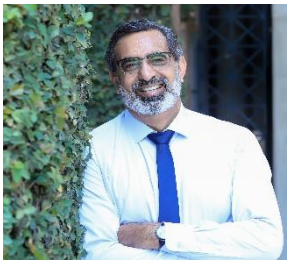
LUMS
A Not-for-Profit University

Learning *Without* Borders

STUDENT HANDBOOK

UNDERGRADUATE PROGRAMME 2023-2024

MESSAGE FROM THE VICE CHANCELLOR



Dear Students,

Welcome to LUMS! We are delighted to have you join our community and embark on an incredible educational journey with us.

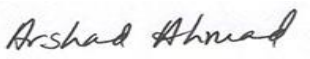
At LUMS, we are committed to providing you with a transformative education that prepares you for local and global challenges while fostering your personal growth. Our diverse and inclusive environment encourages respect, tolerance, and integrity, creating a supportive community where you can thrive.

Beyond the classroom, you will have countless opportunities to engage with our vibrant campus life. Embrace the diversity of perspectives, participate in extracurricular activities, and challenge yourself to step out of your comfort zone. These experiences will shape you as individuals and expand your horizons.

As you embark on this empowering journey, take ownership of your learning, embrace challenges, and imagine the incredible impact you can make. We are excited to see you grow, succeed, and take pride in your achievements during your time at LUMS.

Welcome to LUMS, where your dreams will flourish, and your potential will be realized.

Best wishes,



Dr Arshad Ahmad
Vice Chancellor, LUMS

MESSAGE FROM THE PROVOST

Dear Students,

Welcome to the vibrant community the Lahore University of Management Sciences (LUMS)! As a renowned institution of higher education, we are committed to providing a world-class education that equips our students to address complex and pressing challenges facing our society today. Our goal is to create a diverse and inclusive community that fosters academic excellence, critical thinking, and lifelong learning.

At LUMS, we offer a rigorous academic programme that is interdisciplinary, cutting-edge, and designed to prepare you for success in a rapidly changing world. Our faculty comprises some of the finest minds in academia in the country, who are dedicated to pushing the boundaries of knowledge and challenging students to excel in their academic pursuits.

Our campus is dynamic and engaging, offering a wide range of opportunities for intellectual and personal growth. From student clubs and societies to sports and cultural events, you will find a wealth of extracurricular activities that will allow you to pursue your passion and build meaningful connections with your peers.

As you embark on this exciting journey, I urge you to take advantage of everything that LUMS has to offer. Get involved and challenge yourself to grow in meaningful ways. Our hope is that by the time you graduate, you will have developed the skills, knowledge, and mindset needed to make a positive impact in your communities and the world at large.

Thank you for choosing LUMS, and we look forward to seeing you on campus soon.

Dr. Tariq M. Jadoon
Provost, LUMS

DISCLAIMER

This catalogue represents the most accurate information available at the time of publication in August 2023.

The University reserves the right to correct, or otherwise change any information without prior notice at its sole discretion.

The most updated version is available at the Office of the Registrar portal:
http://portal.lums.edu.pk/RegistrarOffice > Documents to Download > Student Handbooks and Policies

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NON-PROFIT STATUS

LUMS is a federally chartered university and is approved as a non-profit organization under section 2(36) of Income Tax Ordinance, 2001 in terms of provisions of Clause 63 of Part IV of Second Schedule to the Ordinance. Any individual or organization making donations to LUMS is entitled to a tax credit under section 61 of Income Tax Ordinance, 2001. Moreover, the University has been granted exemption from the levy of income tax under Section 159 of the Ordinance, and thus, tax is not deductible on payments made to the University.

Vision

LUMS is Pakistan's leading research-intensive university, excelling in teaching and driven by a philosophy of 'Learning Without Borders'. LUMS provides an integrated curriculum, uniting disciplines to focus on solving the grand challenges of South Asia and beyond.

Mission

LUMS aspires to achieve excellence in national and international leadership through unparalleled teaching and research, holistic undergraduate education, and civic engagement to serve the critical needs of society.

It seeks to accomplish this mission as a unified institution with cutting-edge research, a modern and rigorous curriculum and socially responsible outreach to the nation and region.

Core Values

Merit

LUMS adheres to merit as the sole criteria in its decision-making. This applies to all aspects of its operations, from selection of faculty and staff to admission and evaluation of students.

Academic Freedom

We believe in the pursuit of knowledge and value the freedom to explore different disciplines without borders. We respect the right of our community members to express their ideas and encourage freedom of thought.

Integrity

Integrity is the cornerstone of our philosophy and an integral part of all our interactions. We hold ourselves to the highest standards and inculcate a culture of ethical conduct, trust, respect, fairness, and develop the same commitment in our students to ensure that they are responsible global citizens with strong character.

Diversity

Our diversity is our hallmark feature that enriches our community's experience. This is evident in the variety of programmes, disciplines and the different viewpoints, ethnicities and minorities represented on campus. Our exchange programmes and multicultural platform enables our students to embrace diversity and develop a broader perspective on collaboration.

Tolerance

We are committed to creating a positive and safe environment that thrives on freedom of thought. Our community members are encouraged to express unique point of views and engage in polite and respectful exchange of ideas and opinions.

Excellence

We strive for excellence in all our activities; from the creation of new knowledge through scholarship and research to utilising our learnings for the benefit of society.

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THE UNIVERSITY

Established in 1985 as a private, not-for-profit university, LUMS is one of South-Asia's top academic institutions known for exceptional learning, research intensity and teaching excellence. It is known for its high academic standards and quality, with special attention to access, relevance, and collaboration with an increasing focus to address the grand challenges facing the Global South.

LUMS offers a distinctive academic experience through its learning without borders perspective, providing an integrated core curriculum across disciplines. Its five schools have nurtured leaders in all spheres of life ranging from entrepreneurship, economics, biology, mathematics, engineering, education, writing, politics, and business. The University's internationally qualified faculty are experts in their fields. They create an engaging learning environment and foster a mentoring relationship with their students, who are taken on as co-creators in this process. A major hallmark of the pedagogy at LUMS is that it encourages students to apply their knowledge and come up with progressive 21st century solutions.

Academic Advising services at the University offer school focused peer-mentoring programmes, and online resources for faculty advisors and students. Cutting-edge research at LUMS is positioned to examine the mission of higher education from the perspective of innovation, continuing education, and social engagement. The centres at LUMS work in areas ranging from water, energy, and entrepreneurship to indigenous languages and public policy, among others. Research from faculty is published in prestigious publications all around the world, and their work also informs policymaking at national and regional levels.

Making the LUMS experience accessible to bright students across the country regardless of their financial circumstances is a top commitment. As part of its National Outreach Programme, the University reaches out to over a hundred cities across Pakistan, attracting talent from underserved segments of society. As a result, the University is home to scholars from diverse backgrounds and unique perspectives, offering an experience that expands horizons and encourages collaborations.

LUMS has also ushered in a new era of learning in the region by offering interactive online learning models. Through its digital learning platform, LUMSx, it is also expanding access and providing a range of large-scale, world-class pedagogical innovations. The well-being of its community members remains a major priority at LUMS. Several health and safety initiatives are in place, including therapy, counselling, and meditation, and these provide constant and systematized support to students, staff, and faculty. LUMS continues to uphold high academic standards and its students, faculty and alumni are helping build a more sustainable and equitable society.

SCHOOLS AT LUMS

SULEMAN DAWOOD SCHOOL OF BUSINESS

Since its inception in 1986, the Business School at Lahore University of Management Sciences has emerged as a trailblazer in business education, with a reputation that extends far beyond the region. The Suleman Dawood School of Business (SDSB), named after the late entrepreneur, Mr. Suleman Dawood, stands as a marker of his family's philanthropic commitment and support.

SDSB is Pakistan's first and only business school to achieve accreditation by AACSB International – The Association to Advance Collegiate Schools of Business. For over a century, AACSB has led the assessment of business schools globally for programme quality, relevance, impact, and overall educational services. To date, only 5 per cent of the world's business schools have obtained AACSB accreditation. The accreditation is testimony to the quality of SDSB's education and research activities. As an AACSB-accredited business school, SDSB graduates lead, transform, and create long-lasting impact in business and society.

At the core of SDSB's mission lies a commitment to advancing ethical and thoughtful leadership, influencing practice and policy through knowledge generation, and providing a transformational learning experience. The School's teaching philosophy, modelled on Harvard Business School, emphasises case-based learning and is augmented by experiential and blended learning within its programmes, providing students with access to industry leaders and a distinguished global alumni network.

SDSB's dedication to the evolution of management thinking and the advancement of organisational practices, closely tied to social improvement, is exemplified through the Centre for Business and Society (CBS). As a multidisciplinary platform, CBS serves as a space for rethinking the role of businesses in sustainable societies, bringing together efforts and conversations, at the intersection of business and society for a wider stage of influence. At SDSB, all women entering our graduate degree programmes benefit from a 50% tuition-fee waiver. This makes SDSB the first business school in the world to directly aid regional gender equity in management and establish women as powerful drivers of industrial change.

In keeping with the ever-changing needs of the business world, SDSB's academics are the primary resource for the running of the university's Rausing Executive Development Centre (REDC). SDSB's capacity to lead, transform, and create long-lasting impact in business and society is tied to its interactions with corporate executives and decision makers across organisations.

The Suleman Dawood School of Business (SDSB) offers a four-year BSc (Honours) degree in the following majors:

- Accounting and Finance
- Management Science

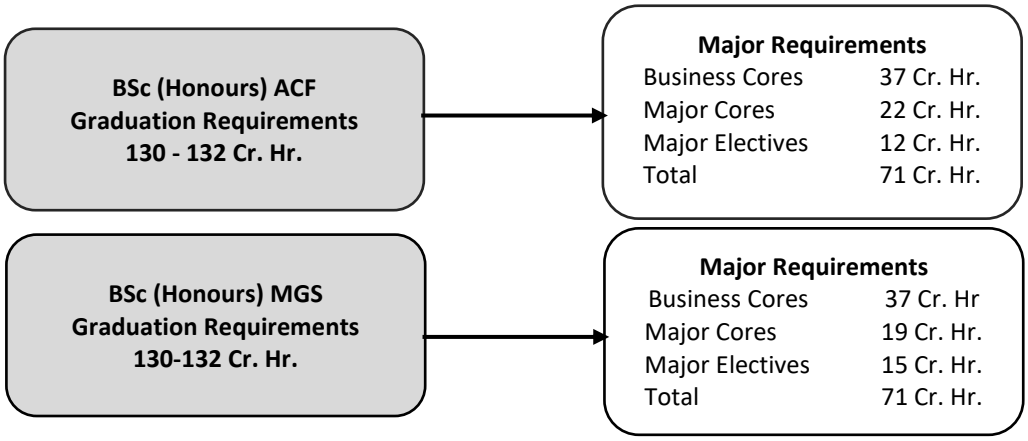
In addition to the above majors, SDSB offers a minor in the following disciplines:

- Public Management
- Computational Finance

Suleman Dawood School of Business is driven by a powerful vision - to develop ideas and people that shape business and society. Our commitment to this vision is unwavering, and we are proud to nurture trailblazers and changemakers who do not just add value but create it.

Our programmes are designed to challenge conventional thinking and inspire transformative leadership. By blending academic rigour with real-world experience, we equip our students with the skills and knowledge they need to succeed in a rapidly evolving business landscape.

Whether you're looking to launch your career or take it to the next level, we invite you to explore our programmes and see for yourself how SDSB can help you drive enterprise impact and meaningfully contribute to society.



MUSHTAQ AHMAD GURMANI SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

Mushtaq Ahmad Gurmani School of Humanities and Social Sciences (MGSHSS) offers the most innovative programmes for students, along with an invigorating research environment for faculty in the entire South Asian region.

MGSHSS comprises two departments:

- Humanities and Social Sciences, and
- Economics

MGSHSS offers four-year degree programmes in the following majors:

BSc (Honours)

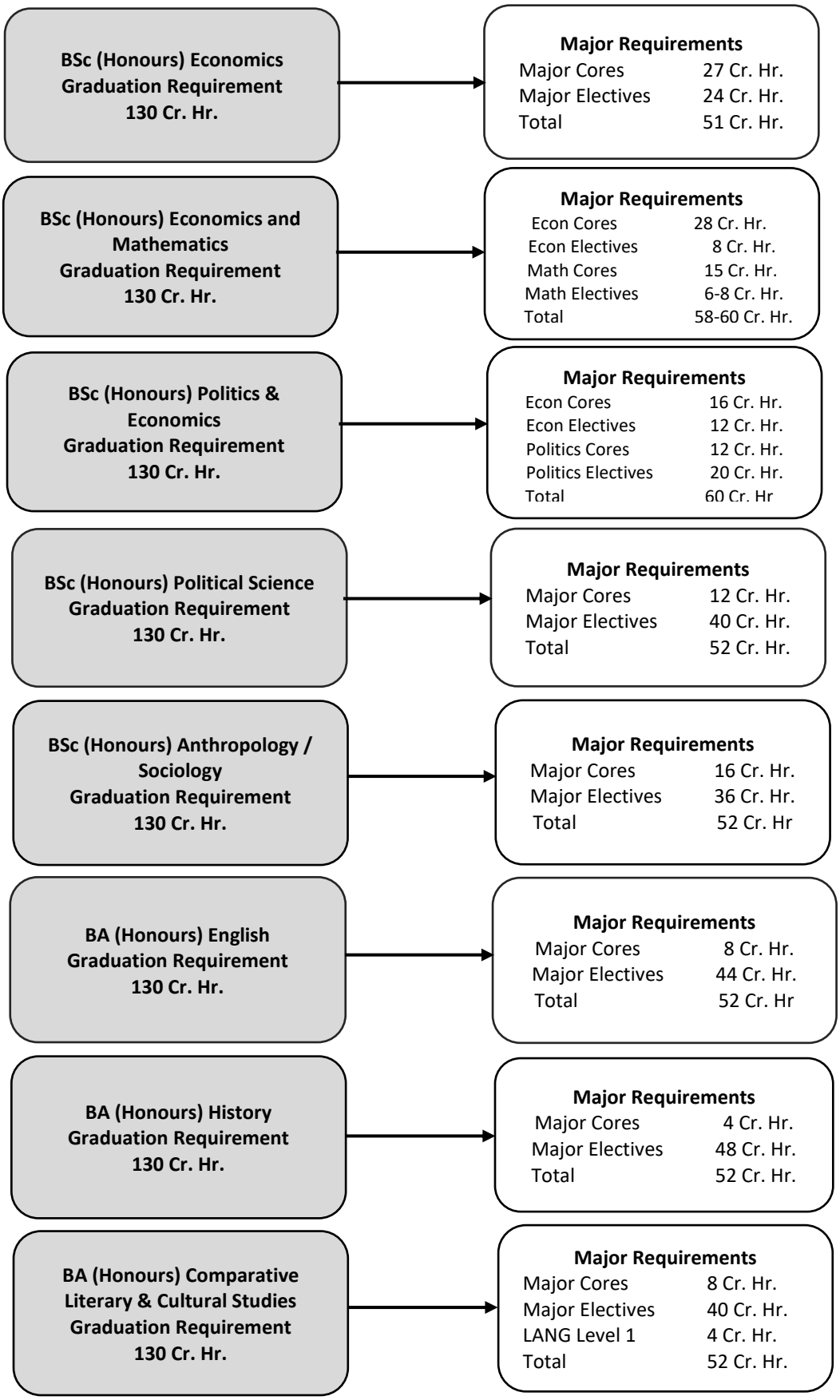
- Anthropology / Sociology
- Economics
- Economics and Mathematics (Joint Major)
- Politics and Economics (Joint Major)
- Political Science

BA (Honours)

- History
- English
- Comparative Literary & Cultural Studies

In addition to majors, MGSHSS offers Minors in the following disciplines:

- Anthropology/Sociology
- Comparative Literary & Cultural Studies
- Economics
- English
- Environmental Studies
- Gender and Sexuality Studies
- History
- Philosophy
- Political Science
- Psychology
- Study of Religion


BSc (Honours) Economics
Graduation Requirement
130 Cr. Hr.
Major Requirements
Major Cores 27 Cr. Hr.
Major Electives 24 Cr. Hr.
Total 51 Cr. Hr.
BSc (Honours) Economics and Mathematics
Graduation Requirement
130 Cr. Hr.
Major Requirements
Econ Cores 28 Cr. Hr.
Econ Electives 8 Cr. Hr.
Math Cores 15 Cr. Hr.
Math Electives 6-8 Cr. Hr.
Total 58-60 Cr. Hr.
BSc (Honours) Politics & Economics
Graduation Requirement
130 Cr. Hr.
Major Requirements
Econ Cores 16 Cr. Hr.
Econ Electives 12 Cr. Hr.
Politics Cores 12 Cr. Hr.
Politics Electives 20 Cr. Hr.
Total 60 Cr. Hr
BSc (Honours) Political Science
Graduation Requirement
130 Cr. Hr.
Major Requirements
Major Cores 12 Cr. Hr.
Major Electives 40 Cr. Hr.
Total 52 Cr. Hr.
BSc (Honours) Anthropology / Sociology
Graduation Requirement
130 Cr. Hr.
Major Requirements
Major Cores 16 Cr. Hr.
Major Electives 36 Cr. Hr.
Total 52 Cr. Hr
BA (Honours) English
Graduation Requirement
130 Cr. Hr.
Major Requirements
Major Cores 8 Cr. Hr.
Major Electives 44 Cr. Hr.
Total 52 Cr. Hr
BA (Honours) History
Graduation Requirement
130 Cr. Hr.
Major Requirements
Major Cores 4 Cr. Hr.
Major Electives 48 Cr. Hr.
Total 52 Cr. Hr.
BA (Honours) Comparative Literary & Cultural Studies
Graduation Requirement
130 Cr. Hr.
Major Requirements
Major Cores 8 Cr. Hr.
Major Electives 40 Cr. Hr.
LANG Level 1 4 Cr. Hr.
Total 52 Cr. Hr.

SYED BABAR ALI SCHOOL OF SCIENCE AND ENGINEERING

The LUMS Syed Babar Ali School of Science and Engineering (SBASSE), modelled on some of the leading universities of the world, implements a paradigm shift for science and engineering education in the country, admitting students into a joint science and engineering programme and exposing them to various scientific and engineering disciplines offered before they are required to choose a major. Its mission is to produce quality graduates who are technically competent problem solvers, and to create knowledge through interdisciplinary research on issues of local and global relevance.

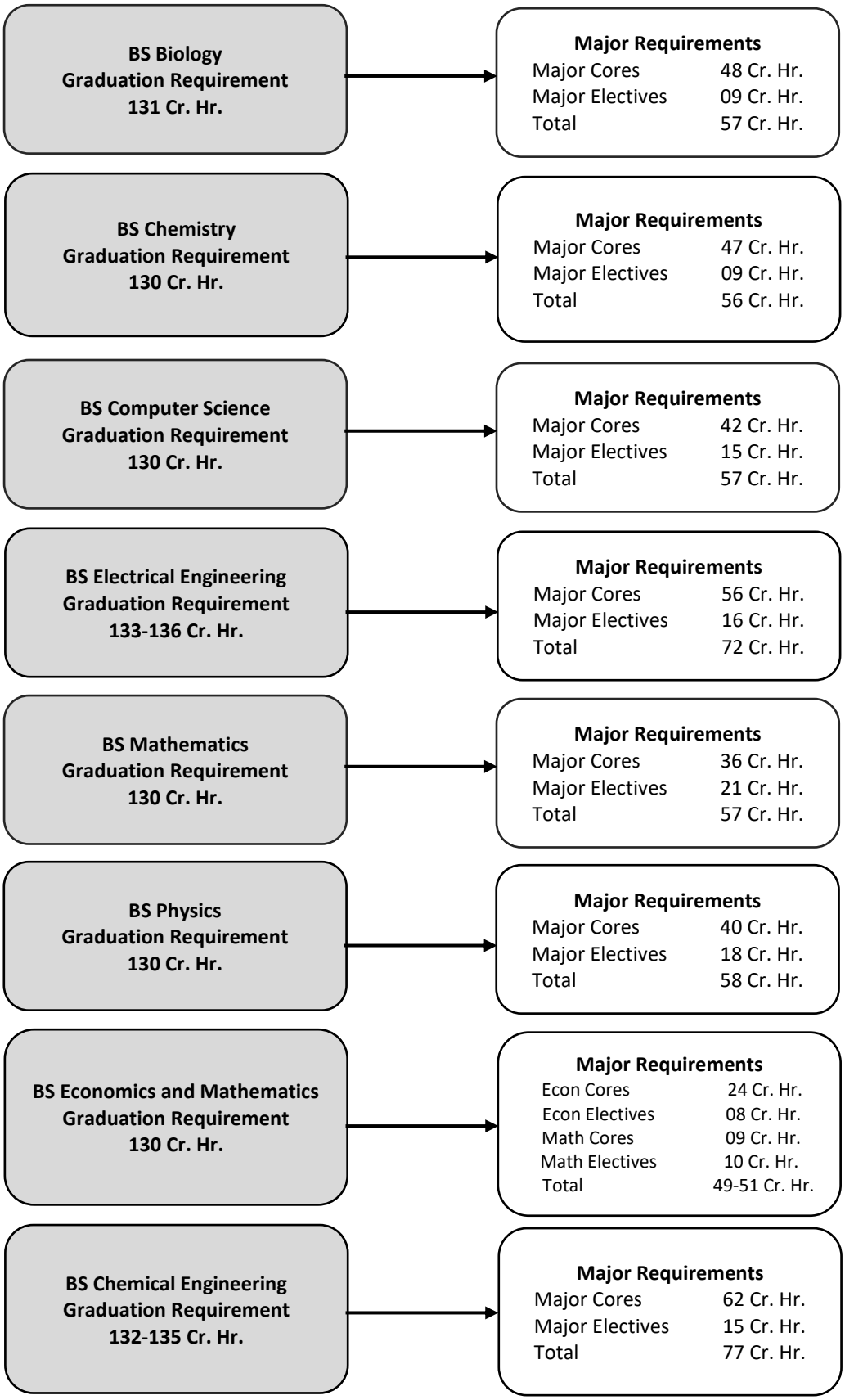
The SBASSE offers a four-year BS degree in the following areas:

- Biology
- Chemical Engineering
- Chemistry
- Computer Science
- Economics & Mathematics (Joint Major)
- Electrical Engineering
- Mathematics
- Physics

In addition to majors, SBASSE offers Minors in the following disciplines:

- Biology
- Chemistry
- Computer Science
- Quantum Technologies
- Mathematics
- Physics
- Robotics

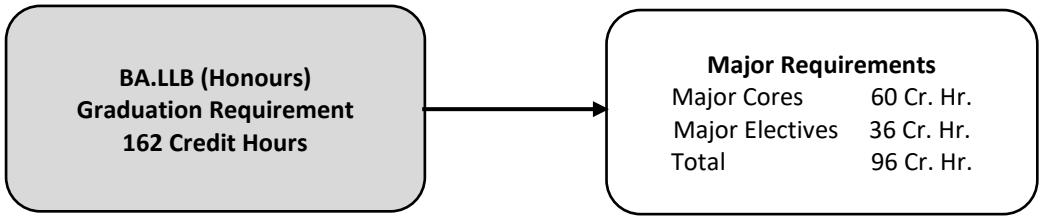
There is also the option of double majors, which is allowed under a set of well-thought-out rules.


BS Biology
Graduation Requirement
131 Cr. Hr.
Major Requirements
Major Cores 48 Cr. Hr.
Major Electives 09 Cr. Hr.
Total 57 Cr. Hr.
BS Chemistry
Graduation Requirement
130 Cr. Hr.
Major Requirements
Major Cores 47 Cr. Hr.
Major Electives 09 Cr. Hr.
Total 56 Cr. Hr.
BS Computer Science
Graduation Requirement
130 Cr. Hr.
Major Requirements
Major Cores 42 Cr. Hr.
Major Electives 15 Cr. Hr.
Total 57 Cr. Hr.
BS Electrical Engineering
Graduation Requirement
133-136 Cr. Hr.
Major Requirements
Major Cores 56 Cr. Hr.
Major Electives 16 Cr. Hr.
Total 72 Cr. Hr.
BS Mathematics
Graduation Requirement
130 Cr. Hr.
Major Requirements
Major Cores 36 Cr. Hr.
Major Electives 21 Cr. Hr.
Total 57 Cr. Hr.
BS Physics
Graduation Requirement
130 Cr. Hr.
Major Requirements
Major Cores 40 Cr. Hr.
Major Electives 18 Cr. Hr.
Total 58 Cr. Hr.
BS Economics and Mathematics
Graduation Requirement
130 Cr. Hr.
Major Requirements
Econ Cores 24 Cr. Hr.
Econ Electives 08 Cr. Hr.
Math Cores 09 Cr. Hr.
Math Electives 10 Cr. Hr.
Total 49-51 Cr. Hr.
BS Chemical Engineering
Graduation Requirement
132-135 Cr. Hr.
Major Requirements
Major Cores 62 Cr. Hr.
Major Electives 15 Cr. Hr.
Total 77 Cr. Hr.

SHAIKH AHMAD HASSAN SCHOOL OF LAW

The Shaikh Ahmad Hassan School of Law (SAHSOL) combines the richness of a liberal arts and interdisciplinary education with a solid professional training in law. The Law School offers a five-year BA.LLB (Honours) degree. LUMS has been offering the BA.LLB programme since 2003; first under the Department of Law and Policy of the School of Humanities and Social Sciences; and since 2012, as one of LUMS' five Schools, housed in its own law school building, benefitting from state-of-the-art student services and facilities.

The BA.LLB programme is split into two parts: in the first two years of the B.A. phase, students are introduced to a wide variety of subjects offered by the other schools of LUMS. During this stage of their studies, law students are exposed to concepts and ideas taken from other relevant disciplines such as Economics, History, Management, Political Science, Psychology, Anthropology/Sociology, Education, and Science, and are equipped with essential communication and analytical skills. The LLB phase consists of a number of core law courses as prescribed by the Pakistan Bar Council, and a broader range of exciting advanced elective courses to deepen skills and expand knowledge of legal fields. The elective courses are grouped into subject clusters such as Law, Government and Citizenship, Business Law, Criminal Justice, Legal Theory, International & Comparative Law, and others. In addition, a number of legal writing and practice courses, such as Advocacy, Drafting and Opinion Writing, will prepare students for the realities of working as a lawyer in Pakistan and abroad. The law school's teaching environment is stimulating, interactive and innovative. There is ample opportunity to practice and test skills learned in the classroom through a range of student-led activities and competitions including mooting and pro-bono work.



SYED AHSAN ALI & SYED MARATIB ALI SCHOOL OF EDUCATION

Syed Ahsan Ali & Syed Maratib Ali School of Education is dedicated to developing strategic leaders and change makers within the rapidly expanding educational landscape in Pakistan. The mandated comprehensive one-year field experience equips graduates with indispensable skills to become policy researchers and reflective practitioners.

Since its inception, SOE has officially introduced an intensive full-time MPhil Education Leadership and Management (ELM) program, as well as an undergraduate minor in Education. The formation of the graduate program at SOE ensued from the increasing demand for educational services and the subsequent growth of the education sector in Pakistan. There is a dire need for well-trained decision-makers and leaders in the sector, such as school principals, school chain managers, policy analysts and implementers, and higher education administrators. For this purpose, SOE aims to cultivate a new generation of educational leaders who will provide strategic direction to the burgeoning education ecosystem.

SOE is continuously expanding to address the challenges faced by the education sector. In 2021, the school successfully launched an intensive full-time Executive MPhil Education Leadership and Management (EELM) weekend program, as well as a specialized stream within the undergraduate minor in Education focused on Policy, Politics, and Governance. In 2022, SOE successfully introduced another stream, the Undergraduate Minor in Education, with a focus on Curriculum and Instruction. Now, in 2023, as part of SOE expansion plans, we have introduced the new stand-alone minor in Inclusive Education also.

The school strives to cater to the diverse educational needs of a culturally varied and geographically dispersed student body by providing them with academic, professional and personal preparation. This opens doors for them to access opportunities that enable them to make a positive impact on the educational landscape.

SOE comprises several important departments that work collaboratively to create a meaningful student experience throughout the program. These departments include the Dean's Office, the Academics office, the Marketing and Student Services Office, the Partnerships Office, the Career Placement Office, and the Professional Education and Policy Engagement Office.

A crucial aspect of a student's time at SOE is their engagement with professionals in the education sector. The school has established partnerships with a network of schools and educational organizations to ensure easy access of its students to the professional education landscape. These partnerships facilitate student placements for field engagement and ensure student involvement with organizations during the practicum module of the graduate coursework. The broad spectrum of educational institutions and organizations includes public and private schools, trust schools, for-profit and non-profit organizations, non-formal education providers, as well as Madrassah schools. This diverse array of placements aims to create a rich and varied learning experience.

Vision:

We seek to operate at the crucial nexus of research, policy and practice, supporting a faculty that is internationally competitive, connected, and relevant. The curriculum, featuring extensive field engagement, will produce graduates capable of becoming strategic leaders, policy researchers, and reflective practitioners, distinctly placed to direct and shape a reimagined and vibrant education reform agenda for Pakistan.

The institution is fueled by the mission to produce future leaders who will *Reflect* thoughtfully, learn to *Redefine* best practices in education, and collectively *Reimagine* an education Reform agenda for Pakistan.

Undergraduate Programme Policies & Regulations

UNDERGRADUATE PROGRAMME POLICIES AND REGULATIONS

All students are subject to the University's academic policies and regulations. Students are responsible for ensuring that they meet the University and degree requirements in addition to meeting the academic deadlines.

1. Academic Year

The academic year at LUMS comprises of two regular semesters, the Fall and Spring semesters. Each regular semester is 16 weeks. A class scheduled twice a week has 30 sessions in the semester, 15 class sessions for each weekday. Faculty is required to take at least 28 sessions, including midterm examinations. Two extra sessions can be utilized for regular/review classes (as needed). Graded instruments cannot be taken in these sessions. One week of final examinations follows. The Fall semester begins at the end of August and lasts till late-December, while the Spring semester is from mid-January till late May.

The Summer semester is optional. It is a special accelerated semester with the same contact hours as a regular semester.

