the Dean's List for that semester.

Course Number System

Each course number consists of two parts. The first part contains at most four letters indicating the subject while the second part contains a four-digit number. The first digit indicates the course level. The second digit indicates the field of subject, the third digit indicates the course number of the field and the fourth number is reserved for the number of credit hours.

Semester Credit Hours

One semester credit hour means that a particular course must have at least one hour of class contact per week for a period of 15 to 16 weeks. Hence a course of three-semester credit hours will meet for approximately 48 hours or 2880 minutes during a semester. For undergraduate program, during one semester a student can take up to 5 courses or 15 semester credit hours. However, for MBA students, a maximum of 4 courses (12 credits) can be allowed per regular semester. The time allocated for Midterm test and Final examinations is excluded from this computation of class contact hours.

Cumulative Grade Point Average (CGPA)

A student's CGPA is computed by multiplying the number of credit hours of each course taken, by the grade points assigned to the letter grade obtained, then dividing the sum of these products for all courses by the total number of credit hours in which the student was enrolled. Grade 'I' and Grade 'W' are not used in the calculation of GPA/CGPA. Grade 'N' represents continuation of the course/module across the semester and is not counted for calculation. All undergraduate program students must maintain a minimum CGPA of 2.0 for successful continuation of studies at UCP. However, for courses covered at Master's level, a minimum CGPA of 2.5 is required.

Academic Probation

A BBA student whose CGPA falls below 2.0 and MBA student whose CGPA falls below 2.5 is placed on academic probation. Students on three consecutive probations will be academically disqualified. Students once disqualified due to academic probation will not be considered for readmission.

Repeating Coursework

Under certain conditions, a student may repeat a course for CGPA improvement. A prerequisite course may not be repeated after a student has completed a course for which it is designated a prerequisite. Undergraduate students may repeat a course in which a grade of 'C-' or below was received. Graduate students may repeat a course in which a grade of C or below was received. Students receiving an 'F' grade must repeat the course. Students on academic probation for the first time will repeat courses with a grade below 'C' for undergraduate level courses. Not more than 6 courses (up to a maximum of 18 credit hours) will be allowed for repetition. However, beyond 18 credit hours repetition, the old grades will also be included in the calculation of CGPA. All repeated course grades as well as the original grades will appear on a student's transcript.

Course Load under Probation

Student on probation will be restricted to repeating courses with a grade below 'C+' for graduate level courses and below 'C' for undergraduate level courses, as long as these courses are offered in the semester. These students will be assigned courses by their respective Advisors with due approval from the Dean's office.

Dropping and Adding Courses

Students can add or drop courses via UCP online portal. However, such changes must be made at least one week prior to the start of semester unless decided otherwise by the Dean's office. No course may be dropped or added after the end of week prior to beginning of semester

Make-up Examinations

Make-up examination are permitted only subject to Dean's permission.

Grade Key

All students receive grade reports indicating academic progress at the end of each semester against enrolled courses. UCP strictly follows a 4-point grading system similar to the one prevalent at most of the accredited institutions throughout the globe. The numerical equivalence of letter grades is shown here:

Letter Grade	Grade Points	Marks (%)
A	4.00	90-100%
A-	3.67	86-89%
B+	3.33	81-85%
B	3.00	77-80%
B-	2.67	72-76%
C+	2.33	68-71%
C	2.00	63-67%
C-	1.67	58-62%
D+	1.33	54-57%
D	1.00	50-53%
F	0.00	Below 50%
W		Withdrawal
I		Incomplete
N		Continued
P (Pass)	No Points	---

Grade of Incomplete Course (I)

A student failing to appear in the final examination of any registered course on grounds of valid reasons, despite completing all course requirements, may be granted letter grade 'I'. In such an eventuality, the course instructor will fill out Performa awarding I grade and get it approved by the Dean UCP Business School. The student may subsequently complete the course by taking the missed component of exam. Three weeks' period, after result declaration, is allowed to complete the course. If the course is not completed within the designated time, it will be considered "lapsed" and the grade will be changed to "F".

Correction of Grades

A grade once reported to the Controller of Examinations and Registrar may not be changed except upon receiving request of the faculty member on official grade correction form, duly signed and approved by the Dean UCP Business School. Correction of grade should be requested only on the basis of an error in assigning the original grade, not on the basis of a request by the student or special consideration for an individual student. Students are not permitted to complete or submit any course work, and claim grade improvement thereafter, once the semester has ended

Disputing a Grade

Course instructor's evaluation of the performance of each individual student is the final basis for assigning grades. Through orderly appeal procedures, students can appeal to the Dean's office for reconsideration of grade within 1 week after grades notification. Examination committee, pursuant to such an appeal, can make the final decision if student's appeal holds strong grounds.