2. Student Categories*

The students are categorized according to the number of credit hours earned as follows:

BA/BSc (Honours) and BS Programme

CATEGORY	CREDIT HOURS EARNED
First Year	0 – 30
Sophomore	31 – 60
Junior	61 – 94
Senior	95 – 130 or above

B.A.-LLB (Honours) Programme

CATEGORY	CREDIT HOURS EARNED
First Year	0 – 33
Sophomore	34 – 66
1st Year Law	67 – 98
2nd Year Law	99 – 130
3rd Year Law	131– 162 or above

**For transfer students, the number of credit hours transferred to LUMS count towards the credit hours completed. This grand total, i.e., the number of credit hours transferred and those completed at LUMS, is used in determining the student category.*

3. Undergraduate Programme Policies

Students are required to make/follow a study plan in consultation with their faculty advisors/School Academic Advisement Units to complete their degree and major requirements.

The graduation requirements are:

- Successful completion of at least 130 credit hours for the BA-BSc (Honours) programme, 130 to 136 credit hours for the BS programme, and 162 credit hours for the B.A.-LLB (Honours) programme, taken

over a minimum period **of 8 regular semesters (of 16-18 weeks' duration), summer semesters NOT included*.**

- Completion of minimum of 8 regular semesters (16-18 weeks' semester). Summer not Counted.
- Completion of all the requirements of at least one major/degree programme.
- Completion of all LUMS courses satisfying degree requirements with a cumulative grade point average (CGPA) of at least 2.00.
- To be a student in good academic and disciplinary standing, and not be involved in any kind of investigation.

3.1. Undergraduate Programme Duration and Structure

The normal duration of the BA-BSc (Honours) and BS programmes is four years (that is, a minimum of 8 regular semesters, summer semesters NOT included*). A student can, however, remain enrolled in either of these programmes for a maximum of six consecutive calendar years from the date of admission as a fresh candidate to LUMS.

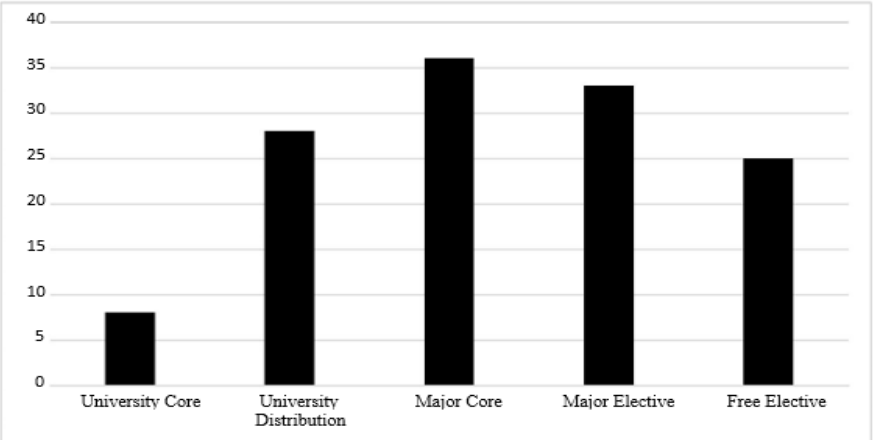
The B.A.-LLB (Honours) programme is a five-year joint degree with the first two years in common with other undergraduate programmes, followed by a three-year LLB programme. A student can remain enrolled in this programme for a maximum of seven consecutive calendar years from the date of admission as a fresh candidate to LUMS.

***As per HEC rules, it is mandatory to complete a minimum of eight (8) regular semesters in order to graduate with an undergraduate degree. Summer semesters are not counted as these are optional, accelerated semesters.**

Students who take semester breaks/semester withdrawals or who are given forced semesters off due to a disciplinary penalty will have to make up for the time lost by taking additional semesters to ensure that that they complete their eight (8) regular semesters or else they will not be allowed to graduate. Hence, they are advised to plan their academic journey very carefully in consultation with their respective School Academic Advisement Units.

Figure 1 shows the structure of all undergraduate programmes at LUMS. To graduate, students must complete the bin-wise courses belonging to the five categories shown below. For details of individual programme structure, please refer to Academic Departments and Programme Outlines (Section 2).

FIGURE 1



3.2. University Core

The University requires all undergraduate students to study the courses listed below that constitute the University core:

SS 100	Writing & Communication	[4 Credit Hours]
SS101	Islamic Studies (Optional for non-Muslim students)	[2 Credit Hours]
SS 102	Pakistan Studies	[2 Credit Hours]
LUMS 100*	Big Ideas	[1 Credit Hours]

First year students are required to take University core courses in their first year**. They are pre-registered for the courses and cannot drop them. Students requiring an introductory level remedial course before taking Writing & Communication are pre-registered in a two-credit hour Introduction to Writing (SS 100A) course.

*To foster, inculcate and promote critical thinking, problem solving and analytical reasoning in students, LUMS 100, a core course is being offered to all undergraduates, giving them the chance to explore new ideas and transformative global challenges. LUMS 100 aims to help students to not only understand the modern world challenges but develop a mindset to tackle the conflicts that plague modern society as well as confront the issues that lie ahead for future generations.

**MGSHSS students, please refer to their school core requirements in Academic Departments and Programme Outlines (Section 2).

3.3. University Distribution Requirements

In addition to the University core, it is mandatory for each student* to complete the University distribution requirements by taking at least seven courses** designated as distribution courses. The distribution requirements ensure that students gain wide exposure to other areas in addition to training in an academic specialty.

The University Distribution Courses are classified into two broad categories:

- In-Group
- Out-Group

Students are required to complete In-Group and Out-Group requirements according to their degree plans in consultation with their School Advising Units.

**The MGSHSS school core requirement adequately covers the University In-Group requirement, hence the MGSHSS students are required to complete their three Out-Group distribution requirement only.*

***The SBASSE school core requirement adequately covers the University In-Group requirement for Science and Engineering students, hence SBASSE students are required to complete their Out-Group distribution requirement only.*

Table 1: Major Wise University Distribution Requirements

SCHOOL	MAJORS	IN-GROUP	OUT-GROUP
SDSB	Accounting and Finance	ECON[1], LAW[1], MGS[1*]	HSS[1***], SE[1]
	Management Science	ECON, LAW, ACF[1**]	HSS, SE
MGSHSS	Economics	The MGSHSS school core requirement adequately covers the University In-Group requirement, hence the MGSHSS students are required to complete their three Out-Group distribution requirement only.	LAW, EDU & SE (Excluding MATH 100)
	Economics and Mathematics (Joint Major)		ACF, MGS (excluding all FINN courses), EDU, SE (excluding all Mathematics courses) & LAW
	Politics and Economics (Joint Major)		LAW, EDU & SE (Excluding MATH 100)
	Anthropology/Sociology		ACF, MGS, EDU, SE & LAW (excluding MATH 100)
	Political Science		ACF, MGS, EDU, SE & LAW (excluding MATH 100)
	History		ACF, MGS, EDU, SE & LAW (excluding MATH 100)
	English		ACF, MGS, EDU, SE & LAW (excluding MATH 100)
	Comparative Literary and Cultural Studies (CLCS)		ACF, MGS, EDU, SE & LAW (excluding MATH 100)
SBASSE	Biology	The SBASSE school core requirement adequately covers the University In-Group requirement for Science and Engineering students, hence SBASSE students are required to complete their Out-Group distribution requirement only.	ACF, MGS, ECON, HSS, LAW & EDU
	Chemistry		ACF, MGS, ECON, HSS, LAW & EDU
	Chemical Engineering		ACF, MGS, ECON, HSS, LAW & EDU
	Computer Science		ACF, MGS, ECON, HSS, LAW & EDU
	Economics and Mathematics (Joint Major)		ACF, MGS, HSS, LAW & EDU
	Electrical Engineering		ACF, MGS, ECON, HSS, LAW & EDU
	Mathematics		ACF, MGS, ECON, HSS, LAW & EDU
	Physics		ACF, MGS, ECON, HSS, LAW & EDU
SAHSOL	Law	HSS, ECON	ACF, MGS, SE & EDU,

[1] *ECON-Economics, ACF-Accounting and Finance, MGS-Management Science, SE-Science and Engineering, HSS-Humanities and Social Sciences, LAW-Law, EDU – Education*

** For SDSB MGS is represented through DISC, except for DISC 203 course which is an Out-group, for remaining schools MGS represents DISC, MKTG, MGMT & ORSC prefix courses.*

*** ACF is represented through ACCT, ACF & FINN prefix courses.*

**** HSS is represented through ANTH, ENGL, HIST, PHIL, POL, PSY, REL, CLCS, SOC, ENV courses.*

Distribution requirements are met by introductory level* courses (1XX and 2XX) in a subject area. Additionally, 3XX and 4XX level courses without pre-requisites also count towards the distribution requirement. Distribution courses are for 3 or 4 credit hours.

**MATH 100: Pre-Calculus does not count towards distribution requirements but counts as a free elective.*

ECON 100: Principles of Economics counts towards the distribution requirement for Science and Engineering students as an Out-Group course. In the case of ACF and LAW, ECON 100 is an In-Group course.

For MGSHSS students, all Out-Group courses that are cross listed with their majors will not count as Out-Group. For further details, please contact the Academic Advising Unit (AAU.

Language (LANG) courses do not count towards distribution requirement. They are letter graded and count towards the Free Elective courses' requirement.

As a general principle, students cannot count a single course towards more than one requirement, except as defined in the minor policy.

GSL prefix: Non-Law courses offered under the stream General Studies of Law, with a GSL prefix, will be counted towards the free electives for all schools.

4. Registration of Courses

Semester registration/enrollment is the implementation of the course memo. The course memo is an online course catalogue that contains complete information regarding the courses that are offered by the respective departments in a semester. It is available well before the commencement of the next semester's enrollment. Students are required to plan their courses according to the information available in the course memo and in consultation with their academic advisor/School advisement unit.

4.1. Course Descriptions

Course descriptions facilitate students in course selection for the semester. They are provided by the respective departments/schools, and include information regarding course material, grading components and criteria. They are available in Zambeel before the commencement of enrollment phases of the upcoming semester.

4.2. Course Outlines

Course outlines are available to students enrolled in those courses via the Learning Management System (LMS). These enable the students to understand the detailed requirements of the courses as finalized by the instructors.

4.3. Online Course Evaluations by Students

Students submit the online course evaluations at the end of each semester, prior to the final examination week. During the announced period, the course evaluation forms can be accessed and submitted at https://lumseval.lums.edu.pk.

The University provides course evaluation information of previous course offerings. This additional information further facilitates the students in course selection. The previous course evaluations are available at http://portal.lums.edu.pk/RegistrarOffice.

5. Phases of Course Registration

The semester course registration is processed in two phases, namely, Enrollment Phases I and II. The Office of the Registrar publishes the semester course registration deadlines for the academic year, and lists details of the process and the respective closure dates for each phase.

Semester enrollment is finalized according to course capacity and eligibility criteria, as defined in the course memo by the respective departments/schools. During the phases of semester enrollment, students provisionally register in requisite courses through their Zambeel self-service.

5.1. Enrollment Phase I

This is a school-specific enrollment where students enroll in core and major elective courses according to enrollment appointments for their respective year/level, spread out over a few days.

5.2. Enrollment Phase II

This phase is for students to enroll in distribution and free elective courses. Students (all levels/majors/schools) add their requests by selecting the waitlist option and enrollment is processed according to a random selection. This ensures that all students have an equal chance of enrollment in the requested course.

6. Add/Drop and Withdrawal Periods for Regular Courses and Directed Coursework

6.1. Regular Semesters

For regular semesters, Add/Drop period runs for 11 days, starting from 3 calendar days before the start of the semester and continuing till 08 calendar days into the semester. During this period, students may Add/Drop courses. It is further divided into following:

6.1.1. Add/drop period through Zambeel

Students can add, swap, or drop courses through their Zambeel accounts starting from 3 calendar days before the start of semester up to 7th day of the semester.

6.1.2. Add Only Day

After the expiry of add/drop through Zambeel, students have one day (8th day of the semester) on which they can only add or swap courses. Course drop is not allowed on this day except by approval (please see below).

6.1.3. Drop Only period*

This period runs from the 9th day of the semester till the Friday of the 5th week of the semester. Students can drop courses up to their specified minimum enrollment limit (Please refer to Section titled Student Status and Course Load)

**The Drop Only period is further divided according to course drop charges. For further details, please refer to Office of Finance under Section 3: Administrative Offices*

Course rosters validating the students enrolled in the courses are communicated to the respective departments/schools at the end of the Add/Drop period, and again after Drop Only period. Students not enrolled in a particular course will not be allowed to attend classes for that course after Add/Drop period, or after Drop Only period for courses which they have dropped. Courses dropped within the Add/Drop period and Drop Only deadline do not appear on the transcript.

6.1.4. Withdrawal Period

After the expiry of the Drop Only deadline, students cannot drop but may withdraw from courses till the end of the 12th week of a regular semester, as announced in the academic calendar. Students can withdraw from courses via their Zambeel Self Service provided they maintain the minimum load requirement of 12 credit hours. W grade is automatically assigned by the system.

However, under special circumstances, students may be allowed to withdraw from more or all courses bringing their total credit hours to below 12. In such cases, the student should route the request to OSA with proper documentation as to why this is necessary. Following OSA approval, the student will be withdrawn from the necessary courses and W will be assigned to all such courses and visible on the transcript.

Please note that within the duration of the undergraduate programme, a student can withdraw from a maximum of 6 courses (individually) with a W on transcript, as per defined policy. This condition is not applicable when all courses in a semester are withdrawn simultaneously owing to extenuating circumstances. The W grade is visible on the student's transcript and will not be removed even if the student successfully completes the course in a subsequent semester.

The fee for a withdrawn course will not be refunded.

After the course withdrawal deadline, as announced in the academic calendar, students do not have the option of discontinuing the courses. Discontinuation of a course will result in an F grade, or a grade assigned according to the percentage of course instruments attempted. This grade is visible on the transcript and will affect the CGPA.

Please note that withdrawing from all courses in a semester is not the same as applying to take a semester off before the start of classes. (Please refer to Section: Withdrawals)

6.2. Summer Semester

Please note that there is no Drop Only period for the Summer semester. After the Add/Drop Period deadline, students cannot drop but may withdraw from courses during the Course Withdrawal Period. Students can withdraw from courses via their Zambeel Self Service. W grade is automatically assigned by the system. Students are advised to consider this before enrolling into the Summer semester.

Exceptional cases may be catered to with the recommendation of the Office of Student Affairs, subject to proper documentation being provided.

7. Student Status and Course Load

7.1. Regular Semester

Students are required to take a minimum of 12 credit hours to maintain their regular/active student status. First year students (excluding MGSHSS) can take a maximum of 18.5 credit hours per semester in their first

year whereas MGSHSS first year students can take a maximum of 16.5 credit hours per semester. Undergraduate students in the Sophomore, Junior and Senior category can enroll in up to 20 credit hours in a regular semester.

Students are encouraged to consult with their school advisement unit to devise a balanced plan of study to complete the graduation requirements in a timely manner. This prevents a situation in which students need to take courses over and above the permissible semester limit, to graduate with their cohort. Students who end up in this situation will not necessarily be given permission or be granted priority for registering in courses.

However, in extreme cases (physical/psychological disability), at the recommendation of the Office of Student Support Services, the Office of the Registrar may allow a student to take less than 12 credit hours in one or more semesters. The decision is made on a case-to-case basis. Similarly, graduating students requiring less than 12 credit hours to graduate can also petition to the Office of the Registrar for taking a smaller workload.

Under special circumstances, students may apply to take **one course** beyond the maximum permitted quota of 20 credits in a semester. Such students are required to have a CGPA of 3.40 or above, or they must be seniors who will be able to graduate within the next two semesters with this accommodation. These students must inform their school advisement unit and the Office of the Registrar so that they may be allowed permission to enroll in the extra credits.

7.2. Summer Semester

While there is no minimum enrollment limit for the optional Summer semester, students are allowed to take a maximum of 8 credits in the Summer semester.

8. Directed Course Work (Courses Requiring Exceptional Method of Registration)

The undergraduate programme allows students to enrich their independent work/research exposure through Directed Course Work. The enrollment procedure for Senior Year Project, Research Project and Independent Study varies from the normal method of registration and requires prior approval. For all such courses, it is the responsibility of the student to ensure that all the formalities of course registration are complete within the deadline specified by the Office of the Registrar.

The different categories for Directed Course Work (DCW) are listed below:

- Independent Study
- Research Project
- Senior Year Project
- Internship

Cumulatively, the Directed Course Work credits (all listed categories included) can be a maximum of 12 credit hours within the degree tenure. For example, Biology and HSS Senior Projects are of 8 credit hours. They are spread as 4+4 credits across two semesters. The students taking these Senior Projects can enroll in a maximum of only 4 additional Directed Course Work credit hours (Independent Study, Research Project, Internship) in their undergraduate academic career.

Students can provisionally register Directed Course Work (Senior Project, Independent Study, etc.) during enrollment phases, using their *Zambeel* self-service. Prior to the registering of courses, the students are required to submit a DCW online application in Zambeel.

Applications for DCW registrations open in two rounds in regular semesters as follows:

- First round starts 3 weeks before the commencement of Enrollment Phase I
- Second round starts 1 week before commencement of Add/Drop period

Enrollment in Directed Course Work is confirmed once the online application is approved by the respective department coordinator, faculty supervisor and verified by the Office of the Registrar.

Directed Course Work grades submission deadline is within the semester absolute grading deadline. If the DCW grade is pending, instructor can assign 'I' grade. After the semester absolute grading deadline, a list of students with 'I' grade is sent to the respective department coordinator, instructor, and students, mentioning the 6 weeks' deadline (after the absolute grading deadline). In case the grade is not received by this deadline, two weeks' extension deadline is communicated. After this buffer, an 'F' is assigned in the system.

Opting for Directed Course Work remotely:
The following policy applies if a student wants to register for Directed Course Work, while on visiting/exchange programme in another University or the supervisor is not on campus:

- The student must seek prior approval from the respective faculty supervisor.
- The school/department will decide whether to allow/deny the distant DCW registration.
- In case the student is on an exchange programme, the student will have two supervisors, one in LUMS and one at the institute that the student is attending on an exchange programme.
- Students will present the DCW twice, once while on exchange and again on return to LUMS.
- A final grade is awarded by the respective department once both (external & internal) evaluations are complete.
- On intimation from the department, the Office of the Registrar uploads the final grade of the student in the system.
- For remote DCW during an exchange semester, the respective semester term is activated, and the fee is charged accordingly. Students must apply for a semester off before leaving for exchange for record purposes.
- Students participating in the remote/distant DCW during an exchange semester need not be in a group. It could be taken individually.

8.1. Senior Project (SPROJ)

During the Senior year, students can opt for a Senior Project (SPROJ) under the guidance of a faculty supervisor. SPROJ provides students with the opportunity to use their foundational academic skills and content knowledge to gain new, deeper levels of understanding. The project must challenge the student's ability and the chosen topic needs to be of significant value to the student, the school, and the community. This directed learning experience involves thinking analytically, logically, and creatively integrating experience and knowledge to form reasoned judgements and solve problems that will help direct future career and educational opportunities.

Important points to consider while opting for SPROJ:

- Senior Project (SPROJ) can be taken in either/both last two regular semesters.
- In case the SPROJ is spread over two semesters, the student must enroll for SPROJ A in the Fall semester and SPROJ B in the Spring semester of the final year of the degree programme.
- If the SPROJ is spread over two semesters and the student enrolls in SPROJ A in the Spring semester and SPROJ B in the Summer semester, then the student is eligible to attend the convocation next year, subject to the completion of degree requirements.
- Senior Project can only be taken for the whole duration of summer semesters (8 weeks).
- A student can take only one SPROJ during his/her degree programme tenure.
- A student can enroll in maximum 4 credit hours' SPROJ in a single semester.
- SPROJ is letter graded.
- Senior Project can range from 3 to 6 credit hours depending on the scope/rigor defined by the respective department/school, exceptionally (BIO, HSS & LAW) SPROJ can be of 8 (4+4) credit hours.
- ECON SPROJ can be of 4 (one semester) or 8 (two semesters) credit hours.
- If it is a 6-credit hour SPROJ, then it is split as SPROJ A and SPROJ B, with the respective assigned codes. It is 3+3 credits over two semesters. However, depending on the rigor involved, it can be 4+4, to be completed in two semesters.
- If SPROJ is spread across two semesters, then it is evaluated once completed and the assigned letter grade is uploaded for SPROJ A and B (unless defined by the department).
- SPROJ group members generally range from 2-8 (not individually) depending upon the complexity and workload approved by the respective department/school.
- Depending on the programme structure, Senior Project can be mandatory or optional.
- In the case of optional SPROJ, if the student chooses a Senior Project with major area of study relevant to his/her declared major, it counts towards the respective major elective requirement. If the student chooses a SPROJ with major area of study different from his/her declared major, it counts towards free elective requirement.
- The SPROJ prefix for registration is according to the area of study.
  If a group of students choose an SPROJ area different from their declared major, they need to include at least one member in the group with a declared major relevant to the SPROJ chosen area. For example, if students majoring in Economics wish to do SPROJ in ACF, then at least one group member should be an ACF major. Such students are also required to select two supervisors: one from their own area of study and the other from the selected SPROJ area. Such SPROJ applications are approved by the latter supervisor.
- In case, if an SPROJ is not a major core requirement and the credits go in the free electives bin then the requirement of a co-supervisor is not mandatory while pursuing an SPROJ across schools. Such students can do an individual SPROJ outside their major/department with the approval of the department/school with which they are pursuing the SPROJ.

Note: If the Senior Project is to be completed in two semesters, then the final grade for SPROJ A & B (registered in two consecutive semesters) is assigned at the end of the second semester. In the interim, there will be no grade assigned for SPROJ A.

In case a multi term project is not completed within the absolute grading deadline for the former term in which SPROJ B was enrolled, then an I grade may be assigned if 90% of the coursework is complete.

8.2. Independent Study (IS)

Independent Study is an individual effort to study a particular area in Senior year. It may be opted to complete a student's degree requirements, in case an alternate/appropriate course in that subject area is not offered in that academic year. Students who opt for an Independent Study will individually complete the requirements under the supervision of an assigned faculty member. They will have to take an exam or submit a report at the end of the semester in order to secure a Pass grade in the Independent Study.

Important points to consider while opting for Independent Study:

- A student who has attained Senior status can register for an Independent Study of at most 2 credit hours in a semester, only in case there is no regular course available to fulfil the credit hour or area requirement.
- Students within the allowed programme tenure can take a maximum of 4 Independent Study credit hours (spread over two semesters) towards the completion of their Bachelor's degree requirements.
- One (1) credit hour Independent Study can be taken in either/both summer sessions. Or at most two (2) credit hour independent study can be taken for the whole duration of summer semester.
- Independent Study can be done only individually and not in a group.
- Independent Study is graded Pass/Fail.
- A Failing grade will affect the CGPA with no credit given, while a Pass grade will contribute towards the earned credits and will not affect the CGPA.

8.3. Directed Research Project (DRP)

In the Junior year, students can opt for a Directed Research Project individually or in a group. Students are enrolled with a supervisor to mentor the project and guide the students to use their creativity, initiative, and develop the research skills needed for further study or work. Upon successful completion, students can take their research further as a Senior Year Project for deeper level of understanding.

Important points to consider while opting for Directed Research Project:

- A student who has attained Junior/Senior status can register for a Directed Research Project of at most 2 credit hours in a semester.
- Students can take a maximum of 4 DRP credit hours towards the completion of their Bachelor's degree requirements, within the allowed programme tenure.
- One (1) credit hour DRP can be taken in either/both summer sessions. Or at most two (2) credit hour DRP can be taken for the whole duration of Summer semester.
- DRP can be done individually or in a group of maximum 5 members.
- DRP is graded as Pass/Fail.
- A Failing grade will affect the CGPA with no credit given, while a Pass grade will contribute towards the earned credits and will not affect the CGPA.

8.4. ACF Internship

ACF Internship (duration: 6-8 Weeks) is a mandatory degree requirement for ACF major students. However, doing an internship is optional for MGS majors. It is a supervised work experience that provides valuable educational exposure to augment the academic learning of a student. A student may work as an intern for profit and non-profit sectors to earn specified academic credits. ACF internships offer students a hands-on opportunity to work in their desired field. They learn how their course of study applies to the real world, making them stronger candidates for jobs after graduation.

Important points to consider while opting for ACF Internship:

- ACF internship is a mandatory degree requirement for all ACF students. Students earn four semester credit hours on successful completion of the internship.
- ACF Internship is graded as Pass/Fail.
- A Failing grade will affect the CGPA with no credits given while a Pass grade will contribute towards the earned credits and will not affect the CGPA.

9. Courses that Require a Separate Mention

The following courses have different grading/evaluation criteria.

9.1. Remedial Course in Writing & Communication

The University, following its process, may require certain students to improve their English comprehension and communication skills by taking a remedial course SS 100A Introduction to Writing (IW). The following rules apply in this case:

- Students requiring IW are pre-enrolled on the department/school's recommendation in this course, in their first Fall semester.
- IW is a two-credit hour course. Students are advised to plan their semester workload in such a way that they are well able to focus on this remedial course.
- IW counts towards Free Elective courses as specified in the degree requirement.
- It is letter graded.
- Students who fail this remedial course in the Fall are required to retake it in Spring the next time it is offered. In case of a second failure, the students are required to take IW a third time, in the next Fall.
- A third failure will result in the student's separation from the programme.
- Students who pass SS 100A are eligible to take SS 100 in the next semester.

9.2. Language Courses

The University offers many language courses. The following rules apply in the case of language courses:

- Language courses are offered in the prefix LANG.
- They are letter graded.
- Language courses do not count towards the distribution requirement.
- They count as Free Elective courses as specified in the degree requirement.

9.3. Waiver for Islamic Studies

Non-Muslim students are exempted from taking Islamic Studies, which is a core course for all undergraduate programmes. These students can take the specified course/Independent study approved as a substitute by the HSS department. Please contact your school's advisement unit for further information.

10. Pre-Requisites of Courses

The enrollment phases for the next semester commence prior to the final examinations of the current semester.

The registration system recognizes whether the pre-requisite course has been taken by the student or is in-progress. Ideally, all pre-requisite requirements for a course should be met before registering for the course. This may not be possible if a course and its pre-requisite course are offered in consecutive

semesters and the result of the pre-requisite has not been declared at the time of registration. In the event that the student fails the pre-requisite course, it is his responsibility to drop the subsequent course unless permission has been obtained from the school's advisement unit to continue with the course and repeat the pre-requisite course at a later stage.

Pre-requisite and subsequent courses (co-requisites) cannot be taken together in a semester.

11. Cross-listed Courses

Some courses are listed in more than one subject area with separate course codes for the relevant areas. A student may register for the course with only one prefix and the course will count towards the chosen area for the duration of the programme. The chosen course code will not be changed in Zambeel after the Add/Drop period. Students should carefully select the correct prefix while registering in cross-listed courses. Cross-listed courses cannot be re-labelled with a different prefix on the transcript.

12. Course Repeat and Replace Policy

Students may repeat courses with grade replacement. The grade of both the attempts are visible on the transcript but only the best grade is included in the term and cumulative grade point average (CGPA) calculations.

- Students have the option to repeat a course if they have obtained C- or below (including F) grade.
- Best grade counts in the CGPA calculation. The credits of repeated courses count once towards successfully completed credit hours, but all grades are visible on the transcript.
- Students who repeat a course in which they have obtained a C or above grade will fall under **all grades count policy.**
- The course grade is replaced only if the same course is repeated. Exception to this rule is only given by the head of department/programme director, provided the course repeated for replacement is substantially similar to the original course. This exception is applicable only in case the original course is not being offered again by the department.
- Repeated courses **do not** count towards **honours and awards**, throughout the degree tenure.
- Students who receive an F grade in a core course must repeat it as a graduation requirement.

12.1. Policy for Thrice Failure in a Core Course

A student has a maximum of two attempts to clear an F grade in a core course inclusive of *University Core, School Core, and Major core*. The courses which are outside of these categories but are designated as core courses that form part of the graduation requirements for a particular major, will also fall under this thrice failure policy and a student failing such a course three times will be separated from the university. If separated for the first time, such students can apply for readmission and readmission conditions under the section 'Academic Standing' will apply.

13. Course Audit

Course auditing implies that students can sit through classes but are not eligible to participate actively in class discussions and assignments, nor can they take midterm and/or final examinations. No grade shall be assigned to the student. Other details are:

- Audited courses do not appear on the transcript.
- There is no separate University certificate for course audit.

- To audit the course, students must apply to the Office of the Registrar on the prescribed form available at http://portal.lums.edu.pk/RegistrarOffice. The course audit forms must be submitted by the 7th day of the semester. In case of Summer semester, which is compressed, forms should be submitted by the first day of classes.
- Permission is granted on a first-come first-serve basis, depending upon the availability of seats in the course.
- Certain courses may be closed for auditing at the request of the instructor.
- Students may audit courses in a semester even if they have taken the semester off.
- Students cannot audit courses if they have been separated from the University and await readmission.
- Students may take the course as a regular course after auditing it in a previous semester.
- Auditing a course does not merit availing any University facility. Such students are not provided with hostel accommodation.
- Students wishing to audit a course are required to pay the requisite fee. (Please refer to the Office of Finance for further details).

14. Course Cancellation

Following the University guidelines and as communicated by the respective departments/schools, the Office of the Registrar processes the cancellation of courses offered in a semester. This decision may be taken at any time during initial course registration or Add/Drop period.

15. Major Declaration and Allocation Process for First year students

Students are required to give preferences for major declaration at the end of the first year. MGSHSS students can declare their major at the end of sophomore year. This is an indication that they have spent a year (or two as for MGSHSS) at the University in their admitted school/programme and wish to continue as such for the rest of their stay at LUMS, intending to graduate with their allocated major. Major declaration preferences are submitted through Zambeel at the end of Spring semester each year. In case first year students wish to change their school/programme, they have the option to apply for the change simultaneously with major declaration. The students are required to submit their online application along with the completed documents listed in Section 15.5 below.