Course Withdrawal

If a student intends to withdraw from a course after registration, official withdrawal process should be completed in compliance with the instructions of the Dean's office. Student must contact dean's office for this purpose. Student must submit a written request to the Dean's office up to one week prior to the end of a semester. Tuition fee paid can be adjusted for withdrawn courses only if withdrawal is completed within the add/drop period.

Internships

Each student is required to complete internship of 6-8 weeks in any approved organization. The internship is compulsory requirement for BBA program but it is non-graded and non-credited.

MBA Projects

The core objective of MBA Projects at UCP Business School is to nurture the opting students with a practitioners inspired orientation before they actually embrace the industry after graduating.

Project supervisor plays the role of navigator in successful completion and attainment of intended outcomes from the project and therefore, defines the modus operandi for each individual supervisee based on his/her own competencies and inherent requirements of the project topic. However, in order to induce quality consistency in MBA projects across various divisions/fields of study, it is expected that supervisors steer their projects in sync with some fundamental common objectives that are

communicated through MBA Projects Guidelines shared with registered students and their supervisors via UCP portal. A student is expected to consult potential supervisors (faculty members) regarding his/her topic of interest and once a supervisor consents to take the student under supervision, must submit a Project Registration Form to the MBA Program Manager, with intended title, objectives and scope agreed upon by the supervisor as well. Once the title, objectives and scope are approved by the competent authority, student may begin work in consultation with the supervisor.

MBA project is not mandatory and any student may opt for it in lieu of 2 elective courses (6 credits) required for program completion. Project must be completed over 2 semesters.

Transcript Policies

Transcripts are issued only upon receiving written requests from the students. Verbal or telephonic requests for transcripts are neither entertained nor accepted. Official transcripts of the student's complete academic record are issued on the university stationery, bearing the official embossed seal of the University. Transcripts or other evidence of attendance will not be issued to or on behalf of a student in debt to the University. Each student must obtain a clearance from the accounts office, evidencing that such debts have been paid in full, and all outstanding balances have been cleared, before a transcript of his/her record is issued.

Campus Discipline

Exemplary conduct and discipline is expected from UCP students. Any student found indulging in conduct unbecoming, in the classroom or elsewhere on the campus, shall be administered a stern warning. If the defaulting student does not show improvement in behavior/conduct, his/her name will be struck off the University Rolls. Friends and relatives of students are discouraged to visit during the university hours. However, in case of emergency they may contact the Information Office. Visitors are not allowed to enter classrooms, the library or the computer labs.

ID Cards

All students are required to possess a valid ID Card. Students are strictly required to display their Cards before entering University Campus, Labs, and Classrooms. Students are bound to produce ID Cards on demand by any University Official.

Dress Code

For males: Formal pants, slacks, khakis, jeans. dress shirts (neatly tucked in), tee shirts (only Polo necks without offensive words/images painted). Leather Shoes, joggers, shalwar kameez (only on Fridays) or by special permission.

For females: Shalwar Kameez with scarf/dupatta, trousers with long shirt scarf/dupatta, modest make-up and jewelry, if worn. Each student, male or female, is expected to give a neat look.

Patchy, tattered and shabby looking Jeans, crew neck tee shirts, loafers, chappals are not allowed. Badly creased clothes or disheveled hair are not allowed. Students violating dress code can be fined Rs.500 and will also not be allowed to attend classes.

Smoking/ Drinking/Eating

UCP campus is a smoke free zone. Drinks and eatables can be taken only inside the cafeteria and allowed areas. Drinking/eating at all other places is prohibited

School Resources and Facilities

Library

The University of Central Punjab has a full-service library on campus to serve the study and research needs of its students and faculty members. The Library stocks over 27,000 books and over 3,000 CDs. In addition, the Higher Education Commission has given our campus access to 12,000 online, full-text journals, international databases, and other material published online worldwide. These invaluable research materials may be accessed by all of our students, even from their home computers.

Library is fully automated and its collection can be searched online from library's website (<http://library.ucp.edu.pk>). In addition to books, UCP library has more than 45,000 digital books.

Library provides access to about 40 online scholarly databases to meet the needs of researchers. Moreover, it has subscriptions to more than 40 print journals and 16 newspapers. Multimedia Section has a collection of renowned documentaries, lectures and educational films. In addition to routine operations, the library also offers 'Ask a Librarian', Content Alert, Electronic Document Delivery, Anti Plagiarism and Citation Services.

Library Rules and Regulations

Membership

All registered members of Authorities, Bodies, Committees, Faculties, Academic and Non Academic Staff and students of UCP are eligible to become members and borrow materials from UCP library. Students can borrow up to 2 books at a time for a maximum of 15 days. Late returns will result in fine.