The major allocation decisions are based on the criteria/requirements as defined by the respective departments/schools, listed in Section 15.1 through 15.4. These decisions are communicated to the students by the Office of the Registrar. The major allocation process is completed by mid-July.

The allocation of a major is based on the student's cumulative grade point average (CGPA), available space and the fulfilment of any other requirements laid down by the respective departments. The student is assigned a major at the end of the Spring semester of first year or as specified by respective school. Summer semester CGPA is not included in major allocation.

The major selection requirements of specific Schools are discussed in detail below:

15.1. SDSB First Year Students Major Declaration

SDSB first year students, as per university policy, are required to select preferences for major declaration through their Zambeel self-service at the end of the first academic year at LUMS. The students are allocated a major according to the defined eligibility criteria.

Students have to select from the list of following majors:

- **Accounting and Finance**
- **Management Science**

For further details regarding SDSB major declaration criteria, please refer to respective school section under Section 2: Academic Departments and Programme Outlines

15.2. MGSHSS Sophomores Major Declaration

MGSHSS Sophomores select preferences for major declaration online through Zambeel self-service at the end of the Second year at LUMS. Depending on the availability of space and cut-off CGPA, the students are allocated a major according to the defined eligibility criteria.

Students have to select from the list of following majors:

- **Anthropology / Sociology**
- **Economics**
- **Economics & Mathematics:** CGPA of 3.3 or better, and a minimum B grade in MATH 101 & MATH 120 / Math 120H
- **Politics & Economics**
- **English**
- **History**
- **Political Science**
- **Comparative Literary & Cultural Studies (CLCS)**

For further details regarding MGSHSS major declaration criteria, please refer to respective school section under Section 2: Academic Departments and Programme Outlines

15.3. SBASSE First Year Students Major Declaration

SBASSE first year students apply online through *Zambeel* for a choice of major. Students whose cumulative GPA at the end of the First year is less than 2.00 in a specific group of subjects designated by the department for major declaration may at the discretion of the department, be refused permission to select that major.

The department-wise requirements for SBASSE major allocation are as follows:

- **Biology:** CGPA of 2.00 or better in Biology and Chemistry courses.
- **Chemistry:** CGPA of 2.00 or better in all subjects and a minimum C grade in Chemistry.
- **Chemical Engineering:** CGPA of 2.00 or better in the following subjects: CHEM 101, MATH 101/MATH 101H, MATH 120/MATH 120H/MATH 121, and CS 100.
- **Computer Science*:** Students applying at the end of freshmen year (Spring Semester) must have CGPA of at least 2.70 or better in the following subjects: MATH 101/MATH 101H, MATH 120/MATH 120H/MATH 121 and CS 100.
  Student applying at end of sophomore year (Spring Semester) must have CGPA of 3.3 or above in MATH 101/MATH 101H, MATH 120/MATH 120H/MATH 121, CS 100 & CS 200 along with minimum CGPA of 3.3 at the time of major declaration in all courses.

- **Economics & Mathematics:** CGPA of at least 3.3 or better and a minimum B grade in MATH 101/MATH 101H, MATH 120/MATH 120H/MATH 121.
- **Electrical Engineering:** CGPA of 2.00 or better in the following subjects: MATH 101/MATH 101H, MATH 120/MATH 120H/MATH 121, PHY 101, PHY 104 and CS 100.
- **Mathematics:** An average B or better in MATH 101/MATH 101H, MATH 120/MATH 120H/MATH 121.
- **Physics:** CGPA of 2.00 or better in the following subjects: MATH 101/MATH 101H, MATH 120/MATH 120H/MATH 121, PHY 101 and PHY 104.

** Particularly, in case of **major change/interschool transfer** to Computer Science, the CS department can accept at most 5 students.*

Once first year students have been assigned a major, they are re-assigned faculty advisors in their majors. Major-relevant academic advisors are better suited to guide them in their subsequent studies, formulate a stepwise course plan and help them choose a career. The approval of these advisors must be obtained for appropriate course registration in the following years.

15.4. SAHSOL First Year Students Undertaking Submission

SAHSOL first year students are admitted to the Law programme as Law majors from the first day at LUMS. The Law students re-declare their major as Law by submitting undertaking through their Zambeel self-service at the end of the first year. In case Law students wish to change their school/programme at the end of the first year, the availability of space and cut off CGPA criteria in addition to rules/requirements defined by the prospective school/department apply. Students wishing to transfer into the Law programme need to take Law 101 and Law 102 before applying for a transfer. Acceptance into the programme will be subject to the availability of seats and other criteria established by SAHSOL administration.

15.5. Change in Major/School

After due consultation with the faculty advisor and completion of all formal requirements of the process, students can apply for a subsequent change in major/school at the end of the academic year. They are required to submit the major change/inter-school transfer preferences via their Zambeel Self Service.

The Office of the Registrar needs to receive the online major/school change applications latest by mid-June. The decision regarding acceptance in the major/programme is finalized based on the availability of space, student's CGPA and the fulfilment of requirements set by the respective School/Department. This process is expected to be completed by mid-July.

The application for Major Change/Inter-school transfer is to be submitted online with the following documents:

- Semester by semester course plan to complete graduation requirements, prepared in consultation with the respective departmental coordinator and faculty advisor.
- Reason for change of major/school along with student's undertaking of financial implications in case of non-completion of the degree requirements within eight regular semesters, taking full responsibility of the fee payment for the additional semesters required.
- Parent/guardian's undertaking of financial implications.
- Parent/guardian's CNIC copy.

Please note that all documentary evidence must be furnished latest by the end of April, to process major/school change applications. Incomplete forms will not be entertained. Subsequent to the major

declaration/allocation and school/major change (if applicable) at the end of the First year, a change in school/major is allowed **only once** during the remaining tenure of the degree programme.

For this subsequent school change, a non-refundable processing fee of Rs. 30,000 is charged.

University policy for NOP students and students availing financial aid will apply in case of school/major transfer.

In case of inter-school/inter-programme transfer across all schools/majors:

- All grades count in the CGPA.
- The roll number is changed according to the programme requirement.

16. Joint Major

Joint majors provide the richness of two undergraduate major areas. Currently, the University offers Joint Majors in Politics and Economics, and Economics and Mathematics. The degree requirements for Joint Majors are defined and completed within the minimum 130-credit hour undergraduate degree completion requirement.

17. Double Major

After having declared a major, students may opt for a second major (space and fulfilment of other requirements permitting) in their Junior/Senior year, (for SBASSE, no later than the start of sixth semester) after due consultation with their faculty advisors. Completion of requirements of both majors does not automatically allow a student to claim a double major degree without declaring it beforehand in a timely manner.

Students need to fulfil the following requirements for a double major:

- Successful completion of minimum 160 credit hours.
- Students pursuing a double major need to complete the University core and the University distribution requirements according to the primary declared major.
- The students are required to complete the core and elective requirements of their primary major.
- They also must complete the core and elective requirements of their secondary chosen major.
- Students must take free electives to complete the minimum degree requirement of 160 credit hours.
- The students are required to have a minimum CGPA of 2.50 at the time of declaring a second major, apart from SBASSE, where the minimum requirement is 3.00.
- The maximum time allowed to complete the requirements of the double major is six years from the year of admission at LUMS.
- Students wishing to pursue a double major need to fill the double major declaration form available at the Office of the Registrar portal: http://portal.lums.edu.pk/RegistrarOffice.
- Students enrolled in B.A.-LLB (Honours) Programme are not allowed to opt for a double major. This also applies to students enrolled in other schools who wish to opt for a double major in SAHSOL.

For further information on *Double Major at SBASSE (both inbound/outbound students)*, please see Section 2: Academic Departments and Programme Outlines.

18. Minor Declaration

A University minor serves to broaden students' horizons and expand the range of options available to them. Students can complement the study of the major by selecting a minor in an adjacent or related area, thereby sharpening their understanding and deepening the knowledge acquired in their principal area of specialization. A minor can also serve as a basis for and facilitate interdisciplinary study and inquiry. Students also have the option of selecting a minor in an area completely unrelated to their major and can elect to explore areas of interest by selecting a discipline much farther afield. Students are in no way constrained or restricted in their choice of a minor and are not obliged to justify their selection by demonstrating its relevance to a particular field or area of specialization.

Minors are being offered in the following University approved areas under their respective departments:

- Anthropology and Sociology
- Biology
- Chemistry
- Comparative Literary & Cultural Studies (CLCS)
- Computational Finance
- Computer Science
- Economics
- Education
- English
- Environmental Studies
- Gender and Sexuality Studies (GSS)
- History
- Inclusive Education
- Mathematics
- Philosophy
- Physics
- Political Science
- Psychology
- Public Management
- Quantum Technologies
- Robotics
- Study of Religion

For further information regarding minors please refer to Section 2: Academic Departments and Programme Outlines.

18.1. Rules for Minors

The following rules are applicable to Minors at LUMS:

1. Students intending to minor in a particular area of study should select from the list of minors approved by the University.
2. Students intending to complete a minor should successfully complete a minimum of 6 regular courses, carrying 3 or 4 credits each (for a total ranging from 18 to 24 credit hours), in some combination of required core courses (100, 200 level) and electives.
3. Senior Projects, Independent Studies, or courses with fewer than 3 credits do not count towards the minor.

4. Students intending to complete a minor should achieve a minimum GPA of 2.75 in that area of study (in the six or more courses that make up the minor).
5. Students intending to minor in a particular area cannot count a 100-level course as an elective.
6. Students intending to minor in an area of study must complete at least two electives at the 300 level or higher in that area.
7. The (three) courses that make up the University core, Writing & Communication, Pakistan Studies, and Islamic Studies cannot contribute towards the minor.
8. Of the courses that satisfy the In-Group and Out-Group requirements, no more than one can be used to fulfil the requirements for the minor.
9. A course that is cross listed with another discipline can satisfy the requirements for a major or a minor but cannot be counted twice.
10. Students intending to minor in an area in SSE cannot count more than one SSE core course towards the minor.
11. Politics and Economics (joint major) cannot minor in either Politics or Economics.
12. Pass/Fail courses do not count towards fulfilment of a minor.
13. Economics and Mathematics (joint major) cannot minor in either Economics or Mathematics.
14. The minor requirements can be completed within the credit limit of 130/138 by following a carefully chalked course plan and by taking appropriate courses as free electives to count towards the minor. These students might need to take additional credit hours for the completion of the minor requirements.
15. The minor will only be displayed on the final transcript, NOT on the degree.
16. Students will not be given preference in course enrollment based on their minor requirements.
17. The minor is a look back option and should be declared only at the time of graduation, once the graduation requirements are fulfilled, by submitting the minor form available at https://zambeel.lums.edu.pk. A student cannot declare a minor once the GAF has been submitted as the transcript is already finalized and hence cannot be changed.

All schools have additional requirements for minors, and students intending to pursue a minor must ensure that they acquaint themselves with the policy regarding minors as defined by the respective schools.

For further details, please refer to Section 2: Academic Departments and Programme Outlines.

19. Withdrawals

Withdrawals are broadly categorized as:

1. Voluntary Withdrawal from the University and programme results in the permanent cancellation of the student's active status at LUMS.
2. Semester off from the campus results in withdrawal from that semester only and deactivation of the student's enrolled status for that semester.
3. Withdrawal from all courses in a semester, approved by OSA, owing to extenuating circumstances, resulting in all 'W' grades on the transcript for that particular semester.
4. Withdrawal from a course in a semester resulting in a 'W' grade on the transcript for that particular course.

Note: Withdrawing from all courses in a semester is **NOT** equivalent to taking a semester off.

19.1. Voluntary Withdrawal from the University and Programme

Students may withdraw voluntarily from the University/programme at any time during the semester. Students wishing to withdraw must inform their faculty advisor in person and submit an online application

via their Zambeel self-service, citing the reason for withdrawal. A system-generated notification is sent to relevant offices of the University as necessary. The online clearance process is initiated by the Office of the Registrar and the student is required to follow this process, starting with the return of the LUMS Smart card to the Campus Security department.

Once this process is concluded and the student's university withdrawal request is approved, the student's status is permanently deactivated, and the student is no longer deemed a regular student at LUMS. A student who withdraws from the university is eligible to apply afresh or as a transfer student. In the case of a transfer student, the student must take admission in another HEC- recognized institution and complete one year of study before applying to LUMS.

19.2. Semester off from Campus

Students may plan to take a regular semester off by submitting an online application via their Zambeel self-service and in consultation with their faculty advisor/school advising unit. In order that this application may be acknowledged and processed by the aforementioned authorities in time, the last day to apply for this will be the day before the commencement of classes for that semester. In case no application is received, and student is not enrolled in courses, it would be treated as Unauthorized Withdrawal.

- The probationary status of a student remains the same on re-joining LUMS after taking a semester off.
- Taking a semester off may result in a delay in graduation up to a year or even more.
- In case of structured programmes, taking a semester off is discouraged and should be done after consulting the school's advising unit.
- A student cannot take more than two consecutive regular semesters off.
- First year students are not allowed to withdraw from their first semester.
- Any semesters taken off will be included in the required degree completion time limit. It is the student's responsibility to complete the degree requirements within the specified time for the respective programme.

As the summer semester is optional, there is no need for students to apply for a semester off.

19.3. Withdrawal from all courses in a semester

In extreme emergencies, students can voluntarily withdraw from a semester after the commencement of classes, provided there are medical grounds or circumstances beyond their control. Students are required to submit the online withdrawal application via their Zambeel self-service and upload proper documentation/medical certificate for verification by the Office of Student Affairs (OSA). If the documentation provided is based on misrepresentation, it is treated as a serious disciplinary matter and the student can be separated from the university. Students on probation, who are allowed to withdraw from a semester, can resume their studies in the following semester with their probationary status unchanged.

19.4. Withdrawal from a course in a semester

Students may withdraw from courses till the end of the 12th week of a regular semester, as announced in the academic calendar. Students can withdraw from courses via their Zambeel Self Service provided they maintain the minimum load requirement of 12 credit hours. "W" grade is automatically assigned by the system.

19.5. Involuntary Withdrawal

In extreme cases the University may insist on a student's involuntary withdrawal if, according to the judgment of the University officials, the student:

- Poses a threat to the lives or safety of him/herself or other members of the LUMS community.
- Has a medical/psychological condition or demonstrates behaviour that seriously interferes with his/her education and that of the members of the LUMS community.

The involuntary withdrawal process is initiated after thorough verification by the school's advisement unit, student counsellor and other relevant University officials.

Depending on the severity of the threat, a student's involuntary withdrawal is categorized as:

19.5.1. Involuntary Withdrawal from the University

On processing of the involuntary withdrawal, the student status is permanently deactivated, and the student is no longer deemed a regular LUMS student.

19.5.2. Involuntary Withdrawal from the Semester

In cases where it is judged that the student can recover/cope, the student is allowed to take the semester off, on the condition that s/he will provide certain documentation to the OSA before being considered for re-joining. This includes, but may not be limited to, a petition for resumption of studies, medical documentation and an academic plan approved by the student's school advisement unit. This documentation will be verified by the OSA and the student will be required to have clearance interviews with the Head of OSA and the student counsellor.

These requirements are verified by the Office of Student Affairs, and if recommended, the student may be allowed to resume studies.

The degree completion time criterion is not relaxed.

19.6. Unauthorized Withdrawal

Students who leave the University without prior permission to withdraw are considered to have resigned and their admission stands cancelled.

A maximum of 3 attempts are made via email and a letter to contact such students who are absent from the University without prior information. Students are asked to enroll in their courses within the enrollment period or to take a semester off.

Finally, a warning letter and an email is issued to students stating that they are required to complete documentation to take the semester off. If they fail to respond within one week of issuance of this third warning, they are issued an unauthorized withdrawal letter from the programme.
In case it comes into university's knowledge that a LUMS student is simultaneously enrolled in another degree programme, he/she will be separated from LUMS with immediate effect.

20. Transfer Students

The following policy holds in case of transfer from other recognized institutions to LUMS undergraduate programme:

- Of the total graduation requirement of 130 credit hours, at least 72 credit hours must be completed at LUMS.
- If credit is given for courses taken at other educational institutions, then credit hours for these courses count towards the graduation requirement as well as major and/or minor requirements. A maximum of 58 credit hours can be transferred but the grades obtained in the completion of these credit hours are not used in the computation of the CGPA at LUMS.
- The Admissions Committee decides the credit limit that can be transferred to LUMS.
- Like other undergraduate students at LUMS, transfer students must graduate within a maximum of six consecutive calendar years from the date of admission. This duration is reduced by one calendar year for every 30 credit hours transferred to LUMS.
- The number of credit hours transferred and those completed at LUMS are used to determine student category, for example, first year student or sophomore.
- Upon admission to LUMS, for a transfer of credits, the student must submit the official, attested course outlines for courses taken at the previous institution to the Office of Admissions. Mere submission of course descriptions and reading material will not be accepted for course evaluation in lieu of proper course outlines. These are then forwarded to the Office of the Registrar for instructors' evaluations within respective departments. Transfer of credits can only be processed after approvals from the concerned departments, subject to satisfying the University defined guidelines below:
    - Course outline/content matching equivalent course at LUMS.
    - Classroom contact hours.
    - Assignment rigour.
- Only courses with B and above grades are eligible for transfer, if approved.
- Only grade C and above that is achieved in courses taken at LUMS will be transferred for external incoming students. To ensure that the rigour of courses is upheld, if somebody takes up a course and gets into LUMS in the following year (next year), it will be at the discretion of the department/school to evaluate and decide whether the course content is still up-to-date and valid for a transfer. The credits of these courses are included in the completed credits, whereas the course grades are neither visible on the transcript nor included in the CGPA calculation.
- A course can only be transferred if evaluated as equivalent to a course offered at LUMS. **Credit given for the courses taken before admission to LUMS will not count towards the semester credit limit required for End of the Year awards.**
- A transfer student can request a re-evaluation of his/her course outline by sending an email to RO till the first week of the Add/Drop period of that semester. After Add/Drop, no student is allowed to request a second round of re-evaluation of the course outlines.

20.1. Transferred Credits for Courses Taken at Institutions under the LUMS Exchange Programme

Exchange programmes provide an opportunity for LUMS students to study abroad and for foreign students to study at LUMS. The Office of International Affairs (OIA) at LUMS manages student exchange programmes with specific universities renowned throughout the world. Details of these programmes are periodically announced to the student body at LUMS, and they are encouraged to apply. For more information, please refer to the section Office of International Affairs under Section 3: Administrative Offices

Before leaving, students should look at the courses they wish to take at the institution they will be visiting as exchange students. Ideally, detailed outlines should be submitted to the Office of International Affairs for onwards submission to the relevant LUMS departments for evaluation prior to leaving. Once approved, the Office of International Affairs must inform the Office of the Registrar, so these credits can be counted towards the degree requirements. Also, before proceeding, visiting/exchange students are required to inform the Office of the Registrar and apply for semester-off for the period they intend to take courses outside LUMS. The application is submitted on the approved form within the communicated deadline. Students may apply for semester off by submitting an online application via their Zambeel self-service.

Respective departments follow the below defined University criteria for course evaluation:

- Course outline/content matching an equivalent course at LUMS.
- Classroom contact hours.
- Assignment rigour.

On successful completion of the exchange programme students can apply for credit transfer, as per the evaluated course outlines, through the Office of the Registrar after submitting the hardcopy of the transcript of the exchange programme at Office of International Affairs (OIA).

Only courses with B and above grade are transferred. The credits of these courses are included in the completed credits, whereas the course grades are not included in the CGPA calculation. The maximum number of credits that can be transferred in one semester is equal to the credits which a student can take in a semester at LUMS.

The exchange students are charged as 'fee-per-credit-hour'. Credit hours are awarded to their courses after the pre-evaluation process has taken place, before students' departures, irrespective of the number of credit hours transferred upon their return. The following table covers the different scenarios related to the policy:

	Credits assigned by the host institution	**Pre-evaluated credits by LUMS**	**Studied credits**	**Transferred credits**	**Chargeable credits**
Scenario 1	16	16	16	12	16
Scenario 2	16	16	12	12	12
Scenario 3	20	16	16	16	16

In the event when a student drops a course, before taking classes or at the start of the semester, at the host institution (during the Add/Drop period), OIA informs RO and Finance Office to keep an updated record. Hence, students are charged for courses/credits that they finally enroll in as per scenarios provided in the table below:

	Credits assigned by the host institution	**Pre-evaluated credits by LUMS**	**Added credits during exchange**	**Dropped credits during exchange**	**Studied credits**	**Transferred credits**	**Chargeable credits**
Scenario 1	16	16	3	0	19	19	19
Scenario 2	16	16	0	3	13	13	13

A standard tuition fee of 16 Credit Hours is charged to the Outgoing International Exchange Students. If a student enrolls in less than or more than 16 credit hours at their host university, the fee is adjusted accordingly as per the pre-evaluated credit hours. If a student enrolls in more than 16 credit hours, they receive an additional fee voucher during the same semester. However, if the student enrolls in less than 16 credit hours then the adjustment is made in the following semester.

Credits taken during the exchange programme count towards the semester credits requirement for the End of the Year awards. In case, students qualify for the End of Year Awards, awards at the time of graduation and for top positions (based on the number of credits), only then, grades of the transferred courses are taken into consideration towards the CGPA/SCGPA requirement of equal to or greater than 3.60. This is to ensure that the university defined CGPA/SCGPA awards' criteria is maintained.

Grades of the courses transferred will not be shown on the transcript or count towards the Semester GPA/CGPA/SCGPA.

20.2. Transferred Credits for Courses Taken by LUMS Students at Other Institutions

Before leaving, students must obtain prior approval to take courses at other institutions as visiting students. This is done by providing the detailed course outlines to their School Dean's office for onwards submission to the respective departments for evaluation. Once approved, the School Dean's office must inform the Office of the Registrar so these credits can be counted towards the degree requirements.

It is the student's responsibility to ensure that s/he takes only the approved courses at the host institution, to avoid rejection of course credit transfer by the respective departments, based on the course content provided later. Credits for these courses are transferred to LUMS subject to meeting the criteria of B grade or above. On successful completion of the visiting semester, students can apply for credit transfer as per the evaluated course outlines, through the Office of the Registrar after submitting the hardcopy of transcript at RO.

Credits taken as visiting students count towards the semester credits requirement for the End of the Year awards. In case, students qualify for the End of Year Awards, awards at the time of graduation and for top positions (based on the number of credits), only then, grades of the transferred courses are taken into consideration towards the CGPA/SCGPA requirement of equal to or greater than 3.60. This is to ensure that the university defined CGPA/SCGPA awards' criteria is maintained.

Graduating seniors wishing to take their final semester abroad are strongly advised to ensure that the courses they plan to take at the other institution will satisfy their remaining graduation requirements at LUMS. A failure to do so may result in a delay in graduation.

General Credit Transfer Guidelines applicable to all kinds of exchange programmes:

i. If the course taken at another university is equivalent to a course in LUMS, it is transferred as equivalent to that course. Whereas, if the course is not exactly equivalent but has overlapping content, then it is transferred as a TC (Transferred course) and counts towards free elective requirements.
ii. If a student has taken a 4 credit hours course at another university and the course is worth 3 credit hours at LUMS or vice versa, the minimum of the two will be transferred. If a core course of 4 credit has been give full credit by instructor after evaluation but the student has taken the course as 3 credit hours at the host university, the course will be transferred as 3 credit hour and 1 credit hour will be fulfilled by Independent Study.

iii. The courses evaluated with fractional credit hours i.e., 2.5/3.5 etc. are rounded off to the nearest whole number.

iv. The maximum number of credits that can be transferred in one semester is equal to the credits which a student is allowed to take in a semester at LUMS.

v. In case a transcript represents grades as 'Excellent', 'Very good', 'Good' or 'Satisfactory', for transfer of credits only 'Excellent' and 'Very Good' grades meet the eligibility criteria of B or above grade and are transferred accordingly.

vi. Pass/Fail graded courses are **NOT** transferred.

Grades of the courses transferred will not be shown on the transcript or count towards the Semester GPA/CGPA/SCGPA.

21. Academic Performance

Course grades are visible to the students in their Zambeel self-service once they are finalized by the course instructor and are then posted in Zambeel by the Office of the Registrar.

21.1. Student Evaluation

Students are formally evaluated by the faculty through appropriate instruments, as specified in the course outline. The defined course instruments are used in grading the course. These may typically include but are not limited to the following:

- Quizzes
- Assignments
- Projects
- Class participation
- Examinations

The instructor informs students about the weightage assigned to each instrument. This is mentioned in the course outline, and it is used for evaluating student performance in the course.

21.2. Grading Policy

Course grades are based on cumulative performance in defined instruments.

The final grades are assigned as follows:

Letter Grades and their Numeric Equivalents

	LETTER GRADE	NUMERIC EQUIVALENT
Exceptional	A+	4.0
Outstanding	A	4.0
Excellent	A-	3.7
Very Good	B+	3.3
Good	B	3.0
Average	B-	2.7
Satisfactory	C+	2.3
Low Pass	C	2.0
Marginal Pass	C-	1.7

Unsatisfactory	D	1.0
Pass	*P	-
Fail	F	0.0
Withdrawn	**W	-
Incomplete	***I	-
Transfer	****T	-

Grading at LUMS is based on relative performance. However, for some courses, absolute grading is used. This information is mentioned in the course outline.

A+ *and* ***F*** *are absolute grades. The other grades (****A*** *to* ***D****) may be awarded based on relative performance.*

****P*** *grade will contribute towards the earned credits and will not affect the CGPA.*

*****W*** *has no numeric equivalence and credit hours for withdrawn courses will not count towards the credit hours taken in the semester.*

*****I*** *grade is awarded if a student has completed 90% of the directed course work (DCW) in the semester and the remaining is to be completed in 6-8 weeks into the next semester (Summer not counted). After the semester absolute grading deadline, a list of students with I grade is sent to the respective department coordinators/instructors and students, mentioning the 6 weeks' deadline. In case the grade is not received by this deadline, two weeks' extension deadline is communicated. After this buffer, an F is assigned on the system. If not repeated and replaced, F grade will count towards Semester GPA, CGPA and SCGPA.*

*In the case of "****I****" grade, once the result of the directed course work (DCW) is announced, the I grade is replaced by attained grade. The semester GPA and CGPA are recomputed, and the student academic record is updated accordingly.*

If the Senior Project is to be completed in two semesters, then the final grade for SPROJ A & B (registered in two consecutive semesters) is assigned at the end of the second semester. In the interim, there will be no grade assigned to SPROJ A.

In case a multi term project is not completed within the absolute grading deadline for the former term in which SPROJ B was enrolled, then an I grade may be assigned if 90% of the coursework is complete.

***** ***T*** *in the transcript grades column, signifies that the respective course credits have been approved and transferred to LUMS.*

21.3. Calculation of Semester GPA

Semester GPA, CGPA and SCGPA are calculated and are based on all courses' grades attained at LUMS. Accordingly, GPAs made visible on the transcript truly reflect the academic performance of a student.

The GPA in a particular semester, i.e., the Semester Grade Point Average, is calculated using the following method:

- The instructor assigns a certain letter grade to a student in a particular course. The numeric equivalent of that grade is provided in Table below.
- The grade points for all the courses taken in that particular semester are calculated and added together.
- The sum is then divided by the total number of credit hours taken in that semester. The quotient is the Semester GPA.

Semester GPA Calculation

COURSES TAKEN	LETTER GRADE	NUMERIC EQUIVALENT	COURSE CREDIT HOURS	GRADE POINTS
Course 1	A	4.0	4	16.0
Course 2	B+	3.3	4	13.2
Course 3	F	0.0	3	0.0
Course 4	W	-	3	-
Course 5	C+	2.3	4	9.2
TOTAL			**15**	**38.4**

$$Semester\ GPA = \frac{Sum\ of\ Grade\ Points}{Total\ Credit\ Hours\ attempted} = \frac{38.4}{15} = 2.56$$

While semester GPA is calculated using all credit hours attempted in the semester (15 in the above example), it is only the successfully completed credit hours (12 in the above example) that count towards the graduation requirements.

Note: Credit hours for withdrawn courses and courses with an F grade neither count towards graduation requirements nor towards the successfully completed credit hours for the semester.

21.4. Calculation of Cumulative GPA (CGPA)

The calculation of Cumulative Grade Point Average (CGPA) follows the same procedure. In this case the calculation is based on all the courses taken since joining the undergraduate programme.

An illustrative example with hypothetical data for CGPA calculation is worked out in Tables below:

CGPA Calculation (Semester 1)

COURSES TAKEN	LETTER GRADE	NUMERIC EQUIVALENT	COURSE CREDIT HOURS	GRADE POINTS
Course 1	A	4.0	4	16.0
Course 2	B+	3.3	4	13.2
Course 3	F	0.0	3	0.0
Course 4	W	-	3	-
Course 5	C+	2.3	4	9.2
TOTAL			**15**	**38.4**

$$Semester\ GPA = \frac{Sum\ of\ Grade\ Points}{Total\ Credit\ Hours\ attempted} = \frac{38.4}{15} = 2.56$$

In this example, the student has a semester GPA of 2.56 at the end of Semester 1. S/he has attempted 15 course credit hours and successfully completed 12 credit hours, as s/he failed in course 3.

CGPA Calculation (Semester 2)

COURSES TAKEN	LETTER GRADE	NUMERIC EQUIVALENT	COURSE CREDIT HOURS	GRADE POINTS
Course 6	A	4.0	3	12.00
Course 7	B-	2.7	4	10.8
Course 8	B+	3.3	3	9.9
Course 9	C+	2.3	3	6.9
TOTAL			**13**	**39.6**

$$Semester\ GPA = \frac{Sum\ of\ Grade\ Points}{Total\ Credit\ Hours\ attempted} = \frac{39.6}{13} = 3.04$$

$$CGPA = \frac{Sum\ of\ All\ Grade\ Points}{Total\ Credit\ Hours\ attempted} = \frac{38.4 + 39.6}{15 + 13} = 2.79$$

Furthermore, at the time of graduation, SCGPA (Specialization CGPA) is also visible on the transcript and is calculated on the basis of **major cores, major electives and free electives in the area of the major**.
Above mentioned method is applicable even if a student has taken courses beyond the defined credit limit requirement of a degree programme.

21.5. Grade Review Policy

There may be instances when a student believes that there is a discrepancy in his/her final grade. A review of grade plea is acceptable only in the case of a computational error.
If a student wishes to dispute a grade, he or she needs to contact the course instructor. If the instructor does not agree, the student may appeal to the head of the department and in extreme circumstances, to the Dean of the School within two weeks after the final grade is visible in his/her Zambeel self-service.

21.6. Grade Change Policy

In the grade review process, if the student's request is justified and change in grade is approved, then only the instructor of the course can file a grade change petition to the Office of the Registrar within the deadline, using the Grade Change Petition Form available at the Office of the Registrar portal http://portal.lums.edu.pk/RegistrarOffice. Department staff/TAs cannot sign in lieu of the instructor. Approval of the head of the department and School Dean is mandatory for the grade change to come into effect.

In case the instructor is no longer associated with LUMS, the head of the department is authorized to review the grade change request.

21.7. Course Pass/Fail Policy

The purpose of the course Pass/Fail policy is to provide students with the opportunity to take courses of interest outside of their major field of study and to learn without concern for the grade having an impact on their GPA. This policy encourages learning diversity and provides students, who have not decided upon a major, the opportunity to explore different areas of study.

The important points regarding this policy are:

- It is the prerogative of individual instructors as to whether they wish to allow their course to be taken as Pass/Fail. The student should only proceed to apply for Pass/Fail for a course if the instructor agrees.
- First year students in their first semester are excluded from this policy.
- A student can choose to designate a course as Pass/Fail till the same date as the Drop Only deadline
- Pass/Fail courses can only count towards the free electives' requirement.
- Hence Pass/Fail courses cannot be taken from within the major core OR elective courses, (even if such courses are in excess of the major requirements), OR count towards the University Distribution requirements.
- Students can only convert courses to Pass/Fail which are outside of their major field of study. If students choose courses for Pass/Fail conversion which are cross listed with their major field of study, such courses cannot be converted to Pass/Fail even if those courses are fulfilling their free electives' requirement.
- In case of a change of major, if the courses previously taken as Pass/Fail fall under the new major core, major elective, or In/Out group bin requirements of the new major, the courses must be repeated with letter grading scheme.
- **Pass/Fail courses do not count towards fulfilment of a minor.**

- A course designated as Pass/Fail can be repeated only with Pass/Fail grading scheme. Similarly, a course already taken as letter grade cannot be converted into Pass/Fail at the time of repeat/replace.
- Up to 10 credit hours can be taken as Pass/Fail during the entire degree tenure, inclusive of all SWR courses, Independent Study, Directed Research Project, Internship (in case of SDSB students) and any other course previously graded as Pass/Fail.
- C or higher grade attained in a course which has been designated as Pass/Fail will not be visible on the transcript and will not count towards the calculation of Semester GPA, Cumulative GPA and Specialization CGPA. Only the attained Pass/Fail grade is visible on the transcript.
- In a Pass/Fail designated course, a Pass grade is awarded, if the attained cumulative percentage in the course is equivalent to a C or higher grade, as per the grading scale applied to the entire class.
- A Pass grade will have no effect on the CGPA and the credit for the course is earned, whereas a Fail grade will negatively count towards the CGPA calculation with no credit given for the course.
- Pass/Fail Courses are not converted to letter grade for the computation of Honours and Awards. However, these credits will count towards the credit hour requirement for DHL.
- Summer is an accelerated semester, the courses enrolled during summer semester cannot be converted to Pass/Fail.

22. Attendance Policy

22.1. BA (Honours)/BS/BSc (Honours) Programmes

Students are expected to attend all classes to take full advantage of the learning opportunities. They also need to avoid missing surprise quizzes so that the course grade is not negatively affected.

Some instructors require attendance to be mandatory (with a penalty for missing classes) and have substantial grade reduction associated with absences, as given in the respective course outline for each course.

22.2. B.A.-LLB (Honours) Programme (LL. B Years I, II, and III)

In the B.A.-LLB (Honours) programme, attendance is mandatory. Missing four or more cases can result in the penalty of a reduction of one letter grade from a student's eventual overall letter grade. Furthermore, anyone who is ten minutes late for a class is marked absent, unless s/he has a legitimate excuse communicated through prior notification to the teacher or in exceptional cases, formally communicated after class to the instructor or TA.

23. Examinations

The Office of the Registrar allocates auditoriums for conduction of examinations. As a norm, the mid-term and final examinations follow the regular class meeting pattern. Students are strongly advised to take courses keeping this in mind. As a norm, large classes and courses requiring combined examinations are planned on the weekends or the late evening time slot during weekdays. Students are required to take examinations as scheduled. For missed examinations, refer to Policy No. 24 on Make-up Policy for Graded Instruments.

The following additional detail relates to the conducting of examinations at LUMS:

- During an examination, a student may not leave the auditorium without the permission of the invigilator. If allowed, only one person at a time is allowed to go out of the room.
- No question papers and answer books are to be taken out of the examination room during the examination.

- All students are required to bring their LUMS student smart card for the examination. The invigilator and/or instructor reserves the right to check the ID of the students.
- Mobile phones and other communication devices are not allowed in the examination venue.
- The duration of an examination is determined by the instructor and no extension in the time is given unless allowed by him/her.
- Students are not allowed to enter the examination room if they are late by more than 30 minutes. No extra time is granted.
- Students may not leave the auditorium till 45 minutes of the examination time has elapsed.
- In case of natural/medical emergencies, students may be allowed to leave the examination room accompanied by an invigilator.

24. Make-up Policy for Graded Instruments

The purview of this policy includes all instruments/sub-instruments of a course impacted by a short-term, serious emergency; academic accommodations for disabilities are the purview of the Office of Accessibility & Inclusion (OAI).

24.1 Rationale and overview

As an institute of higher learning, LUMS considers academics as the university's central activity and class attendance / assessments are an integral part of this learning process. Further, giving different times or opportunities to different students is impossible for instructors and also unfair to those students who receive less time or fewer opportunities for assessments. For these reasons, absence from examinations or missing graded instruments is strongly discouraged and only permissible in extreme situations beyond the student's control. This allowance is to balance the integrity/equity of the assessment system while providing flexibility in rare and exceptional emergencies: i) serious medical conditions (that persist despite adequate treatment and whose severity significantly impacts studies); ii) death in the immediate family; iii) certain pre-approved extracurricular activities (where the student is officially representing LUMS at a prestigious forum); iv) visa interviews (for higher studies/immigration), job interviews for graduating seniors, and other emergencies (see below for additional details on each situation).

24.2 Process of petitioning and associated timelines

The student or someone on his/her behalf must submit the petition form along with all required documentation as soon as possible; this is necessary so that course instructors can be informed of the potential accommodation needed in a timely fashion. This submission should ideally happen prior to the instrument's deadline but no later than three days after missing the graded instrument for which relief is being sought. Petition-submission is not considered complete until all required documentation has also been submitted. This means instruments whose dates/ deadlines fall outside this timeline (i.e. instruments older than 3 days from submission of petition form and documentation) cannot be considered. Therefore, it is important for students to submit the petition form and all necessary documents as soon as possible (or request someone to do so on their behalf), rather than waiting for the resolution of the emergency impacting their studies.

When to request course instructor and when to request SSS, and possible outcomes of petition.

The request must be submitted to the instructor (in cases where the missed instruments total 10% or less of the course grade); OR to the Office of Student Support Services at petitions@lums.edu.pk (in cases where the missed instruments total more than 10% of the course grade). This system balances two important elements of education at LUMS: the principle of instructor autonomy over their courses/ grading

(when the impact on the course grade is up to 10%) and the principle of equitable treatment of students across campus (when the impact on the course grade exceeds 10%).

When relief is being sought for a specific situation and the instruments collectively comprise 10% or less of the course grade (in a single course), the instructor shall have the prerogative to ascertain the circumstances and determine the path forward for the student in their course. Student Support Services will not process such petitions and students should contact the course instructor directly as soon as possible (ideally prior to the instrument's deadline and no later than 3 days after the deadline for the instrument for which relief is being sought). In these cases, the instructor should make a determination and communicate with the student within a week of receiving the request. Instructors have the full range of options available to them, based on their assessment of the circumstances and their course policies: i) Allowing a retake of the missed instrument.(Note: the retake can include a different version of the missed instrument – so that the student does not benefit from speaking with those who have already attempted the instrument – or an alternate form of assessment deemed appropriate by the instructor for the learning being assessed); ii) Applying the course's pre-existing N-X policy OR assigning an average or percentile received by the student in other sub-instruments till the end of the course (for instruments with multiple sub-instruments, e.g. CP, quizzes, etc.); iii) Assigning an average grade or percentile received by the student in other instruments till the end of the course (for instruments that do not have any 'sub-instruments' e.g. mid-terms or final exams); or iv) Denying the request and assigning a zero score for that instrument. Note: In no circumstances can the student be assigned the 'class average' or a grade based on the performance of other students in the course. For any clarifications of this policy or the options available, instructors can seek guidance from their school's Advising Unit or Dean's Office but ultimately it is the instructor's purview to evaluate requests when the impacted instruments total 10% or less of the course grade.

When relief is being sought for a specific situation and the impacted instruments collectively comprise more than 10% of the course grade (in a single course) a request for a make-up must be made by the student or someone on his/her behalf, on the Make-up Instrument Petition Form which is to be submitted to the Office of Student Support Services (SSS) at petitions@lums.edu.pk along with the other required documents. This must be submitted either prior to or within three days of the instrument date/deadline for which relief is being sought. The petition is processed by the SSS after due diligence and the student is notified of the decision, at most within 48-72 working hours after all required documentation has been submitted. Submitting a petition does not guarantee its approval. Depending on the circumstances and documentation, the petition could be denied, in which case a zero score will be assigned to that instrument. If the petition is approved, there is no grade reduction on the approved make-up instrument. (Note: even if a petition is approved, the specific dates or instruments approved will be based on the verifiable circumstances established through appropriate documentation. This could be different from the dates/instruments requested by the student and could exclude certain dates/instruments for which: i) the documentation is incomplete or does not conclusively establish the circumstances; or ii) the established circumstances do not meet the criteria laid out in this policy). The instructor will be notified, and the instructor will have the discretion to select the most appropriate option for proceeding: i) Allowing a retake of the missed instrument. (Note: The re-take can include a different version of the missed instrument – so that the student does not benefit from speaking with those who have already attempted the instrument – or it can be an alternate form of assessment deemed appropriate by the instructor for the learning being assessed. However, a re-take is not required if there is no pathway to passing the course even if the missed instrument is retaken); ii) Applying the course's pre-existing N-X policy OR assigning an average or percentile received by the student in other sub-instruments till the end of the course (for instruments with multiple sub-instruments, e.g. CP, quizzes, etc.); iii) Assigning an average grade or percentile received by the student in other instruments till the end of the course (for instruments that do

not have any 'sub-instruments' e.g. mid-terms or final exams). Please note: in order to receive a grade for a course, students must have graded instruments that cumulatively account for at least 70% of the course grade. Therefore, if the missed instrument/s account for 30% or more of the course grade, then this option of extrapolating 'average in other instruments to the missed instrument' – is not available and a retake is required (see the guidance for retakes given in option #i earlier). Further, in no circumstances can the student be assigned the class average, or a grade based on the performance of other students in the course.

24.3 Other elements of the policy:

- For missed final examinations: private arrangements for a make-up of the final examination between a student and an instructor are not allowed. The student is required to submit a petition to Student Support Services, so that the circumstances for missing the final exam can be ascertained through appropriate documentation. If the make-up exam option is granted, the make-up exam must be conducted by the instructor within two weeks of the original exam date in case of a regular semester, and within a week in case of a final graduating semester.
- Students who have already attempted an instrument cannot petition for a makeup for the same instrument (this includes situations when the student has entered the examination hall). Students who miss a scheduled make-up exam will not be given a second chance.
- In situations where the petitioned instruments account for 50% or more of the course grade, the appropriate accommodation may be to withdraw from the course and re-take the course when the student is better able to meet the course's academic requirements.
- If – for any reason or circumstance – a student requests one or more petitions at any time during the semester that cumulatively add up to more than 21 days (including weekends) during spring/fall, or more than 7 days (including weekends) during summer, this constitutes the loss of a significant portion of the time allocated for teaching/learning during the semester. In such cases, SSS will forward the case to the Dean OSA for consideration for an involuntary semester withdrawal so that the student can resume studies in a future semester when their circumstances allow them to engage with their studies and learning.
- Certain course outlines may limit the number of absences allowed. In cases where a student's petition is approved and it clashes with the course's policy on the number of absences allowed, SSS will attempt to work with the instructor; if the instructor feels that the course's learning objectives are impossible to achieve given the absences approved in the petition, SSS will explore the possibility of a course withdrawal for the student.
- In the last three weeks of the semester, if a student petitions for final exams/projects/papers etc. in three or more courses, or requests for withdrawal from two or more courses, this means that the gravity of medical or other circumstances is posing a major hurdle in completing academic requirements. In this context, while relief for semester-completion may be warranted, at the same time, continuing immediately in the subsequent semester may not be appropriate because of the seriousness of medical or other circumstances that are impacting studies. Therefore, if requests for course-withdrawals from two or more courses or petitions for final exams/ projects/ papers etc. in three or more courses in the last three weeks of the semester are approved, SSS will make a determination within three weeks of the petition about whether an involuntary withdrawal in the subsequent fall or spring semester is warranted, to allow time for handling the circumstances and their lowering future impact on studies. (Note: if an involuntary withdrawal is decided, appropriate documentation will be required prior to resumption of studies in the subsequent fall or spring semester. Furthermore, enrollment in summer will not be possible until the student is cleared to resume studies).

- Any misrepresentation in the petition or documentation constitutes fraud as well as cheating (i.e. an attempt to secure course credit through unfair means) and therefore may result in a referral to the Disciplinary Committee (DC).

24.4 Circumstances covered by the policy

The make-up instrument policy is applicable to the following situations. (As mentioned above, Student Support Services will only be involved for petitions when more than 10% of the course-grade is impacted).

24.4.1. Medical Cases

Relief is only granted for medical circumstances that are verified by LUMS healthcare professionals as having symptoms of such severity as to seriously hinder meeting academic commitments. In such circumstances, the student must consult with the LUMS Medical Center (LMC) or on-campus Counseling and Psychological Services (CAPS).

While documentation from on-campus healthcare facilities (LUMS Medical Center and CAPS) is highly preferred, in cases where the student is out of station or away from the campus, the student should submit complete and official medical documentation related to the illness and medical treatment, i.e., original copies of the clinical reports, doctor's evaluation, hospitalization details, medication receipts, contact information of treating physician, etc. to the Office of Student Support Services, within three days of the missed instrument.

In such circumstances, Student Support Services will evaluate the medical documentation in consultation with LMC/CAPS and may require additional documentation and/or direct communication with the treating physician or clinician, before making a determination about the petition.

In all cases, clinical evaluations and written assessments from the treating physician or counselor must be obtained while the student is unwell. Note: petitions can only be processed when the medical and clinical evaluation was conducted at a time that can clearly establish medical impairment at the time of the missed instrument; therefore, retroactive clinical evaluations about past illnesses cannot be processed. SSS may further consult with the Medical Center or CAPS to determine whether the severity of symptoms warrants relief and may require students to submit additional documentation.

Students are expected to look after their well-being responsibly. Inadequate engagement with healthcare and treatment means that the resulting impact is a consequence of choice (i.e., the choice of not engaging with healthcare/treatment). Such cases are therefore not covered by this policy which is for emergencies beyond the student's control.

24.4.2. Death or illness in the Immediate Family

In the unfortunate event of a death in the immediate family (strictly limited to parents, siblings, spouse, children or grandparents only), students should file a makeup exam petition to SSS within a week of the demise.

The Office of Student Support Services may need to verify the documentation in due course and will inform the student regarding the decision. Petitions will not be entertained for demise of any individuals or relatives other than specified above in the policy.

In cases of illness in the immediate family, relief is only granted for cases where: a) the unwell relative is the student's sibling, parent, or child; b) there is documented overnight admission to the hospital for a severe illness; and c) other caregivers are not available to enable the student to meet their academic commitments.

24.4.3. Extra-Curricular Activities

If a student is proceeding to participate in an event which is considered prestigious by the University, the patrons of the relevant societies/clubs/sports teams should try to negotiate a date for the event with the event organizers that does not conflict with the midterm/final exam schedule or other academic commitments. If the negotiations fail, the patron should inform the SSS at a minimum one week in advance and get prior permission for the students to participate in the event. Note: graduate students can be allowed to participate in activities like conferences if endorsed by their faculty adviser (as being important enough for their academic learning to warrant a petition for missed course instruments).

In the case of an international event, one extra day before and after the event to account for travel logistics can be petitioned for. Extra days spent on private extensions of the trip will not be permissible.

In case of sports events, students participating in the following may file a petition:

- HEC inter-varsity events,

- games organized on national/regional or international scale.

All sports events other than the ones prescribed in this policy will not be processed.

24.4.4. Visa/Employment Cases

Graduating seniors who have a job interview, and students from any class who have applied for a study visa or immigration visa and have been called for an interview on the date of an instrument are allowed a makeup instrument without grade reduction. Such students should submit complete supporting documents to the Office of Student Support Services as soon as the interview date is scheduled and no later than 3 days after the instrument for which relief is being requested. Petitions for interviews or visas other than the ones indicated in this policy will not be granted (e.g., internship interviews for non-graduating students, or travel/business visa cases or spousal visas/interviews, etc.)

24.4.5. Other circumstances

Petitions for wedding/marriage events are only allowed for marriage of siblings or self, and only for the main events of mehndi, barat and walima. All documentation must be provided as soon as the event dates are set and no later than 3 days prior to the first event. For weddings in Lahore, petitions will only be granted for instruments clashing with the specific event date and time. For wedding locations out of the city, petitions may be granted from the first main event to the last main event. For wedding locations abroad, one day of travel time can be granted before and after the main events.

For other emergencies, the student will apply to the SSS either prior to or within three days of the date/deadline for the instrument for which relief is being requested, with the provision of adequate documentation that establishes the emergency. Petitions will not be entertained for circumstances that can be catered for through appropriate advance planning (e.g., traffic delays, power outages, equipment malfunctions, etc.)

25. Student Code of Conduct

25.1 General

25.1.1 Preamble

The Lahore University of Management Sciences (LUMS) is a unique residential campus and a site of learning, discovery, transformation, advancing knowledge and intellectual growth for its students. The

University has accomplished this by maintaining academic freedom, the free flow of ideas, open dialogue, accessibility, and through maintaining the integrity of the University's processes. This is made possible by a highly diverse community that comprises students, staff, and faculty. In order to uphold the integrity of the institution LUMS expects its students to understand and adopt the guiding principles that undergird this institution. The values, principles and general practices are laid out in the Student Code of Conduct.

The Student Code of Conduct is based on the premise that LUMS is a shared community comprising students, staff and faculty, many of whom also live on campus. Each community member's behaviour impacts both their own learning as well as the ability of others to access or participate in this university's learning experiences. Therefore, LUMS' commitment to learning automatically entails upholding behaviours that maximize the entire community's learning. This also requires the institution to intervene when any individual's behaviour negatively impacts the person's own or other people's ability to access or participate in the LUMS experience.

This Code also assumes that LUMS is not just an educational institution but also a civic one. Its investment in education is purposeful: to have a positive impact on society. LUMS accomplishes this by producing graduates who can play a positive role in all the communities they are a part of. In short, the goal of producing good citizens is entailed by LUMS' own citizenship: the institution's desire to positively impact the society in which it is embedded. The LUMS' Code of Conduct is essential to this institutional mission of producing graduates who can make a positive contribution to society. LUMS cultivates this civic awareness by requiring all its affiliates to live and practice it during and beyond their time at LUMS. Membership in the LUMS community is a privilege, not a right. This privilege is retained by upholding the values of this community within and outside of the institution.

A shared community that upholds civic values necessarily places the utmost importance on pluralism. LUMS is a diverse, plural community that celebrates gender inclusion, various ethnic, racial, religious and socioeconomic backgrounds as well as affiliations–faculty, students, and staff. This commitment to pluralism means that we learn to cohabit in shared spaces– the LUMS campus and by extension the cities and country that we live in, through responsible behaviour and civic sensitivity.

As an institution aiming for excellence, LUMS aspires for all affiliates to embody the ideals and practices highlighted above to the highest extent possible. The goal is for all affiliates to uphold behaviours that promote – in the best possible way – the sustenance of a shared space where everyone can flourish. However, when anyone's behaviour begins to negatively impact their own or others' ability to participate effectively in this community, then LUMS is committed to intervening to rectify the situation for the sake of maintaining an appropriate learning and living environment. For transparency, it is necessary to clarify behaviours that will trigger an institutional response. While it is necessary to enumerate this list of sanctionable behaviours, it is also important to clarify: avoiding sanctions is only minimally acceptable behaviour, not excellent behaviour. In other words, the space allocated to sanctionable behaviours here is a function of transparency not priority. LUMS requires all members to adhere to minimally acceptable behaviours but LUMS aspires for all members to embody excellent behaviours.

25.1.2 Purpose

Students are the principal members of the LUMS community, and they enjoy many privileges and rights as part of this community. However, they also have the responsibility to conduct themselves in an honorable, ethical and appropriate manner, and to comply with the rules and regulations of LUMS. The Student Code of Conduct describes the standard of behaviour expected from every LUMS student and specifies actions that will be deemed to be in violation of the conduct expected from a LUMS student.

25.1.3 Applicability and Jurisdiction

This Code of Conduct is applicable to all LUMS' students, alumni, and student organizations at LUMS.

- **On-campus jurisdiction**: The disciplinary jurisdiction of this Code of Conduct extends to any misconduct by a student, alumnus or student organization that occurs on LUMS campus, or in a LUMS student-housing facility that may be situated off-campus.

- **Off-campus jurisdiction**: The interaction of LUMS community with the people, institutions, professional societies and organizations outside of LUMS, is an important aspect of LUMS mission and activities. The members of the LUMS community are expected to behave ethically, honorably, professionally and in keeping with LUMS core values and quality standards at all times. Therefore, the disciplinary jurisdiction of this Code of Conduct also extends to misconduct that occurs off--campus. Students should be particularly mindful of behaviour when representing LUMS off-campus. However, if an egregious violation of the code is brought to the attention of the University at any occasion relating to behaviour off-campus the University reserves the right to penalization. This is particularly important whilst representing LUMS but also applies otherwise.

- In exceptional circumstances where the university determines, based on information of off-campus behaviour, that a student or alumnus may pose a risk to the campus community, the university may restrict or suspend the individual's campus access privileges and may impose disciplinary sanctions, even for off-campus behaviour when not representing LUMS.
  Disciplinary proceedings at LUMS may be instituted for an act of misconduct even if there is civil or criminal litigation pending for that action in a court of law. Disciplinary sanctions may be imposed prior to, during, or after the litigation has run its course.

25.1.4 Responsibility to Understand the Code of Conduct

Every student, alumnus, and student organization is responsible for understanding and abiding by this Code of Conduct. Ignorance of the Code of Conduct will not be considered a valid defense during disciplinary proceedings. Queries seeking clarifications regarding this Code of Conduct may be addressed to dc@lums.edu.pk

25.2 General Expectations of Conduct

One of the aims of the programs at LUMS is the development of personal and professional ethics among students. Students are expected to conduct themselves honourably in all aspects of their life at LUMS. They are expected to uphold all LUMS' values listed in the previous section.

The university expects all LUMS students to take responsibility for their actions. Their behaviour should reflect a respect of law, a consideration of the rights of others, the Student Code of Conduct in academic and non-- academic matters, and shared standards of considerate and ethical behaviour.
Disciplinary sanctions may be imposed in case of violations of this Code of Conduct. Examples of disciplinary sanctions include, but are not limited to, fines, community service hours, or academic penalties, and may also result in dismissal from the university. A student dismissed for disciplinary reasons will not be considered for readmission.

25.2.1 Maintaining Decorum

All members of the LUMS community share the responsibility of maintaining an atmosphere of mutual respect and are expected to show good and tact in all matters. Students are expected to maintain proper decorum and etiquette and demonstrate the core values of pluralism and respect while interacting with their peers, faculty members, guest speakers and the staff at LUMS.

Students are expected to be respectful towards faculty and staff of all ranks; they should exhibit a dignified demeanor and respect the rights, differences, and dignity of all members of the LUMS community.

25.2.2 Classroom Behaviour

Students should not be late for classes and should not leave the classroom when the class is in session except under special circumstances, with the permission of the instructor. They should not exchange notes, cross talk, or use their mobile phones during class.

25.2.3 Obligation to prove identity

Students must always possess their Student ID smart cards while on campus. They need to present their IDs when they enter the campus and are obliged to present their ID, on identification, if asked by faculty and/or staff of all ranks. Failure to do so will result in disciplinary action.

25.2.4 General Behaviour in Public Spaces

Students must remember that the LUMS campus is a shared space, and they must govern their behaviour accordingly. Inappropriate behaviour includes but is not limited to: public indecency (individual, couple, or group), acts of intimacy that are overtly sexual in nature, unprompted or random usage of obscene language, and indecent behaviour overt or covert towards an individual. Inappropriate behaviour can lead to disciplinary action or be referred to the student's parents.

25.2.5 Appropriate Dress

The LUMS community is expected to dress in a fashion that reflects high standards of professional decorum. The dress should be in congruence with broad cultural sensibilities and should reflect a consideration of the diverse and mixed community present here at LUMS. There is no prescribed uniform in the university. All members of the LUMS community must exhibit a propriety in their dress that corresponds to a professional environment. Clothing that carries indecent or vulgar comments or implies obscenities, as well as attire that is revealing is deemed unacceptable.

While on campus, students are expected to be neatly and appropriately dressed at all times, and especially for interviews, class presentations, seminars by guest speakers, and other academic events.

25.2.6 Keeping the Campus Clean

All members of LUMS community have a shared responsibility to keep the campus clean. This means no littering on campus, inside or outside classrooms. Trash cans are placed on campus at several locations. All members are urged to use these trashcans and refrain from littering on campus.

25.2.7 Eating and Drinking

Eating and drinking is, in general, not allowed in academic buildings and the Library, except in areas designated for this purpose. Food and drinks, with the exception of water, are not allowed in classrooms, discussion rooms, laboratories and the library.

25.2.8 Smoking

Smoking is prohibited in all facilities and areas of LUMS, with the exception of the designated Smoking Zones located throughout the campus. Other than Smoking Zones, smoking is not permitted anywhere in LUMS. Furthermore, this definition extends to university owned or leased vehicles outside LUMS. Cigarette waste should be disposed of properly in a safe manner in designated outdoor ashtrays. Fire hazard, campus safety and cleanliness should be considered in disposing of cigarettes and ash. Smokers will be held responsible for any violations. Non- compliance of the smoking policy will result in fines and possible disciplinary action. Visitors refusing to comply with the policy shall be asked to leave the campus. For detailed guidelines, please access the Smoking, Drugs and Alcohol Abuse Policy present on the LUMS website.

Faculty and senior staff are authorized to approach and collect the smart cards of anyone found littering or smoking outside designated areas on campus. Cards are to be sent to the security desk at the main gate where the offenders may reclaim them after paying a Rs. 5000 fine.

25.2.9 Drugs and Alcohol

Drugs and alcohol, as defined by the Acts and Ordinances, are not permitted anywhere on campus, at any time, without exception.

Non- compliance of the drug policy will result in fines and possible disciplinary action. Visitors refusing to comply with the policy shall be asked to leave the campus. For detailed guidelines, please access the Smoking, Drugs and Alcohol Abuse Policy present on the LUMS website.

25.2.10 Visiting Guests

It is the responsibility of the members to ensure that their guests do not violate the security rules, regulations, and behavioural norms of the University. Please refer to the updated LUMS Visitors' policy.

25.2.11 Distribution of Written Materials and Posting of Notices

Free inquiry, free expression and civility within the academic community are indispensable to the University's objectives. Inclusion of the name, telephone number or e-mail address of the University sponsoring organization or individual member of the University community on material resembling petitions, posters, or leaflets distributed on campus is required. Such notices can only be posted on noticeboards. Complaints against offensive notices can be lodged with the Office of Student Affairs.

25.3 Misconduct

The following actions will be considered misconduct whether they occur on campus, off-campus and/in an online space and will be treated as a violation of the Student Code of Conduct at LUMS.

In addition to violations of the general expectations of conduct there are also certain categories of misbehaviour that may result in penalties and violation. The list below is not by far exhaustive. The University reserves the right to penalize behaviour that is not in congruence with the student code of conduct.

In the case where the incident of misconduct does not elicit a sanction/penalty based on University's code the University reserves the right to make a decision based on its core values, principles and good judgement.

25.3.1 Discrimination

a. Expressions of racial, religious, ethnic, socio-economic status or gender bias, or discrimination based on these factors, directed at individuals or groups.
b. Unequal treatment that entails demeaning another person for reasons including but not limited to race, gender, creed, or origin.
c. Violation of merit for such reasons.