Eligibility for Membership

Applications for membership will be submitted on the prescribed form available in the library. Applicants shall be required to provide evidence of their eligibility for membership. Student members use their university ID card for the purpose.

Borrowing

No items shall be issued or services provided without production of a valid card. University/Library card is mandatory for entry rights to the library. Cards shall not be transferable and the person to whom any card is issued will be held responsible for any items issued against the card unless the loss of the card is reported to the librarian. Any loss must be reported immediately.

Loan allowances

Members shall borrow up to the limit of items allowed within their category of membership but limits may be placed on the number of items loaned in certain categories of materials, such as text books, reference books and journals etc.

- 1) Maximum number of loans allowed per person may be increased in exceptional circumstances by the Director libraries.
- 2) Reference material, CD-ROMs, (original) periodicals, and newspapers will not be issued. These can only be consulted within the library premises.

Period of Loan

All books shall be returned on, or before the date due if the member is notified that an item is required by another reader.

Director Libraries shall, at his discretion, impose special conditions governing the use or loan of any item.

Overdue Items

- 1) Operation of the University Library depends on all the members co-operating in timely return of items.
- 2) Date of return shall be indicated for each item issued.
- 3) Fines shall start immediately the item falls overdue and shall be on the basis of day (or part thereof) as appropriate to the loan category. After the commencement of the imposition of fines, any reported loss will be charged as per prevailing library rules in addition to the accumulated fines due.
- 4) The scale of fines shall be displayed in the library and on the library website. For any further details, library staff should be contacted.
- 5) No further loans will be made to members having items overdue or fines outstanding.

Re-issuance of Books

Book(s) will be re-issued if not required by any other member on the next day but not reissued on the same day. Book(s) will have to be presented at the time of reissue.

Plagiarism Standing Committee

University of Central Punjab has zero tolerance for cheating, plagiarism or other unethical practices in their research output, assignments and exams. A plagiarism standing committee has been constituted to make policies, procedures and to curb the plague of plagiarism and to decide if there are any incidences of plagiarism.

Anti-plagiarism and document scanning services

UCP focuses on maintaining the quality of student work by providing anti plagiarism services to its faculty and students. In this regard, UCP library supports the students to avoid plagiarism by scanning the student assignments through Turnitin®. In addition, UCP provides general scanning services to faculty and staff for all types of documents.

Labs

The University of Central Punjab provides a pervading learning environment through its meticulously planned IT infrastructure. The academic experience of students is supported through extensive labs setup

that is equipped with latest computers from DELL, HP, Sun, Apple and IBM. Altogether these labs offer seating capacity of ~900 students. Unsurpassed computing facilities are complemented with free printing, uninterrupted power supply, high bandwidth internet access and Wi-Fi Hotspots to complete the experience. Information Technology infrastructure is backed by highly professional IT Support Department which guarantees minimal downtime and speedy solutions.

Transport

Transport facility is provided to students on nominal monthly charges. A shuttle service between the University of Central Punjab campus and the prescribed routes run every hour. In addition to this service, buses transport students from various locations of Lahore to and from the UCP campus.

Swimming Pool and Gym

To provide a healthy environment to the students, a Swimming Pool and a state of the art Gym are available for sports and physical activities, facilitating male and female students separately.

Cafeteria

A two storied cafe serves quality food in a hygienic environment to students from 8:00 am to 9:00 pm daily. This is in addition to a Food Street situated inside the campus, offering various traditional foods.

Prayer Area

To cater for the spiritual well-being of the male and female students, separate arrangements for prayers are made on the Campus.

Parking

Covered Basement Parking facility to Students and staff is provided on Campus. Students are required to abide by the parking rules defined by the security personnel or concerned authority.

Students Council and Societies

There are a variety of clubs and societies that offer platforms to the students whereby they can participate and excel in extra-curricular or co-curricular activities. Participation in these activities is considered an important aspect of business students' overall grooming experience.

A list of these clubs and societies is provide below. Student council office may be contacted for more details.

1. Catalyst Society
2. Debating Society
3. Dramatic Club
4. Music Society-Plektra
5. Explorerz Club
6. IDEAS Entrepreneurial Society
7. Islamic Society
8. Jehaad for Zero Thalassemia
9. Literary Society-Nom De Plume
10. Movie club
11. NISA Society
12. Society for Electronics & Telecommunication (SET)
13. Psychology Society
14. Sports Club
15. Ulrich's HR Forum
16. Usher's Club
17. Photography Club
18. Character Building Society
19. Inclusive Student Society
20. Health Club
21. Society for Mechanical Engineering
22. ACM
23. IEEE
24. Blood Donor Society

Promotion & Placements Office

This office plays a multidimensional role covering facilitation in job placements, student development and creating linkages with external world (both academic and professional). Promotions office is involved in various activities ranging from organizing events (both academic and co-curricular) to conducting academic marketing at various forums. The office also publishes quarterly newsletter quarterly sharing all the events details. In addition, Promotions office also manages social media image of the University.