25.3.2 Aggressive Behaviour and Interpersonal Misconduct

LUMS has zero-tolerance for any form of aggressive behaviour such as harassment, stalking, or ragging activities. Misconduct of this type includes, but is not limited to:

a. Stalking, which refers to a pattern of unwanted and persistent pursuit and intrusion into the life of another person, such as following them around, appearing uninvited at their place of residence, employment, or education, as well as making other attempts to contact the target, who clearly does not desire it. Stalking is a pattern of behaviour is such that it is repetitive, and it causes stress in the victim, who experiences it as a threat and may therefore realistically fear for their physical safety.

b. Harassment is behaviour the purpose of which is to humiliate, discomfit, or otherwise psychologically torment or provoke the target, whether through words, gestures, or actions. Although usually stopping short of actual physical aggression, harassment is an act of hostility that has a disruptive effect on the victim's ability to function at work or school. Sexual harassment, which is any unwelcome sexual advance, request for sexual favors or other verbal or written communication or physical conduct of a sexual nature, or sexually demeaning attitudes, causing interference with work performance or creating an intimidating, hostile or offensive work environment, or the attempt to punish the complainant for refusal to comply to such a request or is made a condition for employment. Sexual harassment may involve the behaviour of a person of either sex against a person of the opposite or same sex.
The Disciplinary Committee does not deal with sexual harassment cases. Rather, they are referred to Standing Inquiry Committee on Sexual Harassment. [Refer to LUMS Policy on Sexual Harassment available on LUMS Portal.]

c. Hazing or Ragging, which constitutes initiation rituals that involve abuse and that humiliate and violate the dignity of a new member. Any new member initiation process should be conducted in a manner that respects the dignity of new members and protects their mental and physical well-being. The intent of any person engaging in hazing activity or the consent or cooperation of any person who is a victim of hazing will not constitute a defense to an allegation of misconduct for hazing.

d. Physical assault includes not just beating, punching, kicking but any aggressive physical contact such as pushing and shoving. In almost all circumstances being provoked will not count as a mitigating factor in disciplinary proceedings. Provocations to violence can be physical or non-physical and may include abusive language or gestures. Provocation is when a person is considered to have committed a violation of the code of conduct because of a preceding set of events that might cause a reasonable individual to lose self-control. * Intimidation refers to menacing behaviour or threats of harm to self, to others or to persons related to them, often as a means of coercing the target to acquiesce to the perpetrator's demands.

e. Photographing others without consent in places where there is a reasonable expectation of privacy is not allowed.

f. The **sharing of images** depicting nudity is strongly discouraged, as it can infringe upon individuals' privacy, promote unethical behaviours, and create an uncomfortable or unsafe environment. Any such activity can be considered a violation of the code of conduct and may solicit a disciplinary proceeding. Respecting the boundaries and dignity of others is essential in fostering a culture of inclusivity and ensuring a positive community experience.

g. Any other act that endangers human life or threatens serious physical or psychological injury.

25.3.3 Damage to Property

a. Theft of, conversion of, misappropriation of, or damage to or destruction of any property of the University or property of others while on University premises or at official University functions.

b. Attempt to set fire on campus, whether successful or unsuccessful, except in places designated for this purpose, such as lab burners, cooking stoves, or fireplaces.

25.3.4 Unauthorized Possession of Weapons

The unauthorized possession, storage, use or threat of use on campus of firearms, ammunition, explosives, fireworks, firecrackers, or other weapons.

25.3.5 Illegal Drugs and Alcoholic Beverages

a. Possession or consumption of heroin, opiates, cocaine, marijuana, hashish, alcoholic beverages or other intoxicating substances is strictly prohibited anywhere on campus.

b. Offering to sell or obtain these substances.

If a student is part of a group in which intoxicating substances are being consumed, it is in the student's best interest to leave the group to avoid suspicion of involvement or complicity.

25.3.6 Dishonesty, Forgery and Misrepresentation

Some examples of violations of this category are:

a. Providing false written or oral information to the University.
b. Providing forged documents to the University.
c. Providing false identification to an official of the University.
d. Providing false financial information for the purpose of obtaining any concession or financial aid.
e. Forgery, alteration, or misuse of any University document, record, key, electronic device, or identification.
f. Signing a document with someone else's name, initials, or signature.
g. Financial misappropriation.
h. Misrepresentation, or false statement of fact

25.3.7 False allegation

Deliberately accusing a person or an organization of misconduct, with knowledge that this allegation is false.

25.3.8 Disruption

a. Disrupting or obstructing the functions or activities of the University, whether on campus, or at functions of the University off-campus.
b. A demonstration on campus which substantially disrupts the normal operations of the University
c. Inciting others to substantially disrupt the normal operations of the University
d. Obstructing the entrance or exit of any university building or campus gate.
e. Obstructing the free flow of vehicular or pedestrian traffic on the campus.
f. Trespassing, that is, unauthorized entry into any area of the campus, room, or grounds.
g. Disorderly conduct, including failure to comply with the directions of faculty or staff of the University.
h. Public use of abusive language or curse words.
i. Discourteous, rude behaviour with faculty or staff of the University.

25.3.9 Disturbance

Every LUMS community member has the right to a reasonably quiet environment in the classrooms and on campus in general. The university expects all members to respect this right and to be aware of the impact of their activities on their fellow members.

In public places like the Library, academic buildings, auditoriums, laboratories, and the Pepsi Dining Centre, disruptive behaviour is considered irresponsible. Members should refrain from being noisy in the corridors as this disturbs the classes.

25.3.10 False Report of Emergency

Deliberately causing or making a false report of an emergency. Some examples are false reports of a fire or a crime.

25.3.11 Misuse of Safety Equipment

Unauthorized use or alteration of fire or other safety or emergency devices.

25.3.12 Theft or Possession of Stolen Property or Service

a. Taking without consent the property of the university or the property of a member of the university community, or availing facilities or services to which one is not entitled.
b. Possession of stolen property or service.

25.3.13 Unauthorized Use of University Keys or Other Access Devices

Unauthorized use, replication, or distribution of keys or other access devices for any building, room, or facility on the campus.

25.3.14 Unauthorized Use of University Property

Unauthorized use of any University property, equipment, or facilities.

25.3.15 Violation of Rules of Campus Facilities

Facilities such as Hostel, Sports Complex, cafeteria, laboratories, or the library are governed by their own set of rules. Violation of these rules will be considered an offense that may be subject to disciplinary action.

All hostels at LUMS are single-sex dormitories, and access by members of the opposite sex is strictly prohibited.

25.3.16 Misuse of Identification

a. Extending your access rights by lending your card to someone else.
b. Borrowing or unauthorized possession of someone else's identification.
c. Helping other people, who are otherwise not allowed access, to get in (including tail gating).
d. Failure to report loss of identification card to University security immediately upon discovery of loss.
e. Impersonation, for example as a faculty or staff member, or as another as a student in an examination.
f. Tampering with devices and instruments of identification, for example, identification cards, access control hardware or surveillance devices.

25.3.17 Misuse of Computing Resources

The University provides several forms of computing and information technology resources for advancement of the purpose of the university, including education, research, service and administration. Misuse of computing and information technology resources implies using them for some other purpose, which includes, but is not limited to

a. Unauthorized access to a computing or information technology resource.
b. Exchange of passwords: Obtaining the password of an account without the owner's consent. Sharing LUMS password with another person.
c. Knowingly performing an act that will interfere with the normal operations of a computing or information technology resource, merely for the purpose of disrupting its normal operation. Intentional introduction of a computer virus, worm, or Trojan horse.
d. Knowingly attempting to circumvent security infrastructure or discovering or exploiting security loopholes without seeking permission to do so.
e. Use of computing or information technology resources to harass, intimidate, threaten, or discriminate against someone, or to knowingly access or distribute content that is obscene or sexually explicit.
f. Masking the identity of an account or a computing resource.
g. Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.
h. Attempting to read or access another person's email, files, or communications, without their consent.
i. Intentional damage to computing or information technology resources or data.
j. Installation of unauthorized or illegal software.

25.3.18 Aiding, Abetting, or Incitement

Helping, encouraging, or forcing another to violate any of the rules and guidelines mentioned in any part of this Code of Conduct may also be considered an offense that may carry up to the same punishment as the original offense.

25.3.19 Unlawful Acts

Any act by a student, alumnus or student organization which occurs on campus, or off--campus but while representing the University, which is a violation of law according to Pakistan Penal Code or other applicable law. The University reserves the right to conduct disciplinary proceedings even if litigation is pending or concluded in a court of law. The University also may refer any violation of law to the Police or other judicial authorities.

25.3.20 Abuse of Disciplinary Proceedings

a. Any form of non-compliance of disciplinary proceedings or an attempt to subvert the disciplinary process, including, but not limited to:

b. Failure to appear before the Disciplinary Committee or subcommittee, or to file statements or evidence required by the committee.
c. Providing false testimony or statement to the Disciplinary Committee, sub--committee or to an officer of the University investigating a case for submission to the Disciplinary Committee.
d. Trying to coerce someone from filing a legitimate complaint to the Disciplinary Committee.
e. Knowingly filing a false complaint to the Disciplinary Committee.
f. Attempting to influence the impartiality of a member of the Disciplinary Committee.
g. Violating the right of privacy of a person with respect to disciplinary proceedings.
h. Failure to comply with disciplinary sanctions.

25.4 Academic Dishonesty

Development of academic integrity amongst members of the LUMS community is an important component of the LUMS programs. Faculty members, teaching assistants, and students are expected to conduct themselves ethically and professionally in all aspects of their life at LUMS.

Academic dishonesty is any type of cheating or use of unfair means in the academic context. Academic dishonesty includes, but is not limited to:

a. **Plagiarism**: Plagiarism is representing someone else's work as your own. Copying someone else's work, without appropriate citation, will constitute plagiarism. At LUMS, training to understand plagiarism is provided in introductory courses. Please see the sections below for an understanding of plagiarism.
b. **Cheating and Unfair Means**: Unfair means include discussions and exchange of all such class notes and written material between the current classes and former students that may subvert the learning process. Exchanging or passing information to other students over the network during lab exams is also considered cheating.
c. **Fabrication**: Fabrication of results, data, or any other information or citation, or falsification of such information.
d. **Sabotage:** An act that prevents others from accessing academic resources that are needed to complete their work.
e. **Services:** Paying, or obtaining for free, services from someone to complete academic work that was required to be completed by oneself. Receiving payment or providing services to complete someone else's work.
f. **Impersonation:** Appearing on someone else's behalf in an examination, completing someone else's homework, or proxy--marking attendance of someone else.
g. **Misrepresentation to avoid academic work:** Providing false information to gain leniency, making an excuse such as illness, death in family or accident.
h. **Aiding and Abetting in Academic Dishonesty:** Knowingly aiding in plagiarism or any other form of academic dishonesty, for example, by providing solutions of assignment to another student.
i. **Other:** Failure to comply with any standards of academic honesty imposed by a faculty member or a department.

25.4.1 What is plagiarism?

"Plagiarism is the use, without acknowledgement, of the intellectual work of other people, and the act of representing the ideas or discoveries of another as one's own in written work submitted for assessment. To copy sentences, phrases or even striking expressions without acknowledgement of the source (either by inadequate citation or failure to indicate verbatim quotations) is plagiarism; to

paraphrase without acknowledgement is likewise plagiarism. Where such copying or paraphrasing has occurred, the mere mention of the source in the bibliography shall not be deemed sufficient acknowledgement; each such instance must be referred specifically to its source. Verbatim quotations must be in inverted commas, or indented, and directly acknowledged." (University of Sussex Examinations and Assessments Handbook 2012/13)

25.4.2 What is a source?

Sources are published (print or electronic) primary and secondary material as well as information and opinions gained directly from other people.

25.4.3 Types of plagiarism

Plagiarism falls under two broad categories:

a. Copying an entire document, or part of a document as your entire paper;
b. Mosaic plagiarism i.e. mixing the words and ideas of a source with your own, or mixing the words and ideas of two or more sources without acknowledgement.

Plagiarism usually takes one of these forms:

a. Incited idea: passing off someone else's idea as your own.
b. Incited information or data from a source: not acknowledging the source of any fact, figure, event, statistical data, or information provided.
c. Verbatim phrase or passage that is not quoted: any direct quotation that is not in quotation marks or indented and not referenced at the end of the quotation.
d. Misrepresenting evidence: information from a source that has been changed or taken out of context to suit your paper/argument.
e. Dual submission: submitting the same paper or parts of a paper to more than one course/instructor.
f. Abetting plagiarism: knowingly helping another student to plagiarize by letting him/her copy your paper, selling a paper to a student, or by writing all or part of a paper for another student.
g. Commercial tutoring services: making use of the services of a tutoring school or term paper company to write papers.

25.4.4 Tips to avoid Plagiarism:

a. Avoid leaving work on your assignment until the last day. It is likely to create a panic situation in which one may not make the best decisions.
b. Avoid relying mainly on a single source for information or opinion. It is likely to result in excessive reliance on the thought process of that source.
c. Avoid borrowing another student's assignment or notes.
d. Avoid preparing your solution from borrowed notes.
e. Do not write your solution with another student, or directly from notes taken when discussing the assignment with another student. Even if discussion was allowed, it is better to leave your notes of discussion aside and write up the solution entirely on your own.
f. Always back--up your work and make a hard copy wherever it is appropriate to avoid problems created by computer failure.
g. Always keep your notes and drafts until a paper has been returned.
h. If you feel confused or panicked about time, or if you are having problems that do not let you concentrate, let your instructor or teaching assistant know before the submission deadline.

i. Note--taking: When taking notes from a source, always begin by writing down the full bibliographic information (author, title, date of publication, publisher, place of publication, page numbers). Always distinguish between the author's own words and your own points. Do not take notes by carelessly copying and changing a few words. Take notes in a separate word document. Do not mention sources in your bibliography that have not been mentioned in your paper.

25.5 University Disciplinary Procedures

25.5.1 The Committees on Discipline

There are two types of Disciplinary Committees charged with investigating violations of the code of conduct: one for academic offenses and the other for non-academic offenses. There is one Disciplinary Appeals Committee. All these Committees comprise of faculty members and administrators. The two Committees are responsible for the administration of the stated rules and regulations governing general conduct, for assessing reported violations, and, when necessary, for assigning and recommending appropriate penalties.

25.5.2 Right to Disciplinary Proceeding

Except in cases where temporary suspension is ordered by the Vice Chancellor, or in cases of alleged sexual harassment which are overseen by Sexual Harassment Inquiry Committee; please see the handbook section on Office of Accessibility & Inclusion for more information about this committee. In cases of pre-approved penalties that administrative departments are allowed to impose, any disciplinary sanction may not be imposed without a disciplinary proceeding in accordance with the following University Disciplinary Procedures.

25.5.3 Initiation of Disciplinary Proceedings

1. Complaint: Any member of the university community may file a written complaint of misconduct against a student, alumnus or organization alleging misconduct under the Student Code of Conduct or other published university policy or regulations prescribing a standard of student conduct. The Disciplinary Committee may also take up a case for determination *suo moto* (of its own accord).

   Complaints can be filed to the Office of Student Affairs. It is desirable that complaints be filed as promptly as possible after gaining information about the alleged misconduct. Where a matter is first presented to the Disciplinary Committee within one week of the end of an academic semester, it may be held for consideration in the following regular semester.

2. Review of Complaint: The Convener of the Disciplinary Committee shall review each complaint to determine whether it may be disposed of without institution of disciplinary proceedings. The Convener can decide on one of three courses of action: (a) dismiss the complaint, (b) refer the complaint to an administrative department for imposition of pre-approved sanctions that the department is authorized to enforce, or (c) initiate disciplinary proceedings.

3. Investigation: If the matter so requires, the Convener of the Disciplinary Committee may ask the DC investigator to conduct an investigation to gather evidence that will be presented to the Disciplinary Committee during the disciplinary proceedings.

4. Summons: The Disciplinary Committee will inform the accused in writing of the reason for being summoned, and of a specific day and time when the accused is to appear before the Disciplinary Committee.

5. Written Statement: The Disciplinary Committee will also require the accused to file a written statement before the formal disciplinary hearing, in which the accused will clarify his or her position on the accusation. An accused will normally be given 24 hours to file their statement. However, in cases that have to be dealt with on an urgent basis, this requirement may be waived.

6. Obligation to Admit to Misconduct: At any stage of the Disciplinary Proceedings, the accused is under no obligation at any time to admit the misconduct alleged or to make any other statement at any meeting or hearing relevant to the misconduct alleged. However, the accused can be held liable to perjury for making false statements during the course of an investigation or during the disciplinary hearing. Any statement that the student or any representative of the organization makes in their written statement or during the course of investigation can be used against the student or organization under these Disciplinary Procedures.

7. Failure to Appear: The student accused of misconduct, or a student officer of the organization accused of misconduct will be expected to be present at the hearing before the Disciplinary Committee. If the student or a student officer of the organization fails to appear at the time and place designated for the hearing, the Disciplinary Committee shall proceed with the hearing if a majority of the Disciplinary Committee members present are satisfied that the student or organization has received adequate written notice. The Disciplinary Committee members will then proceed in the absence of the student or organization to hear and weigh the evidence in support of the alleged misconduct and render a decision.

25.5.4 Temporary Suspension

Pending initiation of disciplinary proceedings by the Disciplinary Committee, the Vice Chancellor may at any time temporarily suspend a student from the University or deny a student readmission when the Vice Chancellor finds and believes from information coming to his or her attention that the presence of the student on the University campus would seriously disrupt the University or constitute a danger to the health, safety or welfare of persons on the campus. If a student is temporarily suspended by the Vice Chancellor, the Vice Chancellor shall promptly instruct the Disciplinary Committee to initiate appropriate disciplinary proceedings against the student within five working days after temporary suspension is imposed. If a student placed on temporary suspension is ultimately found not guilty of misconduct, such student shall be allowed, if at all possible, to make up academic work missed while on suspension.

25.5.5 Conduct of Hearings

1. Nature of Hearing: The Convener of the Disciplinary Committee will decide whether the testimony of the accused is to be heard in a full committee hearing or is to be referred to a sub-committee. Only cases dealing with academic dishonesty may be referred to a sub- committee. In case the decision is taken by a sub- committee, it will be ratified in a full committee meeting before being communicated to the student.

2. Quorum: The Quorum for a full committee hearing is half of its members, and that of a sub-committee hearing is at least two members.

3. Advocate: The accused may be accompanied at the Committee hearing by an advocate, who must be a current student at LUMS. The advocate must render his or her services voluntarily and not charge the accused for this service. The same advocate cannot appear for two different defendants or witnesses in the same disciplinary case. The advocate may advise the accused, but may not directly participate in the hearing, unless requested by the Convener of the Disciplinary Committee.

4. Witnesses or Amicus Curiae: At the hearing any person with information about the matter before the Disciplinary Committee may be requested to appear by the Disciplinary Committee.

5. Status Pending Disciplinary Proceedings: The status of a student accused of misconduct shall not be altered and the right of a student to be present on campus and to attend classes shall not be suspended during the time of any disciplinary proceeding against the student unless the Vice Chancellor determines that suspension of the student is required for compelling reasons in order to protect the student's physical or emotional health or safety or for compelling reasons in order to protect the health, safety or welfare of other members of the University community. The status of an organization accused of misconduct shall not be altered during the time of any disciplinary proceeding against the organization, unless the Vice Chancellor determines that suspension of the organization from the University is required for compelling reasons in order to protect the health, safety or welfare of the University community.

6. Conflict of Interest: If the complainant in a case is a member of the Disciplinary Committee, that member will not participate in the disciplinary proceedings. Moreover, if a member of the Disciplinary Committee feels that his or her relationship with any individual or organization involved in the proceeding would affect his or her ability to render a fair and impartial decision, such Disciplinary Committee member will request the Convener of the Committee to be excused from the proceedings. The Convener will decide whether to entertain such a request or not, based on the nature of relationship with the accused.

   The student accused of misconduct, or a student officer of the organization accused of misconduct may question any Disciplinary Committee member with regards to his or her attitude or knowledge about the disciplinary proceeding to be heard. If a member of the Committee is challenged for cause by the student or organization, the other members of the Committee present shall, without the presence of the challenged member, vote upon the challenge. If a majority of the members present vote to sustain the challenge, the challenged member shall be excused from further participation in the proceeding. The foregoing shall not relieve the Disciplinary Committee from the requirement of maintaining a quorum for the hearing as required above.

7. Closed Hearings: All hearings of the Disciplinary Committee shall be closed to the public in order to comply with the requirements of privacy of proceedings. However, a current member of the Student Council may be allowed to attend the hearing if the accused grants their consent.

8. Evidentiary Rules: The Committee shall not be bound by the formal rules of evidence applicable to a court of law. It may admit and give probative effect to evidence, including hearsay evidence, which possesses probative value commonly accepted by reasonably prudent persons in the conduct of their affairs.

The Committee may only accept evidence that is disclosed to the accused. In exceptional cases, where a majority of the Committee is convinced that revealing the identity of a witness may subject the witness to retaliation, the Committee may decline to disclose the witness's identity. In cases where the identity of the witness can only be concealed by withholding evidence from the accused, the evidence shall be inadmissible. The Committee shall not base its judgment on evidence provided by an undisclosed witness.

9. Verbatim Record: The Disciplinary Committee may record the hearings to keep a record of the hearing for future reference.

10. Burden of Proof: In all cases the University shall have the burden of proving the misconduct alleged against the student or organization by a preponderance of the evidence received at the hearing. Preponderance of the evidence is not determined by the number of witnesses who testify concerning a disputed fact, but rather is that amount of evidence which on the whole, and when fairly and impartially considered, produces the stronger impression on the Disciplinary Committee and is more convincing of the existence of the fact when weighed against the evidence in opposition thereto. If the evidence concerning a disputed fact is evenly balanced or if it preponderates in favor of the accused student or organization, then the University will have failed to meet the required burden of proof. The Disciplinary Committee is not limited to consideration of evidence introduced by the University in determining whether the University has met its burden, but should consider any evidence tending to establish the University's contention of a disputed fact, even though such evidence is introduced by another.

11. Decisions: The Disciplinary Committee deliberates and arrives at a decision by individual vote. In order to determine that a student has violated a University rule, a majority of the voting Disciplinary Committee members present must conclude that the evidence presented constitutes a clear and persuasive case in support of the charges against the student. If the student is found to have misled the Disciplinary Committee during the hearing, the Disciplinary Committee may take that fact into account in reaching a conclusion and assigning a penalty.

    In matters that have significant precedence value, the Convener of the Disciplinary Committee may delay the vote on a matter for ensuring better participation of Committee members, or to seek more evidence before the decision is made.

    If the voting members are evenly divided in establishing guilt on a particular case, the case must be reconsidered at the next meeting of the Disciplinary Committee. If at the second meeting at which the case is considered the regular voting members are still evenly divided, the matter shall be dismissed without prejudice.

    Decisions of the Committee shall be communicated in writing and via email to the accused.

12. Mitigating and Aggravating Circumstances: The Disciplinary Committee may consider possible mitigating and aggravating factors listed below. This list is not exhaustive; the specific circumstances of a case may cause the Committee to consider additional factors.

Examples of Mitigating Factors

- Evidence of genuine lack of understanding

- Unclear course policy or instructions.
- The weight of the instrument or the amount of instrument that is plagiarized.
- Cooperating with the Committee through substantial disclosure that helps the DC reach its decision. For example, a student voluntarily admitting to the offense upfront, and providing useful information about it that was otherwise not accessible to the Committee, may be considered as substantial disclosure.

Examples of Aggravating Factors:
- Willfully misleading the Committee or falsification of testimony that can be proven by material evidence.
- Attempt to conceal an offense after the initial offense has occurred.
- Repeat academic offense of a similar category.

Factors that cannot be taken into consideration

Student's major, GPA, ignorance of Code of Conduct, academic stress, external effects of the penalty, and student's plea of either "guilty" or "not guilty"

13. Privacy

The sanctions imposed on a student or alumnus are recorded in a manner that respects the privacy of the individual and will not be released publicly. However, this information is made available to the following:

a. The original complainant.
b. The student's faculty advisor.
c. Members of the Disciplinary Committee.
d. Parents of the student or alumnus.
e. Dean of the relevant school.
f. Vice Chancellor.
g. Registrar's office.
h. Any other office that is required to ensure the implementation of the imposed sanction.

The information about the sanction is also kept on record of the disciplinary committee for future reference and for identifying repeat offenders, as well as the record of the TA coordinator so that they can check whether a student is eligible to become a TA or not.

25.5.6 Sanctions for Non-Academic Offences

For violations of University--wide rules of conduct, members of the community are subject to several kinds of penalties. The applicability and exact nature of each penalty vary on the severity of the offense and its circumstances. For violation of LUMS values (Section 2), violation of guidelines of general conduct (Section 3) and non--academic misconduct (Section 4), the following sanctions may be imposed:

1. Warning: A formal admonition that does not become part of an individual's permanent record, but that may be taken into account in judging the seriousness of any future violation.

2. Disciplinary Probation / Loss of privilege of being TA: A more serious admonition assigned for a definite amount of time, up to two years. It implies that any future violation, of whatever kind, during that time, may be grounds for suspension, required withdrawal, or in especially serious cases, for expulsion, from the University.

Disciplinary probation appears on an individual's permanent record at the University (but not on the transcript) and may be disclosed by the University in response to requests for which the student has given permission.

3. Educational Sanctions, such as letters of apology, educational workshops, essays or research papers.

4. Reimbursement or Fine: This penalty ought to be awarded only in cases involving vandalism, disorderly conduct and alcohol--related infractions which result in damage to University and/or private property of others.

5. Relocation within or removal from university housing: When appropriate to the infraction, particularly in instances involving anti--social behaviour having a serious impact on the residential community, removal from University housing or relocation within University housing may be awarded as a penalty. In the case of a first-year student or a sophomore, this penalty will be imposed only after consultation with the director of the student's residences.

6. Withholding of degree: In cases involving seniors or graduate students, the University may withhold a student's degree for a specified period of time. In such a case, the student may be permitted to remain on campus to complete his or her academic requirements for the degree.

7. Work hours or Community service

8. Behavioural Requirement: Written conditions imposed by a judicial board or a judicial officer that establish specified requirements for the student or organization. This may include a restraining order, that is, a prohibition to approach a certain individual or to refrain from certain acts.

9. Suspension of privileges.

10. Required Withdrawal: Removal from membership in the University for at least the period of time specified by the suspension, with the suspension to continue until certain conditions, stipulated by the Disciplinary Committee, have been fulfilled. These conditions may include restitution of damages, formal apology, or counseling.

11. Suspension or dissolution of a student organization

12. Separation: Removal from membership in, or employment by, the University for a specified period of time, typically a semester or a full academic year.

13. Expulsion from University: Permanent removal from membership in the University without hope of readmission to the community.

14. Censure: University censure can be added to any of the other penalties listed above, except warning. Censure indicates the University's desire to underscore the seriousness of the violation and the absence of mitigating circumstances and to convey that seriousness in response to future authorized inquiries about the given individual's conduct or character.

15. Disciplinary sanctions will not normally affect the status of financial aid of a student. However, if good conduct conditions are imposed by an external donor as a condition for award of financial aid, then the financial aid award may be curtailed or suspended by the Office of Financial Aid, to comply with donor's conditions.

25.5.7 Sanctions for Academic Dishonesty

The Disciplinary Committee will select from the following set of penalties when dealing with cases of plagiarism, sorted by decreasing severity. A guilty verdict puts a student on probation, and a repeat academic offense will be given harsher penalty.

- Expulsion from the university
- F in the course + separation for one year [1]
- F in the course + separation for one semester
- F in the course
- Zero in the Instrument[2] + Double Letter Grade Reduction (DLGR)
- Zero in the Instrument + Letter Grade Reduction (LGR)
- Zero in the Instrument + Grade Reduction (GR)
- Zero in the Instrument[3]
- Warning Letter

[1] *Separation will be effective from the subsequent semester. For graduating students, degree will be delayed. Summer semester will not count as penalty for one semester separation but will count in one--year separation.*

[2] *"Zero in the Instrument" means zero will be given in the specific academic activity in which plagiarism is committed. For example, if a portion of Assignment 3 in a course is plagiarized, zero will be given in Assignment 3, not in all the assignments of that course.*

[3] *In cases where the instrument has very high weight, zero in the instrument may be a more severe penalty than just grade reduction. In such cases, the Committee may award only grade reduction after the instrument has been graded.*

25.5.8 Disciplinary Appeals Committee (DAC)

The Disciplinary Appeals Committee (DAC) serves as an official platform for students to lodge appeals and seek a review of decisions made by the disciplinary committee. As an appellant body, its primary responsibility is reviewing the appeals to dispute the decision of a disciplinary proceeding.

The DAC reserves the right to interpret and enforce academic regulations; it also has the right to approve of exceptions to these regulations as necessary. Students who wish to appeal against a decision made by the Academic or Non-academic Disciplinary Committee can approach the DAC by contacting dac@lums.edu.pk within 72 hours of receiving the decision of a disciplinary proceeding (Academic or Non-Academic) i.e., from the date of decision by the Disciplinary Committee. The DAC, if it accepts the appeal for hearing, shall follow the same procedural rules regarding conduct of hearings as applicable to the Disciplinary Committee.

The purpose of an appeal is not to reexamine the factual aspects of the disciplinary case. An appeal does not serve as a means to review the factual information of a disciplinary case. It is important to note that the purpose of the appeals process is not to reopen all cases from the beginning. A case may only be reconsidered if the appellant believes that one or more of the following conditions apply:

- They were not given an adequate opportunity to present their side during the investigation of their offense.

- There is reasonable evidence that the decision of the Disciplinary Committee is tainted with bias or there is an absence of procedural fairness on any other account.
- New and compelling evidence has surfaced that was not available during the original investigation conducted by the Disciplinary Committee.

If the Disciplinary Appeals Committee accepts an appeal for a hearing, it will adhere to the same procedural rules that govern the conduct of hearings as applied to the Disciplinary Committee

Letters of appeal that simply express dissatisfaction with the judgment of the Disciplinary Committee without providing evidence of a flawed investigative process, bias on the part of the judges, or new evidence will be rejected. Disagreement with the decision, feeling that the penalty is harsh, or experiencing negative emotions such as disappointment, grief, or shock are not legitimate grounds for appeal. Likewise, factors such as good academic performance before or after the offense, character witnesses, or claims that the offense was a one-time occurrence are not considered valid grounds for appeal.

The Disciplinary Committee (Academic and Non-Academic) has the role to impose penalties from a predefined list of sanctions, but it should be noted that this list is not exhaustive. In the case there is no defined penalty for a particular misconduct, the Disciplinary Committee retains the right to sanction based on the principles and guidelines outlined in the code of conduct.

Students have the right to request an appeal of a decision made by the Disciplinary Committee (DC), and the Disciplinary Appeals Committee (DAC) conducts a thorough review of each case. The DAC carefully considers the grounds presented in the appeal and proceeds to either approve the appeal, leading to a revision of the decision, or reject the appeal if it does not meet the criteria outlined or lacks substantive grounds for appeal.

25.5.9 Sexual Harassment

Harassment is a violation of human rights, is demeaning to human dignity and is unacceptable in a healthy work and academic environment, specifically one in which scholarly pursuit may flourish. LUMS will not tolerate sexual harassment of any member of the LUMS community and will strive through education and deterrence to create an environment free from such behaviour on its premises.

LUMS is guaranteed to be a safe space for all those who inhabit the institution in any capacity. To this end, any harassment, sexual or otherwise, is strictly prohibited under LUMS policy and national law.

Sexual harassment often (but not necessarily) involves a power dynamic, for instance between a supervisor and employee, a teacher and a student, or junior and senior colleagues. These cases may involve an exchange for some benefit or some threat of harm, or they may simply take advantage of the power dynamic to create or condone an environment of harassment. Unfortunately, in such cases, not only is the power dynamic help create a space conducive to harassment but may also make it more difficult to report.

“Harassment” includes, directly or by implication,

i. any unwelcome, non-consensual sexual gesture, advance or activity,
ii. persistent and unwelcome flirting, request for sexual favors, sexual innuendo,
iii. verbal or written communication (whether electronic or otherwise) of a loaded nature,
iv. non-consensual physical conduct of a sexual nature including assault, exploitation, and sexual violence,
v. sexually demeaning attitudes,

vi. Stalking or otherwise interfering with someone's sexual privacy, such as taking pictures, videotaping, viewing or sharing explicit images without consent,
vii. causing interference with work performance or creating an intimidating, hostile or offensive campus environment, or
viii. the attempt or threat to punish the complainant for refusal to comply to requests for sexual favour, or
ix. the placing of a sexual favour as a condition for employment, promotion, grades or evaluation of a person's professional engagement in any activity.

Sexual harassment can be physical or psychological in nature. It may be perpetrated using electronic media as well as in person. An aggregation of incidents can constitute sexual harassment even if one of the incidents considered on its own would not constitute harassment.

Sexual harassment is especially egregious and will be sanctioned as such if the Inquiry Committee finds that the Accused knew or ought reasonably to have known that the Complainant/victim was in an impaired or incapacitated state. Impairment of the Accused, for instance due to the use of any illegal substances, shall not diminish their responsibility for harassment under this Policy.

This list is not exhaustive, and individual behaviours may be found to constitute harassment by the Inquiry Committee using this definition as a guideline.

The committee can be reached with complaints of sexual harassment at harassment@lums.edu.pk or shic@lumsedu.pk . For further details regarding basic terms, policies, and procedures regarding sexual harassment at LUMS, please refer to the Office of Accessibility and Inclusion under the Section 3: Administrative Offices.

26. Academic Standing

Academic standing is a measure of the student's academic achievement, relative to his/her degree requirements. It determines the eligibility to continue in the chosen academic plan and to qualify for graduation.

To remain in good academic standing, students are required to maintain a minimum CGPA of 2.00 at the end of each regular semester and during their study.

26.1 Academic Warning

Academic warning (unlike probation based only on CGPA) is based on the regular semester GPA as well. A warning letter is issued to indicate that students must seriously focus on their studies, as they run the risk of being put on probation if they do not improve their academic performance.

Warning letters are issued:

- If the Semester GPA in any regular semester falls below 2.00, regardless of the CGPA.
- If CGPA is below 2.50 but is above 2.00.

26.2 Probation and Separation

The academic performance of a student is closely monitored by the Office of the Registrar, especially during his/her warning and probation period. Students who fail to demonstrate a marked improvement in their academic performance while on probation are separated from their respective academic programmes. Students may go on probation without receiving an academic warning beforehand.

A student is placed on academic probation as listed below:

- If the CGPA falls below 2.00 at the end of any regular semester.
- If the CGPA of the student is below 2.00 for two consecutive regular semesters (Fall and Spring), then s/he is separated from the programme.

Note: If the academic performance of a student improves and CGPA is equal to or above 2.00 then the student regains good academic status.

Probation/Separation Conditions for First year students

If Semester GPA in any semester falls below 2.00, regardless of the CGPA the student is advised (by respective department/faculty advisor) to take less semester workload. Such students will not be allowed to take more than 14 credit hours in the semester.

In the case of first year student, if the CGPA falls below 2.00 at the end of the Fall semester (first semester after admission), the student is placed on probation in the next regular semester, i.e. Spring semester. After the Spring semester, if CGPA remains below 2.00 then the student is separated from the academic programme with immediate effect.

Please recall that first year students are not allowed to take the first semester off. If a first-year student while on probation takes the second semester off, s/he is placed on academic probation in the semester that s/he re-joins.

Probation/Separation Conditions in the Subsequent Years at LUMS

In the subsequent years, the probation period can be extended over a maximum of two regular semesters (Fall or Spring).

To this end, Probation Semester GPA (PSGPA), which is the cumulative CGPA since the beginning of probation, is tracked. The PSGPA ascertains the student's performance after probation and determines whether student continues to be on probation or is to be separated. Figure 1 presents these conditions.

Probation Semester GPA (PSGPA): Process Flow Diagram

Probation is extended for only one regular semester for students having a PSGPA equal to or more than 2.50 at the end of first regular probation semester, while the CGPA is still below 2.00.

If the CGPA remains below 2.00 at the end of second probation semester, the student is separated from the programme.

Students on probation, who are allowed to withdraw from a semester, can resume their studies with their probationary status unchanged. Please note that decisions regarding academic standing are taken at the end of regular semesters only.

Senior Year Students: For courses, which are spread over two consecutive semesters (e.g., Senior Projects), grades are finalized at the end of the course. Students will receive the same finalized grade in each semester over which the course was spread. As a result, if the student's CGPA falls below 2.00 in two consecutive semesters, the student is separated from the programme with immediate effect. In such cases separation from the programme takes place without the student being placed on probation.

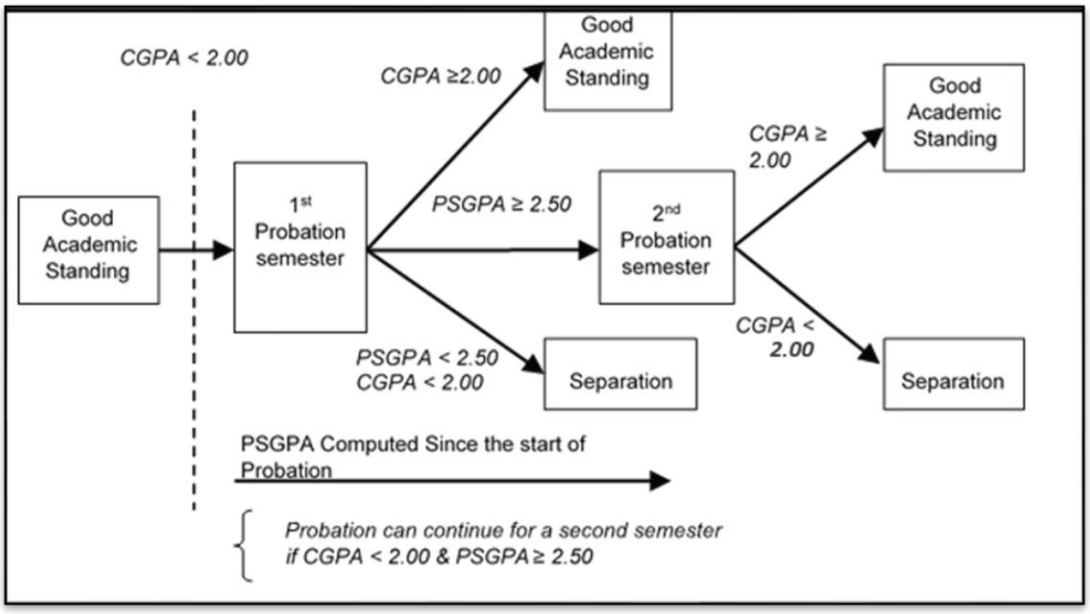
Curb on Co-Curricular Activities for Students on Probation

For students on probation, involvement in co-curricular activities should be limited till the regaining of good academic standing. Students on probation cannot take part in extracurricular activities and events which will result in them missing graded instruments at LUMS.

Students on probation cannot serve as office bearers or shoulder responsibility in any student organization, club, society or extracurricular activity. It is the student's responsibility to inform the respective organization and resign from such a position. Failing to act responsibly may expose the student to disciplinary proceedings.

Probation and Separation Letters

Students who are placed on probation or are separated from the Programme are informed via email and letters. Probation and separation letters are also dispatched to the students through courier service on their mailing addresses available in Zambeel.



26.3 Readmission upon Separation

Students separated from the programme based on academic performance are eligible to apply for readmission. For further information, refer to the Readmission Conditions.

Academic Standing Committee (ASC)

The ASC is responsible for interpreting and enforcing the academic regulations of the university and approving exceptions to them as circumstances warrant. The committee is responsible for taking up cases regarding the readmission and academic standing of vulnerable students.

The committee, following the University defined guidelines, has the discretion to accept or reject applications. Readmission is offered only in those cases in which there is clear evidence that the causes leading to poor academic performance in the past have been removed.

All readmission applications should be addressed to the Convener, Academic Standing Committee and sent to the Office of the Registrar, LUMS for deliberation by the committee.

If senior year students, i.e., students who have completed 95 or more credit hours, are eligible for separation (For Law students, the senior category is determined at 118 or more credit hours), the Disciplinary Examination and Appeals Committee may recommend continued probation, suspension (mandatory separation for a fixed number of semesters) or any other conditions applicable on a case-to-case basis on the recommendation of the school.

In cases where senior category readmitted students are eligible for separation; the above-mentioned policy is not applicable. The conditions specified in their readmission letter are applied to such students and they are separated with immediate effect.

Continuation of Semester after receiving Separation Letter

Students subsequently separated from the programme based on their academic performance but enrolled in the Summer semester (immediately after separation), are given **the option** to drop the course without any penalty, if they inform the Office of the Registrar before mid-semester. In such cases, the courses are removed from the transcript and fee is refunded.
However, if the student does not opt to drop courses taken in the Summer semester, the courses will show on the transcript with the grades assigned by the instructor. In case of readmission, the Summer course grades are not counted towards the CGPA, but the credits are transferred subject to meeting the readmission criteria.

The above policy regarding Summer Semester is also applicable in case of final separation of a student.

Readmission Conditions

- Students are only eligible to apply for readmission within 2 weeks from the issuance date of the separation letter or as specified in the separation letter.
- Students who are separated on academic grounds and then are readmitted are placed on academic probation for the rest of their stay at LUMS.
- Readmission fee is applicable as per University policy.
- Students can be readmitted only once.

- Students separated from the programme based on disciplinary action will not be considered for readmission, nor will they be eligible to apply as fresh candidates.
- It is mandatory for students separated from the programme on academic grounds to take next regular semester off.
- All courses taken by a student at LUMS will show on the transcript, even if the student has been readmitted.
- Courses with grade **C+ or above** are given as credits on readmission.
- Credit hours of courses for which credit is given on readmission count towards the graduation requirements, but the course grades are not included in the calculation of CGPA and specialization GPA.
- Courses for which credit hours are given (after readmission)are not to be repeated.
- After readmission, in the first regular semester (Fall or Spring), the students are required to obtain a minimum semester GPA of 2.50. Please note that as per University policy, the academic standing decisions are taken at the end a regular semester. They are required to maintain a minimum CGPA of 2.00, thereafter, at the end of each regular semester to continue with the programme. In case their CGPA dips below 2.00 in any regular semester, they are separated from the programme without any warning.
- In case of readmission, the student must finish the undergraduate programme within the maximum allowable time for the respective programme i.e., six years (BS/BA-BSc) and seven years (B.A.-LLB) from the original date of joining LUMS.
- Readmitted students who are subsequently finally separated from the programme on academic grounds cannot apply as fresh candidates.
- Once a student has been separated from LUMS (at any stage) on academic grounds and has not been readmitted, s/he is allowed to apply as a fresh candidate only once.

26.4 After Withdrawal or Separation

Students who withdraw, are separated or leave the University without informing the Office of the Registrar at any time during the year may apply for online clearance using Zambeel self-service. Upon successful online clearance from all respective departments, the student is entitled to get his/her final settlement done from LUMS. In case a student does not get clearance or does not complete the clearance process, the security deposit is not refunded.

Online clearance is mandatory for the student to be eligible for the issuance of any official university document.

27. Academic Honours at LUMS

Academic honours encompass end of semester recognition, end of the year recognition and all the way up to honours and medals at the time of graduation. **Please note that repeated courses do not count towards honours and awards, throughout the degree tenure.**

The University has defined policies to recognize high achievers and best performing students as discussed in detail below:

27.1 Honours

At the time of graduation, excellence in academic performance is recognized, according to the below listed criteria:

- Graduation with High Distinction CGPA of 3.8 and above, mentioned on transcript and award of High Distinction plaque and certificate.
- Graduation with Distinction CGPA of 3.6 to 3.79, mentioned on transcript and award of Distinction plaque and certificate.
- Graduation with High Merit CGPA of 3.30 to 3.59, mentioned only on transcript.
- Graduation with Merit CGPA of 3.10 to 3.29, mentioned only on transcript.

27.2 Medals

- At the time of graduation, all graduating students compete for medals/awards.
- If an external transfer student secures the highest GPA among the students of his/her graduating major s/he will be considered for awarding of medal along with the any other regular student as per his/her performance and eligibility criteria.
- However, if a student who obtains admission at LUMS with 58 credits (after completing 58 credits at the host university) and takes another exchange semester at another university and does not complete 72 credits at LUMS, will not be considered for a medal.

National Management Foundation (NMF) Gold and Silver Medal for Overall Top Positions

- The student with the best academic record, having the highest CGPA within the range 3.90 to 4.00, receives a gold medal for overall first position.
- The student with the second highest CGPA, which should not be less than 3.60, receives a silver medal for overall second position.

In case there is a tie for the overall first position and the overall second position, the tie is broken according to the following University defined criteria:

- CGPA is extended up to 6 decimal places for comparison; the student with the highest CGPA thus established, is eligible for the medal.
- If the tie still remains, the highest number of A+ or A grades obtained in 3-4 credit hour courses are counted. The student with the highest number of A+ or A grades will qualify for the medal.
- In case the tie remains, both students receive the gold medal and there is no silver medal.
- If the overall first position is not tied, then for the overall second position, in case of a tie, the above defined University process is followed.

27.3 Medals – Specialization (Major)

At the time of graduation, the student with the best academic performance in the area of specialization (major), having SCGPA equal to 3.85 or higher and CGPA equal to 3.60 or higher, receives the major gold medal.

In case there is a tie for the top position in the area of specialization, the tie is broken according to the below University defined criteria.

- SCGPA is extended up to 6 decimal places for comparison; the student with the highest SCGPA, thus established, is eligible for the medal.
- If the tie is not broken, the student with the higher CGPA will qualify for the medal.
- In case the tie remains, the highest number of A+/A grades that count towards the major are considered. The student with the highest number of A+ or A grades will qualify for the medal.
- In case the tie remains, both students will receive the specialization gold medal.

27.4 Other LUMS Medals

Best Player of the Year

The objective of the Best Player of the Year Medal is to recognize and honour graduating students who have excelled in sports during their four years at the LUMS. The Medal aims to acknowledge outstanding athletic achievements, leadership qualities, sportsmanship, and contributions to the LUMS's sports community. The two categories of the sports medals are as follows:

- LUMS Sports Medal – Male
- LUMS Sports Medal – Female

LUMS Valedictorian Medal

The LUMS Valedictorian Medal is conferred to the Valedictorian of the graduating class based on academic as well as other non – academic achievements.

The recipients of these medals are selected by the relevant committees following thorough criteria and a rigorous selection process. For detailed eligibility criteria for the sports and valedictorian medals, please contact the Office of Sports, Wellness and Recreation and Office of the Student Affairs respectively.

27.5 Undergraduate Semester Wise/End of the Year Academic Recognition

At the end of each regular semester/academic year (Fall and Spring semester only), students who have performed exceptionally well are placed on the Semester and/or End of the Year Dean's Honour List. The following criteria must be met by the undergraduate students for academic recognition.

Semester (regular) recognition: Students who have successfully completed at least 16* credit hours in a regular semester and have achieved a semester GPA of 3.60 or above (computed based on the courses taken in Fall or Spring semester, not applicable in case of Summer semester) are placed on Dean's Honour List. The remarks "Placed on Dean's Honour List" are mentioned on the transcript. There is no University ceremony for such a recognition.
**Not applicable in the case of final semester before graduation.*

End of the Year recognition: Top position holders with the best academic performance are recognized, as per University policy.

In case of a tie in the end of the year award for overall top position in each category (Sophomore, Junior, Senior), the following University defined criteria is followed:

- CGPA is extended up to 6 decimal places for comparison; the student with the highest CGPA, thus established, is eligible for the top position.
- If the tie still remains, the highest number of A+ or A grades obtained in 3-4 Cr. Hr. courses are counted. The student with the highest number of A+ or A grades will qualify for the top position.

After considering the grades, if a tie still remains, then the student who has completed the highest number of credits (in the particular academic year) will qualify for the top position.

Students are also placed on the End of the Year Dean's Honour List upon successful completion of at least 32 credit hours in an academic year (two regular semesters: Fall and Spring only), with a Cumulative GPA of 3.60 or higher (CGPA calculated since admission term).

Only in the case of first year students, the minimum credits to be completed to be eligible for DHL is 30 Cr. Hrs. (instead of 32), the CGPA should, however, still be 3.60 or above. For the remaining years, it is mandatory to complete 32 credit hours as mentioned above. This is applicable to all schools at LUMS.

Such students are acknowledged with remarks "Placed on Dean's Honour List for the academic year (XXXX-XXXX)" mentioned on the transcript. A University ceremony is also held in their honour and a certificate is awarded.

28. Graduation Tracking

To fulfil the graduation requirements students must be in good academic standing. They cannot graduate while on academic probation.

The process for graduation is defined below:

28.1 Graduation Audit Form (GAF)

To assess if all the graduation requirements have been fulfilled, students in their final semester are required to confirm in Zambeel that they wish to graduate.

Only the students who complete their graduation requirements in their final semester, i.e., the Spring semester (in case of late/early graduates in the prior Summer or Fall semester) of the academic year and submit their Graduation Audit Form (GAF) within the announced deadline, are allowed to participate in the upcoming annual convocation. Once the GAF has been submitted and requirements have been verified by the respective department/school and the Office of the Registrar, the student's course enrollment is locked. GAF once verified and approved by the department will not be reverted.

Please note that a different major other than the one assigned in Zambeel cannot be declared at the time of submission of GAF. This rule holds true even if the student has fulfilled the graduation requirements for that particular major.

All students who are eligible for graduation in a particular year, irrespective of their enrollment year, are in competition for graduation honours.

Students who are involved in a disciplinary case and have not fulfilled the penalty may not be allowed to participate in the convocation ceremony.

Students with their status on hold by the Financial Aid Department may be allowed to attend the convocation ceremony. For all such students, the academic documents remain on hold till the University decisions in their regard are fulfilled and the University clearance process is complete. However, clearance of financial dues is necessary in order to attend the convocation.

Students wishing to withdraw their GAF application, s/he should inform the Office of the Registrar within 14 days after the semester final examination week. Withdrawal requests after the deadline will not be entertained.

28.2 Other Graduation Clearance Requirements

The clearance of graduating students by all departments at LUMS is done through Zambeel. The Office of Student Support Services (SSS), which falls under the Office of Student Affairs, initiates the clearance process for the tentative graduating students.

Students need to fulfil the following requirements for Graduation Clearance:

- Submit an undertaking and return the specified items to the respective departments, latest by the deadline announced by the OSA.
- Return all borrowed books and other issued material to LUMS library, student clubs, IST etc.
- Clear any outstanding dues.

If any item is pending against a graduating student, the respective department will update the requisite status in the student Zambeel self-service. Each student is able to view status of his/her clearance in Zambeel. If dues are pending, student will receive fee voucher in his/her self-service. To avoid any hindrance in graduation, the dues must be cleared within the stipulated deadline.

Only students fulfilling the clearance requirements are allowed to attend the annual convocation and receive degrees.

Students who do not wish to attend the Annual Convocation after confirmation should inform the Office of the Registrar within 14 days after the semester final examination week.

Students willing to attend the convocation after declining the initial request to attend also need to inform the Office of the Registrar within 14 days after the semester final examination week.

Note: Any request after the above-mentioned deadlines will not be entertained.

28.3 Graduation Denied

A student's name is removed from the list of graduating students if:

- The student is unable to fulfil his/her graduation requirements in the final year or final semester.
- The student is involved in an unprofessional/disciplinary/Values &Ethics (V&E) incident or is barred from attending the convocation by the relevant Committee.

In case of ineligibility to graduate, students are informed by the Office of the Registrar.

28.4 Name on Transcript and Degree

After admission to LUMS is confirmed, student profiles are created in Zambeel. The information in the profiles is transferred from the on-line admission application filled in by the admitted student. After enrollment and registration, it is the prime responsibility of the student to review his/her respective profile during the LUMS Orientation Week. If there is any discrepancy, especially in the name and/or the date of birth, the student should get it rectified by submitting a duly filled Personal Information Form at helpdeskro@lums.edu.pk available at RO Portal.

The name on the transcript and degree is printed from the information available in Zambeel, which is considered final.

Note: As per the instructions of the Higher Education Commission, Pakistan (HEC), the name, father's name and the date of birth of a student must be the same throughout his/her educational testimonials such as Matriculation, Intermediate, Bachelors and Masters onwards to PhD Degrees/Transcripts, as well as on Computerized National Identity Card/ Passport. Otherwise, the documents will not be attested by HEC.

28.5 Degree before Convocation (DBC)

Upon successful completion of degree requirements and issuance of the final transcript, student can apply for his/her degree prior to the convocation. The Office of the Registrar charges the student and issues the DBC. This degree is printed with the text "Degree before Convocation" (DBC). The DBC must be returned before or upon receiving the regular degree at convocation. The charges for the DBC are in addition to the convocation charges and are not refunded once the DBC is returned.

All LUMS dues must be settled before a request is placed for DBC, or else the degree is not issued and remains on hold till the dues are settled.

28.6 Award of Regular Degree on the Convocation Day

On the day of Convocation, degrees are awarded only to the graduating student in person. After the convocation, graduates may authorize their representatives to collect the degree from the Office of the Registrar on their behalf on working days between 1500 hours to 1700 hours, by writing to RO and providing CNIC or LUMS Smart card details of the authorized person.

28.7 University Clearance, and Security Refund

Once admitted, all students upon leaving the University, must go through the University clearance process. The Security amount which is deposited by a student at the time of admission is refundable, after graduation/withdrawal/separation/admission cancellation/unauthorized withdrawal from the respective programme through LUMS Online Clearance Process.

A student who has withdrawn from LUMS, has been separated/dismissed/expelled, has had his/her admission cancelled or has left the University without informing at any time during the year, should apply for clearance using Online Clearance (Zambeel Self-Service) System. The online clearance process is initiated by the Office of the Registrar and the student is required to follow this process starting with the return of the LUMS Smart card to the Campus Security department. It can also be dispatched at the following address to process security refund: Campus Security Office, LUMS, Lahore.

The student is entitled to his/her final settlement by LUMS upon successful (online) clearance from all respective departments. University documents (transcripts/letter/attestations) are issued by the university subject to successful online clearance.

Academic Departments & Programme Outlines

SULEMAN DAWOOD SCHOOL OF BUSINESS (SDSB)

Introduction

The Business School, established in 1986, was the first school at the Lahore University of Management Sciences (LUMS). In 2004, the Business School was renamed the Suleman Dawood School of Business (SDSB) in light of the generosity of the Dawood family over the years. For over three decades and more than 4500 graduates later, the business school has impacted business and society and continued innovating and pursuing positive change. Today, SDSB ranks as the best business school in the country and is the only one having attained AACSB accreditation in Pakistan.

The school offers a variety of programmes, including Bachelor's programmes with majors in Accounting and Finance and Management Science, an intensive full-time MBA, an Executive MBA, MS specialist programmes, and a PhD in Management. SDSB will shortly launch a Diploma in Business and an Asian MBA as it further extends its reach outside Pakistan.

QS World University Rankings 2023 by Subject rank LUMS as number one in Pakistan in Business and Management Studies and in the top 200 globally. In addition to this, LUMS has also been ranked in the Accounting and Finance subject area with a global QS World University Ranking of 151-200 in 2023.

The School closely collaborates with various centres, including the Rausing Executive Development Centre (REDC), which offers short executive courses and the Centre for Business and Society. LUMS maintains a deep relationship with the business community, helping it keep the curriculum relevant to the needs of business organisations and ensuring that students and faculty stay exposed to the dynamics of the management world. Business leaders actively interact with faculty and students through frequent visits, seminars, and guest speakers, and their perspectives enrich the classroom experience. Additionally, industry linkages are strengthened by faculty involvement in teaching and training in the executive development programmes attended annually by more than 2000 senior executives and managers. We aim to serve the varying educational needs of a culturally diverse and geographically dispersed student body by preparing them academically, personally, and professionally and providing them access to opportunities to make a difference.

To enrich the academic journey of our undergraduate students, SDSB-LUMS encourages them to explore global opportunities through exchange programmes with international universities around the world. Through our international partnerships, students have the opportunity to take a semester abroad at any of LUMS' partner institutions to build upon and explore a foreign country and a new culture. Moreover, LUMS students have access to one of the most supportive and powerful professional alumni networks worldwide through the LUMS Alumni Network of 15,000+ members.

Vision

We develop ideas and people to shape business and society.

Mission

a) To advance ethical and thoughtful leadership
b) To influence practice and policy through knowledge generation
c) To offer a transformational learning experience

SDSB Undergraduate Academic Programmes

Suleman Dawood School of Business (SDSB) offers two undergraduate programmes in the area of Accounting and Finance (ACF) and Management Science (MGS). The Learning goals and objectives of SDSB undergraduate programmes are as follows:

General Learning Goals & Objectives

Goal 1 –Effective Written and Oral Communication
Objective: Students will demonstrate effective writing and oral communication skills.

Goal 2 –Ethical Understanding and Reasoning
Objective: Students will demonstrate that they are able to identify and address ethical issues in an organizational context.

Goal 3 – Analytical Thinking and Problem-Solving Skills
Objective: Students will demonstrate that they are able to identify key problems and generate viable solutions.

Goal 4 – Application of Information Technology
Objective: Students will demonstrate that they are able to use current technologies in a business and management context.

Goal 5 – Teamwork in Diverse and Multicultural Environments
Objective: Students will demonstrate that they are able to work effectively in diverse environments.

Goal 6 – Understanding Organizational Ecosystems
Objective: Students will demonstrate that they have an understanding of economic, political, regulatory, legal, technological, and social environment of organizations.

Major Specific Learning Goals & Objectives

Goal 7 (a) – Discipline Specific Knowledge and Understanding (for ACF Majors)
Objective: Students will demonstrate knowledge of key business disciplines and how they interact, including application to real world situations.

Goal 7 (b) – Understanding the "science" behind the decision-making process (for MGS Majors)
Objective: Students will demonstrate ability to analyze a business problem, design and apply appropriate decision-support tools, interpret results and make meaningful recommendations to support the decision-makers.

The Accounting and Finance (ACF) Programme

The four-year B.Sc. (Honours) programme in Accounting & Finance equips students with analytical and practical skills required to excel in the dynamic and competitive business environment of the world today. The programme prepares students with the knowledge and hands-on experience to process and present accounting information according to the needs of the intended users and enables them to use such information for decision making. The finance component of the programme develops students' understanding of finance theory and practices and how financial decisions interface with financial markets to impact firm value. The programme provides students with solid foundations for graduate studies, professional qualifications, and a variety of exciting and challenging careers in accounting and finance.

The Programme has the following key learning objectives:

- Provide students with theoretical knowledge, analytical tools and understanding of the current practices to handle a variety of accounting and finance functions.
- Prepare students with knowledge and hands-on experience to capture accounting transactions, events and conditions, to report them in accordance with the applicable frameworks to internal and external users for decision making and be able to use such information for decision making.
- Develop students understanding of financial theory and practice as it relates to financing and allocation of resources among competing opportunities with the aim of creating value.
- Develop students' intellectual capacity to engage in critical thinking, problem-solving and reasoning, enabling them to deal with complex business issues by integrating theory with practice.
- Develop an understanding of legal, social, political, economic, and technological environments.
- Provide students with opportunities to hone personal and interpersonal skills, including effective communication to enable them to develop as independent, confident and reflective individuals who are capable of taking initiative, when working in and/or leading teams.
- Develop students who can appreciate the importance of sustainable and ethical practices and play their role as socially responsible individuals within the local as well as global community.

Programme Structure - Accounting & Finance (ACF)

Accounting and Finance – Table 1

Accounting & Finance	Credit Hours	No. of Courses
Graduation Requirements	**130 – 132**	**43**
University Core	9	**4**
University Distribution	**23**	**7**
Out-Group Distribution	9	3
In-Group Distribution	12-14	4
ACF Major Requirements	**71**	**23**
Business Core	37	12
ACF Major Core	18	6
ACF Internship	04	1
ACF Major Electives	12	4
University Free Electives	**29**	**10**

University Core: 9 Credit hrs. [4 Courses]

Kindly refer to Section 1: Undergraduate Programme Policies and Regulations

University Distribution: 23 Credit hrs. [7 Courses]

ACF – Table 2

Group	In-Group	Out-Group
ACF	ECON, LAW, MGS* Courses	HSS, SSE Courses

**MGS courses are represented through DISC prefixes, except for DISC 203 course which is an Outgroup.*

Out-Group Distribution: 09 Credit hrs. [3 Courses]

ACF – Table 3

Code	Course Title	Credits
MATH 101	Calculus I	3
MGMT 252	Logic & Critical Thinking	3
DISC 203	Probability & Statistics	3
	Total	**9**

Only the above-specified courses will be considered to satisfy the outgroup distribution bin requirements for this programme.