The Placement wing works to facilitate full time employment and internships for UCP students and alumni. The office strives to develop and maintain a relationship of mutual benefit between corporate employers and UCP which eventually benefits the students and graduates.

This office also provides services that create opportunities for employers, students, faculty, and staff to engage in mutually beneficial partnerships that meet the needs of an evolving workforce. Training workshops may be offered by the office time to time. Business students are expected to take full advantage of these workshops and activities that render them better prospects for getting selected by potential employers.

Campus Career Portal

The campus career portal Face book page serves as a platform for companies to directly inform graduates about the employment options within their organizations, which currently benefits more than 11,500 UCP students and alumni.

Facebook: <https://www.facebook.com/UCPCareer>

Liaison @ ucp.edu.pk

The liaison account is a useful tool for both job/internship seeking students and employers who seek to fulfill their recruitment needs. The liaison account keeps a database of CV's to forward to potential employers and disseminates information regarding vacancies in organizations among students.

Job Fairs and On Campus Recruitment

The Placement office arranges annual job fairs in which top national and multinational organizations participate. It also supports and assists organizations in holding corporate profile presentations, on – campus employer visits and recruitment interviews/ tests. Graduating students are specially encouraged to attend these fairs to seek placement opportunities as well as to get insights right from corporate representatives that may add to their employability.

Corporate Linkages

The Placement office has established relations with different corporations and organizations for the purpose of mutual benefit.

Student FAQs

Q. I have some personal commitments and need some days off. Can I submit a leave and miss classes without any repercussions?

A. In semester system, time limitations leave little room for students to make up for any loss in case of missed lectures. In order to accommodate emergencies or issues of utmost significance, School allows you to miss at most 6 classes per course. First 2 missed classes are counted as leaves while fine will be levied against the remaining 4 missed classes. In case you foresee a longer absence on your part, you will have to withdraw from the course. For more details, rules and regulations pertaining to course withdrawal must be referred to.

Q. I have grievances against my course instructor regarding teaching style or assessment. Whom should I contact?

A. You can come to your Program Director and discuss your issues. Program Director may counsel you or if need arises, may ask you to write a formal application that will be forwarded to competent authority for further consideration. However, students are expected to bring their issues based on logical grounds and not merely coming out of personal inclinations or personality differences.

Q. I want to discuss the scope and nature of a particular course before registering for it in a semester. Who will be the right person to seek guidance from?

A. Registration advisers are appointed to steer the advisement and registration process at the start of every semester. Your batch adviser may guide you about your roadmap and relevant courses. However, if you intend to seek a profound overview of a particular course (especially electives), you should consult the relevant Head of Division.

Q. I have registered for a particular course but just before the start of classes, I see my friends registered in different section of the same course. Can I get my section changed?

A. Once registration process is closed and add/drop period is over too, you cannot get your course section changed on any grounds. Students can get their sections changed anytime during add/drop period but not afterwards.

Q. I have missed my exams in wake of an emergency. What should I do?

A. Missing any exam or other assessment instrument is highly discouraged. However, under unavoidable circumstances, if you miss your exam, inform your instructor and contact Dean's office as soon as possible. Dean will assess the gravity of your situation, and only upon satisfaction may permit a make-up exam.

Q. I am officially part of UCP's team in some sport and have to skip my classes in order to attend training camps or participate in a sports event. Will I still be withdrawn from the course if my missed classes count exceeds 6?

A. Students admitted to a program on sports basis or officially asked to participate in a sports event may be granted extra leaves and permission to take make-ups for missed instruments during any event or special training. This record is maintained by the concerned offices and such students can be entertained for make-up assessment instruments by their instructors only upon receiving official notification from Dean's office. It is advised that such students inform their class instructors of any such leaves in advance.

Q. Where should I register my complaint in case of any harassment incident?

A. University has zero tolerance for harassment on campus. Harassment Committee handles all such matters. In any such eventuality you must approach the Dean's office immediately to get navigated to the current committee members.

Q. I have queries regarding some topics in a class or subject matter. Can I see my instructor anytime on campus?

A. All permanent faculty members are required to announce and maintain regular counseling hours spread over the week so that students should not face any accessibility issues. However, instructors may allocate these hours as per their own schedules. Ideally you should visit your course instructors during their allocated hours. Under unavoidable circumstances, it's advisable to contact your instructor via email and request for appointment slot different from counseling hours.