In Group Distribution: 12-14 Credit hrs. [4 Courses]

ACF – Table 4

Code	Course Title	Credits
MECO 111	Principles of Microeconomics	3
MECO 121	Principles of Macroeconomics	3
ECON/LAW	ECON/LAW/MGS* Courses	3/4
ECON/LAW	ECON/LAW/MGS* Courses	3/4
	Total	**12-14**

**MGS courses are represented through DISC prefixes, except for DISC 203 course which is an Out-group. MECO 111 & 121 courses are equivalent to ECON 111 & 121 courses.*

Business Core: 37 Credit hrs. [12 Courses]

ACF – Table 5

Code	Course Title	Credits
ACCT 100	Principles of Financial Accounting	3
ACCT 130	Principles of Management Accounting	3
DISC 112	Computer & Problem Solving	4
DISC 212	Introduction to Management Science	3
FINN 100	Principles of Finance	3
MGMT 142	Principles of Management	3
MGMT 212	Business Communication	3
MGMT 242	Business Ethics & Corporate Social Responsibility	3
MGMT 260	Business Law	3
MGMT 400	Strategic Business Management	3
MKTG 201	Principles of Marketing	3
ORSC 201	Organizational Behaviour	3
	Total	**37**

ACF Major Core: 18 Credit hrs. [6 Courses]

The ACF major core courses constitute of **18 credit hours** as part of the requirements.

ACF – Table 6

Code	Course Title	Credits
ACCOUNTING		
ACCT 220	Corporate Financial Reporting I	3
ACCT 250	Auditing	3
ACCT 320	Corporate Financial Reporting II	3
ACCT 370	Applied Taxation	3
FINANCE		
FINN 200	Intermediate Finance	3
FINN 400	Applied Corporate Finance	3
	Total	**18**

ACF 494 – Internship: 4 Credit hrs. [Mandatory]

ACF internship (6-8 weeks) is a mandatory degree requirement for all ACF students and students get four semester credit hours for this internship. **A minimum of 6 weeks' duration is mandatory to complete the internship requirement and partial credit will not be given**. Students will require prior approval regarding the nature of the internship from the ACF Internship Coordinator before taking it up.

The pursuit of an internship is a serious responsibility. During their interaction with the host organizations, students represent the Suleman Dawood School of Business as well as themselves. Their conduct must be representative of the values and norms of Suleman Dawood School of Business. Students are expected to adhere to normal working hours and be extremely attentive towards office timings, organizational norms and the quality of output required by their host organizations.

At the end of the internship, students are required to submit a written report documenting the whole learning experience as thoroughly as possible. It gives them confidence that they have actually made the best of this opportunity and gives them a chance to reflect on their experiences in a more structured manner. Additional guidelines on the required content of the report are provided to students when they start their internships. Students who were unable to undertake the Mandatory ACF Internship till their junior year summer semester won't be able to graduate on time without the mandatory internship. Students opting for an ACF Internship during Summer Semester will not be eligible for enrollment in any course. In case of such activity, the department reserves the right to drop the student from the course(s).

The report plays a significant role in determining the pass/fail grade for the internship and must be submitted within a week of the internship ending. The report should not exceed 3500 words. Once a student successfully enrolls in the internship, it is his/her responsibility to continuously check his/her LMS and submit reports on time. As per policy, if a student missed the deadline, he/she will not be given permission to submit it late.

The ACF internship is billable and is charged on a per credit hours basis as per the university policy.

Eligibility Criteria:

The eligibility criteria for the ACF internship is as follows:

1. The minimum eligible CGPA for the said internship is 2.5 or above upon the closure of an academic year (Sophomore/Junior/Senior year).
2. Must have passed the course CFR I (ACCT 220).

ACF Electives: 12 Credit hrs. [4 Courses]

ACF majors are required to take **four elective** courses (12 credit hours); these courses must be taken from either the accounting or finance stream or a combination thereof. Each elective course is of **3 credit hours**. It is upon the students to decide which electives they need to take, keeping in mind that **4 courses** in total are to be completed from either/both streams.

ACF – Table 7

ACCT/FINN 1	3
ACCT/FINN 2	3
ACCT/FINN 3	3
ACCT/FINN 4	3
Total	**12**

ACF – Table 8

FINANCE	
CODE	**COURSE TITLE**
ACF 491	Senior Project in Accounting & Finance
FINN 222	Introduction to Mathematics of Finance
FINN 242	Islamic Capital Markets & Instruments
FINN 243	Fintech Revolution: Market Disruption and Emerging Opportunities
FINN 321	Econometrics
FINN 326	Financial Risk Management
FINN 327	Financial Econometrics I
FINN 341A	Financial Institutions & Markets
FINN 353	Investments

FINN 372	Actuarial Sciences and Insurance
FINN 383	Capital Markets & Corporate Governance
FINN 402	Commercial Banking
FINN 403	Financial Modelling
FINN 411	International Finance
FINN 422	Quantitative Finance
FINN 441	Islamic Banking and Finance
FINN 453	Financial Derivatives
FINN 454	Portfolio Management
FINN 455	Fixed Income Securities
ACCOUNTING	
CODE	**COURSE TITLE**
ACCT 202	Theory & Concepts of Accounting – Islamic Perspective
ACCT 302	Accounting for Islamic Financial Institutions
ACCT 331	Strategic Management Accounting & Control Systems
ACCT 352	Advanced Auditing
ACCT 411	Applied Financial Analysis
ACCT 482	Governance, Risk & Compliance

University Free Electives: 29 Credit hrs. [10 Courses]

The University free electives are to be taken from any area of specialization including ACCT, ENGL, FINN, MGMT, MKTG, ORSC, ECON, MATH, HSS, LAW, BIO, PHY, CS, SCI, SSE, EDU etc.

ACF – Table 9

UFE 1	3
UFE 2	3
UFE 3	3
UFE 4	3
UFE 5	3
UFE 6	3
UFE 7	3
UFE 8	3
UFE 9	3
UFE 10	3
Total	**30**

ACF Programme Duration

The normal duration of the BSc ACF programme is four years. A student can, however, remain enrolled in the programme for a maximum of six consecutive calendar years from the date of admission to LUMS as a fresh candidate.

IMPORTANT: Please note that due to the highly structured nature of the Accounting & Finance major, students are required to take the courses in the assigned sequence as mentioned in the Sample Four Year Plan.

The ACF Programme

Graduation Requirement		130-132 Credit Hours
University Core		9 Credit Hours (4 Courses)
University Distribution	In Group Out-Group **Total**	14 Credit Hours (4 Courses) 09 Credit Hours (3 Courses) 23 Credit Hours (7 Courses)
Major Requirement	Business Core Major Cores Major Electives **Total**	37 Credit Hours (12 Courses) 22 Credit Hours (6 Courses, Internship) 12 Credit Hours (4 Courses) 71 Credit Hours (22 Courses, Internship)
Free Electives*		29 Credit Hours (10 Courses) *

Sample Four Year Plan**

	First Year Fall			**First Year Spring**	
SS 100	Writing & Communication	4	SS 101	Islamic Studies	2
MATH 101	Calculus I [Out-group]	3	SS 102	Pakistan Studies	2
MECO 111	Principles of Microeconomics [In-group]	3	MECO 121	Principles of Macroeconomics [In-group]	3
ACCT 100	**Principles of Financial Accounting**	**3**	**DISC 112**	**Computer & Problem Solving**	**4**
MGMT 142	**Principles of Management**	**3**	**FINN 100**	**Principles of Finance**	**3**
LUMS 100	Big Ideas	0.5	LUMS 100	Big Ideas	0.5
				University Free Elective 1	*3*
	Total	**16.5**		**Total**	**17.5**
	Sophomore Fall			**Sophomore Spring**	
DISC 203	Probability & Statistics [Out-group]	3	MGMT 252	Logic & Critical Thinking [Out-group]	3
ACCT 130	**Principles of Management Accounting**	**3**	**ACCT 250**	**Auditing**	**3**
ACCT 220	**Corporate Financial Reporting I**	**3**	**ACCT 320**	**Corporate Financial Reporting II**	**3**
FINN 200	**Intermediate Finance**	**3**	**DISC 212**	**Introduction to Management Science**	**3**
MGMT 212	**Business Communication**	**3**		*University Free Elective 3*	*3*
	University Free Elective 2	**3**		*University Free Electives 4*	*3*
	Total	**18**		**Total**	**18**
	Junior Fall			**Junior Spring**	
MKTG 201	**Principles of Marketing**	**3**		*ECON/LAW/MGS [*In-group]	*4*
ORSC 201	**Organizational Behaviour**	**3**		*ECON/LAW/MGS [*In-group]	*4*
	ACF Major Elective 1-ACCT/FINN	***3***	**FINN 400**	**Applied Corporate Finance**	**3**
ACF 494	**ACF Internship**	**4**		***ACF Major Elective 2-ACCT/FINN***	***3***
	University Free Elective 5	*3*		***ACF Major Elective 3-ACCT/FINN***	***3***
	University Free Elective 6	*3*			
	Total	**19**		**Total**	**17**
	Senior Fall			**Senior Spring**	
MGMT 260	**Business Law**	**3**	**MGMT 242**	**Business Ethics & CSR**	**3**
MGMT 400	**Strategic Business Management**	**3**		*University Free Elective 8*	*3*
ACCT 370	**Applied Taxation**	**3**		*University Free Elective 9*	*3*
	ACF Major Elective 4-ACCT/FINN	***3***		*University Free Elective 10*	*3*
	University Free Elective 7	*3*			
	Total	**15**		**Total**	**12**

**The number of courses taken towards these requirements will vary according to the course credit hour which can be of 3 or 4*
***The sample plan is a suggested roadmap for timely completion of ACF programme requirements. All courses except ACCT 250 & 320, DISC 112, and MECO 111 & 121 are usually offered on a recurring basis in an academic year (Fall and Spring), hence, students may take them any time as per availability during the recommended year.*

University Core Underline	University Distribution Regular	**Business Core Bold and Underline**	**Major Core Bold**	***Major Elective Bold & Italic***	*University Free Elective Italic*

The Management Science (MGS) Programme

The four-year BSc (Honours) in Management Science programme (MGS) is designed to develop students with a strong foundation in decision methods and data analytical techniques in business management. Students will learn to apply these concepts and techniques in providing new insights and improving operations and managerial decision-making processes across various business functions. A strong technical foundation will allow students the opportunity to pursue graduate studies or a professional career involving the application of business and data analytical skills.

The Programme has the following key learning objectives:

- Develop students with strong problem solving and analytical skills.
- Develop students with a broad technical skill set and the ability to critically analyze problems and apply necessary tools to support the decision-making processes.
- Develop students with an understanding of the modern business environment so that they can appreciate the importance of business and data analytics across various business functions, such as marketing, operations, HR, finance and accounting.
- Develop students' intellectual capacity to engage in critical thinking, problem-solving and reasoning, enabling them to deal with complex business issues by integrating theory with practice.
- Develop an understanding of legal, social, political, economic, and technological environments.
- Provide students with opportunities to hone personal and interpersonal skills including effective communication to enable them to develop as independent, confident and reflective individuals who are capable of taking initiative, working in and leading teams.
- Develop students who can appreciate the importance of sustainable and ethical practices and their role as socially responsible individuals within the local as well as global community.

Programme Structure – Management Science (MGS)

MGS – Table 1

Management Science	Credit Hrs.	No. of Courses
Graduation Requirements	130-132	43
University Core	**9**	**4**
University Distribution	**23**	**7**
Out-Group Distribution	9	3
In-Group Distribution	14	4
MGS Major Requirements	**71**	**23**
Business Core	37	12
MGS Major Core	19	6
MGS Major Electives	15	5
University Free Electives	**29**	**10**

University Core: 9 Credit hrs. [4 Courses]

Kindly refer to Section 1: Undergraduate Programme Polices and Regulation

University Distribution: 23 Credit hrs. [7 Courses]

MGS – Table 2

Group	In-Group	Out-Group
MGS	ECON, LAW, ACF* Courses	HSS, SSE Courses

**Any course with an ACCT or FINN prefix can be used to fulfil this requirement, except for those ACCT/ FINN courses that are part of the business core.*

Out-Group Distribution: 09 Credit hrs. [3 Courses]

MGS – Table 3

Code	Course Title	Credits
MATH 101	Calculus I	3
MGMT 252	Logic & Critical Thinking	3
DISC 203	Probability & Statistics	3
	Total	**09**

Only the above-specified courses will be considered to satisfy the outgroup distribution bin requirements for this programme.

In-Group Distribution: 12-14 Credit hrs. [4 Courses]

MGS – Table 4

Code	Course Title	Credits
MECO 111	Principles of Microeconomics	3
MECO 121	Principles of Macroeconomics	3
ECON/LAW	ECON/LAW/ACF* Course	¾
ECON/LAW	ECON/LAW/ACF* Course	¾
	Total	**12-14**

**Any course with an ACCT or FINN prefix can be used to fulfil this requirement, except for those ACCT/ FINN courses that are part of the business core.*

Business Core: 37 Credit hrs. [12 Courses]

MGS – Table 5

Code	Course Title	Credits
ACCT 100	Principles of Financial Accounting	3
ACCT 130	Principles of Management Accounting	3
DISC 112	Computer & Problem Solving	4
DISC 212	Introduction to Management Science	3
FINN 100	Principles of Finance	3
MGMT 142	Principles of Management	3
MGMT 212	Business Communication	3
MGMT 242	Business Ethics & Corporate Social Responsibility	3
MGMT 260	Business Law	3
MGMT 400	Strategic Business Management	3

MKTG 201	Principles of Marketing	3
ORSC 201	Organizational Behaviour	3
Total		**37**

MGS Major Core: 16 Credit hrs. [6 Courses]

The MGS major core courses consists of **19 credit hours** as part of the requirements.

MGS – Table 6

Code	Course title	Credits
DISC 231	Operations Management	3
DISC 320	Qualitative & Quantitative Methods in Business	3
DISC 321	Decisions Analysis	4
DISC 322	Optimization Methods in Management Science	3
DISC 323	Decision Behaviour	3
DISC 420	Business Analytics	3
	Total	**19**

MGS Elective Courses: 15 Credit hrs. [5 Courses]

MGS majors are required to take five electives (15 credit hours); as a mix of Finance, Accounting, Productions, Operations Management, Marketing, Human Resource Management etc.

The mix is such that students are required to take "**TWO COURSES**" from the Accounting, Finance, Economics, Organizational Sciences & Marketing Stream and "**THREE COURSES**" from the Operations Research/Information Technology & Mathematics Stream. It is upon the students to decide which electives they need to take; keeping in mind that **FIVE COURSES** are to be completed in total from the two bins. Students will have the option to complete their MGS major electives through any of the below mentioned combinations:

1) Five MGS electives
2) Four MGS electives + SPROJ
3) Four MGS electives + Internship
4) Three MGS electives + SPROJ + Internship

Following is the list of courses across different functional areas that can be taken to complete the MGS major electives requirement.

MGS – Table 7

Students will also have the option to work on a Senior Year Project (SPROJ) and/or complete a Semester-Long Internship to fulfil the requirement for Management Science electives.

BIN 1	
ACCT/FINN/ECON/ORSC/MKTG	
Code	**Accounting, Finance & Economics**
ACCT 202	Theory and Concepts of Accounting - Islamic Perspective
ACCT 302	Accounting for Islamic Financial Institutions
ACCT 411	Applied Financial Analysis
ACCT 482	Governance, Risk and Compliance

FINN 222	Introduction to Mathematics of Finance
FINN 242	Islamic Capital Markets and Instruments
FINN 243	Fintech Revolution; Market Disruption & Emerging Opportunities
FINN 30X	Financial Modelling
FINN 341A	Financial Institutions & Markets
FINN 326	Financial Risk Management
FINN 327	Financial Econometrics I
FINN 321/ECON 330	Econometrics
FINN 353/ECON 363	Investments/Economics of Investment & Finance
FINN XXX	Financial Derivatives
FINN 372	Actuarial Sciences and Insurance
FINN 325/ECON 334	Time Series Econometrics
ECON 368	Applied Time Series Finance
FINN 383	Capital Markets and Corporate Governance
FINN 402	Commercial Banking
FINN 411	International Finance
FINN 422/ECON 461	Quantitative Finance
FINN XXX	Islamic Banking & Finance
FINN 454	Portfolio Management
FINN 455	Fixed Income Securities
Code	**Management, Marketing and Organizational Behaviour**
DISC 331	Project Management
MGMT 321	International Business
MGMT 346	Sports Management
MGMT 349	E-Commerce
MGMT 373	Personal Effectiveness
MGMT 382	Social Entrepreneurship
MGMT 384	Entrepreneurship & Management in the Restaurant Industry
MGMT 385	Tourism Management
MGMT 481	Entrepreneurship
MGS 492	Senior Project in General Management
MGS 493	General Management Internship
MKTG 222	Retail Management
MKTG 322	Sales Force Management
MKTG 323	Channel Management
MKTG 332	Consumer Behaviour
MKTG 392	Brand Management
MKTG 324	Integrated Marketing Communications
MKTG 302	New Media Technologies in Marketing
ORSC 341	Human Resource Management
BIN 2	
Operations Research/Information Technology/Mathematics	
Code	**Operations Research**
DISC 324	Simulation Modelling and Analysis
DISC 325	Business Data Management
DISC 326	Data Science for Decision Making
DISC 333	Supply Chain & Logistics Management

DISC 335	Transportation & Logistics Management
DISC 336	Production Models
MGS 491	Senior Project in Management Science
MGS 494	Management Science Internship
MKTG 343	Marketing Models
MKTG 344	Data Driven Marketing
ECON 233	Introduction to Game Theory
ECON 262	Mathematical Applications in Economics
ECON 435/MATH 433	Advanced Game Theory
Code	**Information Technology**
Programming	
CS 200	Introduction to Programming
CS 201	Programming in X
CS 300	Advanced Programming
Algorithms	
CS 210	Discrete Mathematics
CS 310	Algorithms
CS 510	Design and Analysis of Algorithms
CS 511	Advanced Algorithms
Databases	
CS 202	Data Structures
CS 340	Databases
CS 360	Software Engineering
CS 432	Introduction to Data Mining
CS 536	Data Mining
Mathematics	
MATH 343	Optimization Techniques
MATH 344	Numerical Analysis
MATH 432	Stochastic Processes
MATH 439	Applied Probability
MATH 442	Mathematics for Finance
MATH 447	Financial Engineering
MATH 462	Dynamic Systems

Students will also have the option to work on a Senior Year Project (SPROJ) and/or complete a Semester-Long Internship to fulfil the requirement for Management Science electives.

Students will get **three or four** credits for the SPROJ. The nature of the research will determine which bin the SPROJ would suffice. The case for the SPROJ assessment is pre-evaluated by the MGS Coordinator. It should be equivalent to a course load branching out from the ACCT/FINN/General Management or Operations Research stream.

Similarly, internship is a good way of getting practical and hands on experience and is **OPTIONAL**. Students will get three credits for the Internship and functional area of the Job will determine the bin where it would suffice (either in the ACCT/FINN/General Management or Operations Research stream). Students are required to get prior approval from the MGS Internship Coordinator before taking up the internship.

MGS – Table 8

MGS Major Elective 1	3
MGS Major Elective 2	3
MGS Major Elective 3	3
MGS Major Elective 4	3
MGS Major Elective 5	3
Total	**15**

University Free Electives: 29 Credit hrs. [10 Courses]

The free electives are to be taken from any area of specialization including ACCT, ENGL, FINN, MGMT, MKTG, ORSC, ECON, MATH, HSS, LAW, BIO, PHY, CS, SCI, EDU etc.

MGS – Table 9

UFE 1	3
UFE 2	3
UFE 3	3
UFE 4	3
UFE 5	3
UFE 6	3
UFE 7	3
UFE 8	3
UFE 9	3
UFE 10	3
Total	**30**

MGS Programme Duration

The normal duration of the BSc MGS programme is four years. A student can, however, remain enrolled in the programme for a maximum of six consecutive calendar years from the date of admission to LUMS as a fresh candidate.

IMPORTANT: Please note that due to the highly structured nature of the Management Science major, students are required to take the courses in the assigned sequence as mentioned on the next page in the Sample Four Year Plan.

The Management Science (MGS) Programme

Graduation Requirement		130-132 Credit Hours
University Core		9 Credit Hours (4 Courses)
University Distribution	In Group	14 Credit Hours (4 Courses)
	Out-Group	09 Credit Hours (3 Courses)
	Total	23 Credit Hours (7 Courses)
Major Requirement	Business Core	37 Credit Hours (12 Courses)
	Major Cores	19 Credit Hours (6 Courses)
	Major Electives	15 Credit Hours (5 Courses)
	Total	71 Credit Hours (23 Courses)
Free Electives*		29 Credit Hours (10 Courses) *

Sample Four Year Plan** (SDSB 2026)

	First Year Fall			**First Year Spring**	
SS 100	Writing & Communication	4	SS 101	Islamic Studies	2
MATH 101	Calculus I [Out-group]	3	SS 102	Pakistan Studies	2
MECO 111	Principles of Microeconomics [In-group]	3	MECO 121	Principles of Macroeconomics [In-group]	3
ACCT 100	**Principles of Financial Accounting**	**3**	**DISC 112**	**Computer & Problem Solving**	**4**
MGMT 142	**Principles of Management**	**3**	**FINN 100**	**Principles of Finance**	**3**
LUMS 100	Big Ideas	0.5	LUMS 100	Big Ideas	0.5
				University Free Elective 1	*3*
	Total	**16.5**		**Total**	**17.5**
	Sophomore Fall			**Sophomore Spring**	
DISC 203	Probability & Statistics [Out-group]	3	MGMT 252	Logic & Critical Thinking [Out-group]	3
ACCT 130	**Principles of Management Accounting**	**3**	**DISC 231**	**Operations Management**	**3**
DISC 212	**Introduction to Management Science**	**3**	**MGMT 212**	**Business Communication**	**3**
MKTG 201	**Principles of Marketing**	**3**		*University Free Elective 2*	*3*
ORSC 201	**Organizational Behaviour**	**3**		*University Free Elective 3*	*3*
				University Free Electives 4	*3*
	Total	**15**		**Total**	**18**
	Junior Fall			**Junior Spring**	
	ECON/LAW Elective [In-group]	*4*		*ECON/LAW Elective* [In-group]	*4*
DISC 320	**Qual. & Quant. Methods in Business**	**3**	**DISC 323**	**Optimization Methods in Mgmt. Science**	**3**
DISC 321	**Decision Analysis**	**4**	**DISC 322**	**Decision Behaviour**	**3**
	University Free Elective 5	*3*		***MGS Major Elective 1***	***3***
	University Free Elective 6	*3*		*University Free Elective 7*	*3*
	Total	**17**		**Total**	**16**
	Senior Fall			**Senior Spring**	
MGMT 260	**Business Law**	**3**	**MGMT 242**	**Business Ethics & CSR**	**3**
MGMT 400	**Strategic Business Management**	**3**		***MGS Major Elective 3***	***3***
DISC 420	**Business Analytics**	**3**		***MGS Major Elective 4***	***3***
	MGS Major Elective 2	***3***		***MGS Major Elective 5***	***3***
	University Free Elective 8	*3*		*University Free Elective 10*	*3*
	University Free Elective 9	*3*			
	Total	**18**		**Total**	**15**

**The number of courses taken towards these requirements will vary according to the course credit hours which can be of 3 or 4*
***The sample plan is a suggested roadmap for timely completion of MGS programme requirements. All courses except DISC 112, and MECO 111 & 121 are usually offered on a recurring basis in an academic year (Fall and Spring), hence, students may take them any time as per availability during the recommended year.*

University Core	University	**Business Core**	**Major**	***Major***	*University Free*
Underline	Distribution	**Bold and**	**Core**	***Elective***	*Elective*
	Regular	**Underline**	**Bold**	***Bold &Italic***	*Italic*

MGS 493/494 - Internship: 3 Credit hrs. [Elective]

Given below are the guidelines that drive the internship programme for the Management Science (MGS) major at Suleman Dawood School of Business (SDSB). Internship is recommended as an important practical experience, allowing students the opportunity to synthesize their in-class academic learning with real world organizational practice. As an added advantage, the summer internship will give MGS students the advantage of the job market with some work experience related to their major under their belts.

The MGS internship is billable and is charged on a per credit hrs basis as per the university policy.

Background Considerations

1) Compensation (credits and payment)

The student compensation for the MGS internship (credit hour terms) be fixed at **3 credit hours** (equivalent to one undergraduate course, and thereby requiring an equivalent amount of effort). Monetary payments by organizations are left at their discretion.

2) Internship Objectives

- Apply business concepts and decision-making tools to real-world scenarios/problems
- Increase proficiency in a specific business: such as human resources management, operations management, marketing, accounting, economics, finance, etc.
- Develop and improve business skills in communication, technology and teamwork.
- Observe (and possibly participate) in business operations and decision-making.
- Meet professional role models and potential mentors who can provide guidance, feedback, and support.
- Expand network of professional relationships and contacts.
- Develop a solid work ethic and professional conduct, as well as a commitment to ethical conduct and social responsibility.

3) Target Organizations

Given the unique skillset acquired by MGS scholars by their Junior year, placements are made at organizations where students are able to apply some of the tools they have learnt during the course of their studies. The Career Services Office (CSO) will match identified host organizations to student profiles and their work preferences. However, students are also encouraged to bring in their own contacts in prospective organizations for this purpose.

4) Time of Internship and Credit

The internship will take place during the student's Junior or Senior year during the Summer break. The internship is 6-8 weeks long, and **3 credits** are awarded for its completion. As a rule of thumb, **at least six weeks** of continuous work at the host organization's premises (or recommended site) is given a full credit. Partial credit will not be given. Students are expected to adhere to normal working hours and be extremely attentive towards office timings, organizational norms and the quality of output required by their host organizations. The pursuit of an internship is a serious responsibility. During their interaction with the host organizations, students represent the Suleman Dawood School of Business as well as themselves. Their conduct must be representative of the values and norms of Suleman Dawood School of Business. Students opting for an MGS Internship during Summer Semester will not be eligible for enrollment in any course. In case of such activity, the department reserves the right to drop the student from the course/s.

5) Assurance of Continued Learning during the Internship

To ensure that an internship continues as a learning situation and that the intended relationship between intern and host organization continues during the internship tenure,

(i) The student is encouraged to seek the faculty sponsor's assistance if any problems of communication arise or if he/ she finds that learning opportunities are being reduced or restricted.

(ii) Several reports are required to be submitted by the student to the CSO at the start of the internship, during the internship and after its completion. Details are provided by the Programme Coordination Office (PCO) - SDSB. Internships will not be given credit without the submission of these deliverables.

(iii) The faculty sponsor/ CSO may make site visits during the internship, and feedback is obtained by work supervisors periodically.

Reports Required:

1. Internship Proposal/Design Statement

Students are expected to be partially responsible for the design of the internship undertaking. It is recommended that students prepare a short 'internship design statement' which should be prepared in tandem with their supervisor at the host organization. This is submitted alongside the one-week report.

The proposal should contain the following elements:

- Career goal of student
- Learning objectives for the internship (the "Internship Objectives" in I-2)
- Description of place of internship (and on-site work, if any) and functional area within which placement has been done.
- Name, designation and contact of supervisor.
- Expected work to be completed during the internship.
- The student's preparation for the internship (such as related coursework covering the industry, if any)
- Additional comments, if any.

2. Approval Procedures: Internship output and evaluation for credits

At the end of the internship, students are required to write an 8-10-page report (1.5 spaced, 11 font size, printed on both sides, with annexures), assessing one or more aspect of the organization that they were exposed to and their detailed output therein. The report must clearly state the nature of work undertaken, lessons learnt, and the output given to the host organization. This report must be routed to the faculty supervisor through the CSO Office within a week of the internship ending. Once a student successfully enrolls in the internship, it is his/her responsibility to continuously check his/her LMS and submit reports on time. As per policy, if a student missed the deadline, he/she will not be given permission to submit it late.

Students must also submit a concise one-page summary of their experiences within the organization. This is a separate document from the internship report. This would include a personal evaluation of whether they felt this was a worthwhile experience, and how it could be improved. This is routed to the faculty supervisor through the CSO Office as well.

The host organization will also be requested to fill an evaluation form giving feedback on student's behavior, the quality of the output and professionalism and whether the internship met their own expectations.

Partial credit for incomplete internships will not be given. Credits are given once the faculty supervisor is satisfied with the internship visit/call, host organization's evaluation of the student and the final internship report.

General Rules and Policies

Senior Year Project (SPROJ) / Independent Study (IS) Policy

Please refer to Policy No. 8: Directed Course Work (Courses Requiring Exceptional Method of Registration) under Section 1: 'Undergraduate Programme Policies and Regulations' for university-wide policies applicable to Directed Course Work.

In addition to the information given in the policy, further details about logistics of SPROJ/IS/DCW are given below:

Senior Projects and Independent Studies are intended to provide students with an opportunity to integrate and apply what they have learned from the courses in their major programmes. It should demonstrate an ability to formulate an original research question/problem along with the appropriate research methods to investigate the question posed. The study should report findings and explain their implications and ramifications in detail.

The form of the Senior Project /Independent Study varies with the substance of the student's major programme and the student's specific learning goals.

Some forms which a Senior Project/ Independent Study may take are as follows:

- An original Research Project using a method such as surveys or interviews.
- An original research question about an organization's management or financial reporting practices.
- A critical review of the scholarly literature on some aspect of the student's major field.
- An analysis of a company's financial or management process.
- A paper based on an internship with a business or a non-profit organization, detailing or critically analyzing some management issues.

These examples are mere suggestions for guidance purpose only and are not meant to be exhaustive in any way. Students are encouraged to be creative and should come up with a project that will contribute to the existing body of knowledge.

The Senior Project / Independent Study must be completed in the student's last year / Senior year.

The process of planning a Senior Project/ Independent Study should begin by the start of the semester prior to the semester in which the student is registering for the project. However, it is useful to start thinking about it even earlier as prior to the registering of courses, the students are required to submit a DCW online application in Zambeel; so, completion of below listed steps 1-5 one semester before will assist students in smooth enrollment of not only DCW but also that semester's requisite courses. To enhance learning outcomes students should work closely with faculty supervisors in the process of planning and carrying out the project as detailed below.

1. **Select a topic and the potential supervisor** at least one semester before students plan to begin working on the project. Selecting a topic will involve three elements: choosing the subject students will be working on, the approach to the subject, and the form the project will take. The process of selecting a topic should involve consultation with the proposed supervisor. Full time, Visiting & Adjunct faculty members can supervise Senior Projects and Independent Studies at SDSB.

2. **Write a proposal** before the semester in which students plan to complete the project. The project proposal explains what the project is all about, how students plan to carry it out, and what students hope to learn by doing it. The proposal should specify the following:

- The questions students want to answer or problems they want to address
- How students plan to address them, i.e., the form their project will take
- The methods that students plan to use, e.g., statistical analysis, archival research, textual analysis, qualitative research, etc.
- Materials students intend to use (a bibliography will often answer this question)
- The courses & experiences that have prepared students to undertake this project
- The area that students think this proposal should be counted towards.
- The number of credit hours' students are hoping to gain from this Senior Project / Independent Study
- A rough timeline for the completion of the project
- The scope of work to be undertaken by each member of the group

3. **Work with the supervisor to:**

i) make any revisions needed to clarify the project proposal, and
ii) identify an area of ACF OR MGS where the project should be ideally counted towards.

4. **ACF or MGS SPROJ:** For an SPROJ to be counted towards Accounting OR Finance major electives the main component of the SPROJ should be based on Accounting or Finance which requires due approval by the ACF Programme Coordinator.

   For MGS Majors, the nature of the SPROJ undertaken will determine which bin (BIN 1 or BIN 2) it will fall into. The case for the SPROJ assessment is to be pre-evaluated by the faculty supervisor and approved by the MGS Programme Coordinator.

   BIN 1 = General Management
   BIN 2 = Management Science

5. **Approval from the department:** The department will review the proposal and if needed call a meeting to discuss the proposal. Based on the results of this meeting, the department will finalize the following:

i) The number of credit hours (3 to 4) for Senior Project spanned over a semester and 6 for a year (1 to 2) for Independent Studies.
ii) Any suggestions on scope of the work.

6. **Registration for Directed Course Work on Zambeel:** The RO announces registration of Direct Course Work before the commencement of enrollment phase I & II. The students will register for the Directed Course Work through the online module from their Zambeel self-service. The DCW requests will be sent to the Undergraduate Programme Coordination Office and the respective supervising faculty. After their approval, the requests will be forwarded to the RO for further processing.

Approval of the Zambeel request is subject to meeting the following criteria:

	Senior Project	DRP	Independent Study
Number of Students	2 – 6	1 – 5	1
Number of Credit Hours	4 – 6	1 – 2	1 – 2
Supervisor's Approval	Yes	Yes	Yes
Department's Approval	Yes	Yes	Yes
RO's Approval	Yes	Yes	Yes
Conduction Year	Senior Only	Juniors or Seniors	Senior only
Grading	A+ to F	Pass/Fail	Pass/Fail

Note:

i) **The total limit for DCW credit hours is 12 including ACF/MGS internship credits.**
ii) **Senior Projects can also be counted towards university free electives.**
iii) **A Directed Research Project/ Independent Study is counted towards university free electives.**

7. **Grading Methods:** It is expected that the Directed Course Work will require significant work from the students to justify the credit units assigned to the project. In general, same grades are given to the entire group. However, at the discretion of the instructor, different grades may be awarded to group members based on objective evidence of differential performance. The instructor may use presentation, viva or other such means along with the written report to assess the students' performance.

Enrollment Status Requirement and Course Load

All ACF/MGS First year students are required to take at least **12-16 credit hours** in a regular semester to maintain full time status. However, in extreme cases i.e., physical/ psychological disability etc., please refer to Section 1: Undergraduate Programme Polices and Regulation (Policy 7).

Major Declaration/Specialization

The SDSB undergraduate batch of 2025 will have the option of declaring their major (either ACF or MGS) at the end of Spring semester of the First year. In case of capacity constraints, some students may not get the major of their preferred choice. The criteria for major allocation are based on the CGPA of the students at the end of Spring semester of the First year.

The students do have the option to revisit their decision of major choice upon the closure of the Sophomore year and are required to apply through the Major Change Form to process the change.

Interschool Transfer Policy - SDSB

Interschool transfers to Suleman Dawood School of Business (SDSB) may be applicable in case of the following two major scenarios:

a. **CGPA greater than or equal to 3.5 (CGPA >= 3.5) ***
   Students with a CGPA greater than or equal to 3.5 at the end of First/Sophomore year are eligible for a direct transfer to SDSB Undergraduate Programmes (ACF/MGS), based on their given major preference.

b. CGPA greater than or equal to 3.0 but less than 3.5 (CGPA >= 3.0 and < 3.5) **

Students with a CGPA greater than or equal to 3.0 but less than 3.5 can be considered for a transfer to SDSB Undergraduate Programmes provided the applicant meets the following two conditions:

*a. Students have taken at least three ACF/MGS courses by the end of First/Sophomore year.

b. Student meets the criterion mentioned in (B.1) and CGPA weightage is > = 3.3. **CGPA weightage[1] for such cases is calculated by giving 50% weightage to CGPA of all ACF/MGS courses and 50% weightage to CGPA of courses taken at other schools.

If the afore-mentioned criteria (B.1) and (B.2) are fulfilled, then the student with a CGPA greater than or equal to 3.0 but less than 3.5 can be considered for a transfer based on the recommendation of SDSB Undergraduate Programme Committee and approval of the Associate Dean (Academic Programmes).

Notes:

i) If a student has taken less than three ACF/MGS courses by the end of the First/Sophomore year, then policy stated in clause (A) shall be applicable.

ii) Students having a CGPA of less than 3.0 at the end of the First/Sophomore year are not eligible to apply for a transfer to SDSB Undergraduate programmes.

iii) The policy guidelines mentioned above only serve as a screening criterion for the potential pool of applicants; and do not provide any guarantee for the interschool transfers to SDSB, since transfers are contingent upon the availability of seats and approval of the SDSB undergraduate committee.

[1]Formula for calculation of CGPA Weightage

[CGPA of Non ACF/MGS Courses x 0.5] + [CGPA of at least three ACF/MGS Courses x 0.5]

Public Management Minor

While the government sector is the largest job provider in Pakistan, there is a considerable lack of quality public management education in the country. Offering a Minor in Public Management gives SDSB a chance to bridge this educational gap and, at the same time, advance its mission to impact the practice of public management.

Purpose:

The minor will complement existing majors at LUMS, by providing education and training in managerial, analytical and leadership skills needed, to assume professional roles in public and development sector organizations.

Course and Credit Hours Distribution:

The Minor will consist of 18 credits distributed over 6 courses. All University-wide policies pertaining to Minor programmes apply to the Public Management Minor. In addition to those, the following policies will apply to the Minor in Public Management:

Minor Core Courses (Total 6 Credit Hours)		
Code	**Course title**	**Credits**
MGMT 243	Public Administration	3
MGMT 261	Introduction to Policy Analysis	3

Minor Elective Courses The remaining 12 credits for the Minor may be completed by taking a combination of the following elective courses, in accordance with the University policies pertaining to course levels that make up a Minor:		
Code	**Course title**	**Credits**
MGMT 244	Reforming the Public Sector	3
MGMT 246	ICT in Government	3
MGMT 262	Governance System of Pakistan	3
MGMT 263	Contemporary Social Policy Issues in Pakistan	3
MGMT 342	Non-profit and Voluntary Organizations	3
MGMT 345	Entrepreneurship and Innovation in Education Sector	3
MGMT 347	Organizing and Organizations for Social Change	3
MGMT 348	Internet Governance and Technology Policy	3
EDU 352	Education Policy Analysis	3
MGMT 362	Rethinking Policy: Critical Perspectives on Pakistan's Agricultural Development	3
MGMT 364	Women and Public Policy in Pakistan	3
MGMT 365	Urban Planning and Development	3
MGMT 366/ EDU 362	Monitoring and Evaluation in Public Policy	3
MGMT 462	Modern Thought in Social Policy	3
MGMT 463	Gender & Global Finance	3

Computational Finance Minor

The minor in Computational Finance will provide opportunity to students to prepare for higher education in Financial Engineering, Mathematical or Computational finance. Essentially, the students will have the baseline theoretical and empirical knowledge along with hands on expertise in computation, which will serve as entry requirements to specialized master programmes.

Purpose:

The minor will provide students with the theoretical understanding and practical skills to formulate, implement, and evaluate models used by the financial sector to structure transactions, manage risk, and construct investment strategies.

Programme Structure:

Skill set Orientation: Finance + Computation + Mathematics.
Objective: [Theory (Advanced), Practice (Intermediate)]
Total Required: 18-24 Credit Hours

Course and Credit Hours Distribution:

Minor Core Courses (Total 7 Credit Hours)		
Code	**Course title**	**Credits**
MATH 449/FINN 422	Quantitative Finance (with MATLAB)	4
CS 100	Computational Problem Solving	3

Minor Elective Courses (Requirement**:** Total 4 courses with minimum 1 course from each of the following three skill sets)		
Financial Modelling (Finance)		
Code	**Course title**	**Credits**
FINN 453	Financial Derivatives	3
FINN 454	Portfolio Management	3
FINN 455	Fixed Income Securities	3
Data Analysis Tools (Computation)		
CS 432	Introduction to Data Mining	3
ECON 334/FINN 325	Time Series Econometrics	3
FINN 327	Financial Econometrics I	3
FINN 372	Actuarial Sciences and Insurance	3
MATH 5313/MATH 4310	Scientific Computation and Simulation with Python	3
	Numerical Analysis & Simulations (SSE) *not offered yet*	
Mathematics		
FINN 222	Introduction to Mathematics of Finance (with MATLAB)	3
MATH 437/MATH 535	Applied Stochastic Processes/Advanced Applied Stochastic Process	3
MATH 4314 /MATH 539	Stochastic Processes I / Advanced Stochastic Processes-1	3
	Stochastic Processes II (SSE) *not offered yet*	

Skill Set Contribution Towards the Objective:		
Financial Modelling	**Data Analysis Tools**	**Mathematics**
Theory + Practice (Advanced)	Practice (Advanced)	Theory (Advanced)

Office of Undergraduate Student Advising SDSB (OUSA - SDSB)

The Office of Undergraduate Student Advising SDSB (OUSA – SDSB), aims at providing proactive, prescriptive, and developmental advising to the undergraduate students of SDSB from the start of their first year till the time they graduate. The office engages students in a developmental process that helps them clarify and implement individual educational plans consistent with their skills, interests, and values, and navigate them in achieving their personal, professional, and educational goals. Our goal is to maximize student retention, facilitate timely graduation and promote holistic student development. Advising nodes available at SDSB are PALss for first years, Faculty advisors for sophomores, while Staff academic advisors and Specialized faculty advisors are available for all years. These nodes are responsible for supporting all students either through proactive advising outreach or on student request. Below are the details regarding student year-wise available advisement support services. All students are encouraged to utilize all the available advising support and resources. Some meetings have been made mandatory for students because those meeting are critical for their academic success at LUMS.

Academic Advisement for all Years:
All students at SDSB are provided with the following advisement and support throughout their academic journey at LUMS:

a. **Advising Helpdesk Support:** The Advising Helpdesk is available for all the undergraduate students of SDSB. Students can send their request to the Advising Helpdesk regarding any academic related matter such as semester by semester planning, enrollment related guidance, graduation tracking, major selection/change by or any other academic decision by emailing at undergradadvising.sdsb@lums.edu.pk. Students will receive a reply from the relevant advisor with timely and appropriate advice or a meeting appointment.
b. **Assigned Advisors:** All Students are required to meet their assigned staff academic advisor at least one month prior to the enrollment for the next semester to discuss semester planning and course selection. Graduating seniors are required to meet their advisor for validation of degree requirements. The details of assigned advisors are available on Zambeel student services center under the section 'Programme Advisor'. Students can request for an appointment with their academic advisor by sending an email to the advising helpdesk at undergradadvising.sdsb@lums.edu.pk Students will receive a reply from the relevant advisor with timely and appropriate advice or a meeting appointment.
c. **Faculty Specialist Referrals:** Specialized advising support is available for all students on request basis. Students can send in their request through helpdesk (email undergradadvising.sdsb@lums.edu.pk) related to specialized topics on both majors (ACF or MGS) and advising office will make sure to connect the student with the relevant faculty for specialized guidance. The specialized topics include but are not limited to career development and graduate school advising. The list of specialized topics is available on the advising website resources section (http://sdsbadvising.lums.edu.pk) and is also shared with students at the start of each semester through email.
d. **Workshops and Group Sessions:** Workshops and group sessions are organized for targeted years. The workshops are based on major and minor selection, internships and research options, career

development and post LUMS pathways, social integration, and various other topics. The details of the upcoming workshops / sessions are announced to the students through email.

e. **SDSB Advising Website:** Advising website (http://sdsbadvising.lums.edu.pk) provides all the updated information regarding academic timeline, important advising deadlines, upcoming events, helpful advising resources, and FAQs. A range of resources are also available at http://portal.lums.edu.pk/advising (including handouts for major exploration, career planning, and more).

Academic Advisement for Specific Student Populations:

a. **Advising Support for First Year:** Peer Ambassadors at LUMS for social support (PALss) are available for all first-year students. Our PALss are students from junior or senior year at SDSB and undergo a rigorous selection and training process. From orientation week till end of first year, PALss are readily available to provide first year students with holistic social support that can help them to transition into LUMS and feel welcomed. First year students are required to meet their assigned PALss on a mandatory basis (4 meetings per semester). Students can request for meeting appointments by emailing their assigned PALss. For general academic concerns students can also have a conversation within their PALss Online Support Group.

b. **Advising Support for Sophomores:** Once sophomores at SDSB have declared their major, they are assigned a faculty advisor till the end of sophomore year. Sophomores are required to attend one mandatory group meeting in Fall, and two mandatory individual meetings in Fall and Spring semesters with their assigned faculty advisor. The sophomore faculty advising programme at SDSB has been established with a goal of helping each sophomore benefit from the expertise that only faculty can provide on specialized topics related to academia as well as professional career guidance which is vital at this stage as the students start navigating their major journey at LUMS.

c. **Advising Support for Juniors and Seniors:**
Academic Advisors and Faculty Advisors: Advisement support is available for the remaining two years on a need basis. We have 2 layers of advising support available which includes Academic Advisors and Specialized Faculty Advisors. Students can always reach out to the Staff Academic Advisors with any query or concern related to academic decision making such as major change, planning for exchange semester, internship and research options, career development and post LUMS pathways such as graduate school applications, or any other concern related to graduation tracking by sending an email at undergradadvising.sdsb@lums.edu.pk. Students can also reach out to the academic advisors during the walk-in office hours to discuss their academic concerns and to update their performance.
Graduation Audit: All seniors must verify their degree requirements before the start of senior year with their academic advisor. This is important for them to ensure they have not missed any course required to graduate on time.

d. **Advising Support for at Risk Students:** Students on warning (with a CGPA 2.50 – 2.00) and probation (with a CGPA below 2.00) are required to meet their academic advisor at least 2 to 4 times a semester. Other than that, late graduates, readmitted students, or students on semester off are also required to meet their academic advisor once before the start of their semester to ensure smooth graduation. Such students will receive mandatory meeting requests from their advisors and these students must meet their academic advisors on regular basis.

e. **Advising for other Students who need Additional Support:** Students planning for exchange semester, intend to transfer outside SDSB, or those who transferred to SDSB from within or outside LUMS are also required to have a mandatory meeting with their academic advisor to discuss their academic plan in order to ensure timely graduation.

Pre-meeting self-reflection forms: For some meetings the school may require students to complete a reflection form with specific topics that are appropriate for that time in their academic career and programme in order to facilitate their meetings with advisors.

For Appointments and Student Queries: undergradadvising.sdsb@lums.edu.pk

Website: https://sdsbadvising.lums.edu.pk

Contact Resources:

Dr. Alnoor Bhimani Dean, SDSB a.bhimani@lums.edu.pk Contact # 0423-5608244	**Ms. Mahira Ilyas** Director, Undergraduate Programmes Mahira.ilyas@lums.edu.pk Contact # 0423-5608428
Dr. Zehra Waheed Associate Dean for Academics (Undergraduate)/ MGS Internship Coordinator zehra.waheed@lums.edu.pk Contact # 0423-5608426	**Dr Omair Haroon** Coordinator, Accounting and Finance Programme omair.haroon@lums.edu.pk Contact # 0423-5608394
Mr. Muhammad Razi Lead Coordinator, Undergraduate Programmes muhammad.razi@lums.edu.pk Contact # 0423-5608233	**Dr Ussama Yaqub** Coordinator, Management Science Programme ussama.yaqub@lums.edu.pk Contact # 0423- 5608577
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Ms. Haya Jahanzeb Programme Coordinator – UG Academic Adv. haya.jahanzeb@lums.edu.pk 0423-5608484	**Ms. Mubeen Fatima** Academic Advisor - Office of Undergraduate Student Advising (OUSA) mubeen.fatima@lums.edu.pk Contact # 0423-5608000 Ext # 5017
Ms. Neeshay Zahra Ahmad Academic Advisor - Office of Undergraduate Student Advising (OUSA) neeshay.ahmad@lums.edu.pk Contact # 0423-5608406	

MUSHTAQ AHMAD GURMANI SCHOOL OF HUMANITIES AND SOCIAL SCIENCES (MGSHSS)

The Mushtaq Ahmad Gurmani School of Humanities and Social Sciences is the leading humanities and social sciences programme in the country with an established reputation of producing graduates who have become leaders in understanding and shaping society. Over the decades MGSHSS has earned an international reputation in the field of humanities and social sciences. A community of world-class scholars, the vibrancy of the teaching, the quality of the research and an outstanding curriculum all combine to produce an undergraduate programme of the highest international standards.

At the School we will strive to have our students graduate with the capacity to explore widely and deeply, think creatively and critically, and express ideas clearly and effectively. By realizing their full intellectual and personal potential, students will contribute to the betterment of society in Pakistan and the wider region. MGSHSS aims to nurture individuals to be principled, intellectually engaged, and socially responsible members of society who aspire to change the world around them through inspirational leadership and transformative community participation.

MGSHSS comprises of two departments:

- Humanities and Social Sciences (HSS), and
- Economics (ECON)

The departments offer four-year undergraduate degree programmes in the following majors:

Departments	
Humanities and Social Sciences (HSS)	**Economics (ECON)**
Major	
• BSc (Hons) Anthropology/Sociology • BSc (Hons) Political Science • BA (Hons) English • BA (Hons) History • BA (Hons) Comparative Literary and Cultural Studies (CLCS)	• BSc (Hons) Economics • BSc (Hons) Economics and Mathematics (Joint Major) • BSc (Hons) Politics and Economics (Joint Major)

In addition to the majors, MGSHSS offers Minors in the following disciplines:

- Anthropology / Sociology
- Comparative Literary & Cultural Studies (CLCS)
- Economics
- English
- Environmental Studies
- Gender and Sexuality Studies (GSS)
- History
- Philosophy
- Political Science
- Psychology
- Study of Religion

MGSHSS Four-Year Undergraduate Programmes

Important Information:

The four-year undergraduate degree programme is quite robust in nature. It may seem complicated at first, however, the following check points have been established for easy navigation.

- The total number of CHs allowed in the first year are 12.5 - 16.5.
- The total number of CHS allowed in subsequent years are 12 – 20.
- Students with no economics background must enroll in Econ 100 in first year and the course counts as a free elective.
- Students with no math background must enroll in MATH 100 in first year and the course counts as a free elective.
- SS 100A is a remedial course pre-registered in the Fall semester of first year, for students with a lower verbal score in their entry test (ACT, SAT, LCAT). These students are pre-registered in SS 100 in their Spring semester of first year.
- Two university cores, LUMS 100 and SS 100 are pre-registered in first year.
- Islamic Studies and Pakistan Studies are pre-registered in sophomore year.
- Majors Declaration takes place after finishing sophomore year.
- MGSHSS students must complete all graduation requirements as given in the program structure of each major
    - University Cores
    - University Distribution – Out-Groups
    - MGSHSS School Core Curriculum
    - Free Electives
    - Major Requirements
        - Major Cores
        - Major Electives
- MGSHSS students must complete at least 130 CHs as their graduation requirements given in the program structure of each major

MGSHSS School Core Curriculum

The Mushtaq Ahmad Gurmani School of Humanities and Social Sciences (MGSHSS) has a Core Curriculum for its undergraduate studies graduation requirement. The Curriculum aims to ensure that every student graduating from MGSHSS LUMS with a bachelor's degree possesses a broad foundation of knowledge and a diverse set of transferable skills. The interdisciplinary nature of the Core will help ensure that students emerge as reflective, empathetic, and historically informed individuals, with an understanding of both global and local current issues.

Based on the LUMS philosophy regarding undergraduate education, the school has created six Thematic Buckets, from which students are required to take at least one course each over the duration of their degree. These are:

1st Year	Arts & Humanities | Social & Behavioral Sciences | STEM
2nd Year	Contemporary Debates
3rd & 4th Years	Great Authors | Academic Writing

The school provides a list of Core Curriculum courses that allows students to identify their bucket requirements. The identification process is called "flagging" as the thematic buckets do not carry Credit Hours (CHs) which means it does not require additional coursework beyond 130 CHs.

Essential Check Points:

1. Buckets must be completed in their stipulated years.
2. ECON 100 is flagged as a Social and Behavioral Sciences course.
3. Math 100 - Pre-calculus is flagged as a STEM course.
4. A student needs to take a letter graded course to complete the buckets. Bucket courses cannot be converted to PASS/FAIL.
5. If more than course count towards a bucket, student can choose which one to flag.
6. One course cannot be flagged for two buckets. Each bucket must have a different course.

SNAPSHOT OF FOUR-YEAR DEGREE PLAN WITH BUCKETS[1]

FIRST YEAR		
	Fall (First Semester)	**Spring (Second Semester)**
Half of the First-year batch will be taking	• Writing and Communication • Social and Behavioural Sciences • Arts and Humanities • STEM • LUMS 100 • Other courses	• Social and Behavioural Sciences • Arts and Humanities • STEM • LUMS 100 • Other courses
Half of the First-year batch will be taking	• Social and Behavioural Sciences • Arts and Humanities • STEM • LUMS 100 • Other courses	• Writing and Communication • Social and Behavioural Sciences • Arts and Humanities • STEM • LUMS 100 • Other courses
	Total Credits= 12.5-16.5[1]	Total Credits= 12.5-16.5

[1] Please note that this a sample snapshot. Students can customize the plan under the guidance of their STAFF Academic Advisors

SOPHOMORE YEAR		
	Fall (Third Semester)	**Spring (Fourth Semester)**
Half of the Sophomore batch will be taking	• Islamic Studies • Contemporary Debates • 2-3 other courses*	• Pakistan Studies • 3-4 other courses
Half of the Sophomore batch will be taking	• Pakistan Studies • Contemporary Debates • 2-3 other courses	• Islamic Studies • 2-3 other courses
	Total Credits= 12-20	Total Credits= 12-20

JUNIOR YEAR & SENIOR YEAR		
	Fall	**Spring**
Junior and Senior Year	• Great Authors and/or • Academic Writing • Major Cores • Major Electives • Free electives	• Great Authors and/or • Academic Writing • Major Cores • Major Electives • Free electives
	Total Credits= 12-20	Total Credits= 12-20

Department of Humanities and Social Sciences

The Humanities and Social Science (HSS) Department at LUMS provides students with a theoretical framework to examine and develop a better understanding of a complex and interdependent world. It aims to enhance a students' research, analytical, communication and critical thinking skills, so that they are well-suited to pursue a wide range of careers in teaching, public and mental health, counselling, social work, criminal justice, public policy, journalism, and the non-profit sector.

The Department of Humanities and Social Sciences offers the following majors:

- Anthropology/ Sociology
- Comparative Literary and Cultural Studies (CLCS)
- English
- History
- Political Science

Programme Structure - Anthropology/Sociology

Graduation Requirements:

Kindly refer to both Tables 1 and Table 2 for the complete Anthropology/Sociology programme structure, totaling 130 Credit Hours**.** Each semester a new course memo is shared with the students by the Registrar's Office. The students must consult the course memo before planning their courses for completion of the requirements.

Anthropology/Sociology - Table 1

University Core Requirements	**Code**	**Course Title**	**Credit Hours**	
Uni Core 1	LUMS 100	Big Ideas	1	☐
Uni Core 2	SS 100	Writing and Communication	4	☐
Uni Core 3	SS 101	Islamic Studies[2]	2	☐
Uni Core 4	SS 102	Pakistan Studies	2	☐
Total University Cores Credit Hours			**9**	
University Distribution Requirements	**Code**	**Course Title**	**Credit Hours**	
Out-Group[3] 1	ACF, MGS, SE, EDU, LAW	ANY[4]	3 or 4	☐
Out-Group 2	ACF, MGS, SE, EDU, LAW	ANY	3 or 4	☐
Out-Group 3	ACF, MGS, SE, EDU, LAW	ANY	3 or 4	☐
Total University Distribution Credit Hours			**9-12**	
Free Electives[5]	**Code**	**Course Title**	**Credit Hours**	
Free Elective 1	ANY	ANY	3 or 4	☐

[2] SS 101 is mandatory for Muslims. Students from all other religions have an option to either enroll in SS 101 or a designated alternative course or 2 CHs. independent study in senior year.

[3] Students can choose all three Out-Groups from the same department/programme or different departments/programmes as per the details given in major wise university distribution table in the handbook.

[4] As per the course memo.

[5] Students can take as many free electives required to meet their minimum 130 CHs. requirement for graduation. The typical range of free electives CHs is between 57-60. Directed Course Work (DCW) can be taken to complete free electives.

Free Elective 2	ANY	ANY	3 or 4	☐
Free Elective 3	ANY	ANY	3 or 4	☐
Free Elective 4	ANY	ANY	3 or 4	☐
Free Elective 5	ANY	ANY	3 or 4	☐
Free Elective 6	ANY	ANY	3 or 4	☐
Free Elective 7	ANY	ANY	3 or 4	☐
Free Elective 8	ANY	ANY	3 or 4	☐
Free Elective 9	ANY	ANY	3 or 4	☐
Free Elective 10	ANY	ANY	3 or 4	☐
Free Elective 11	ANY	ANY	3 or 4	☐
Free Elective 12	ANY	ANY	3 or 4	☐
Free Elective 13	ANY	ANY	3 or 4	☐
Free Elective 14	ANY	ANY	3 or 4	☐
Free Elective 15	ANY	ANY	3 or 4	☐
Free Elective 16	ANY	ANY	3 or 4	☐
Free Elective 17	ANY	ANY	3 or 4	☐
Free Elective 18	ANY	ANY	3 or 4	☐
Free Elective 19	ANY	ANY	3 or 4	☐
Free Elective 20	ANY	ANY	3 or 4	☐
Total Free Electives Credit Hours			**57-60**	
School Core Thematic Bucket Requirements	**Code**	**Course Title**	**Credit Hours**	
Bucket 1	Arts & Humanities	ANY (to be completed in first year)	NA	☐
Bucket 2	Social & Behavioral Sciences	ANY (to be completed in first year)	NA	☐
Bucket 3	STEM	ANY (to be completed in first year)	NA	☐
Bucket 4	Contemporary Debates	ANY (to be completed in sophomore year)	NA	☐
Bucket 5	Great Authors	ANY (to be completed in junior or senior year)	NA	☐
Bucket 6	Academic Writing	ANY (to be completed in junior or senior year)	NA	☐

Major Requirements - Anthropology/Sociology - Table 2

Major Core Requirements	**Code**	**Course Title**	**Credit Hours**	
Major Core 1	ANTH 100	Introduction to Cultural Anthropology	4	☐
Major Core 2	SOC 100	Introduction to Sociology	4	☐
Major Core 3	ANTH 320	Qualitative Research Methods	4	☐
	OR			
	SOC 320	Quantitative Research Methods	4	☐
Major Core 4	ANTH 310	Classical Anthropological Theory	4	☐
	OR			
	SOC 310	Classical Sociological Theory	4	☐
Total Major Core Credit Hours			**16**	

Major Elective Requirements*	Code	Course Title	Credit Hours	
Major Elective 1	ANTH/SOC (XXX)	ANY	4	☐
Major Elective 2	ANTH/SOC (XXX)	ANY	4	☐
Major Elective 3	ANTH/SOC (XXX)	ANY	4	☐
Major Elective 4	ANTH/SOC (XXX)	ANY	4	☐
Major Elective 5	ANTH/SOC (XXX)	ANY	4	☐
Major Elective 6	ANTH/SOC (300/400)	ANY	4	☐
Major Elective 7	ANTH/SOC (300/400)	ANY	4	☐
Major Elective 8	ANTH/SOC (300/400)	ANY	4	☐
Major Elective 9	ANTH/SOC (400)	ANY	4	☐
Total Major Elective Credit Hours			**36**	

***Major Elective Requirements:**

Major Elective Requirements 1 – 5:

- Students can enroll in 200 or 300 or 400 level courses to complete the requirements.
- 200 level courses should be enrolled in the first and/or sophomore year.
- 300 level courses should be enrolled in sophomore, junior and/or senior year.
- 400 level courses should be enrolled in the junior and/or senior year.

Major Elective Requirements 6– 9:

- Students can only enroll in 300 or 400 level courses.
- At least one course at 400 level is mandatory.

Senior Project (SPROJ):

- SPROJ is optional.
- It is enrolled in Senior year.
- It has a total of 8 CHs, spread over two semesters with 4 CHs each.
- It will count as TWO ELECTIVES at 200-level BUT will NOT fulfil the 300/400 level major elective requirements.

Each semester different major electives are offered, and the updated list is published in the course memo. In addition, some cross-listed courses may also qualify as major electives. Students must refer to the course memo for the planning of courses and additional details. Some of the electives that have been offered over the years are as follows:

Sample Major Electives - Anthropology/Sociology - Table 3

Code	Course title	Credits
ANTH 237	Economic Anthropology: An Introduction	4
ANTH 238	Youth and Globalization	4
ANTH 235	Introduction to Development Studies	4
ANTH 236	Gift of Marcel Mauss: Is Reciprocity a Founding Principle of Society	4
ANTH 246	Political Ecology	4
ANTH 250	Gender and Power	4
ANTH 263	Food and Culture	4

ANTH 265	Parda: Muslim Veiling in South Asia	4
ANTH 266	An Introduction to the Anthropological Study of Kinship	4
ANTH 270	Anthropology of Art	4
ANTH 271	Visual Anthropology and Ethnographic Filmmaking	4
ANTH 276	Ethnography of Social Media	4
ANTH 280	Ethnography of Pakistan	4
ANTH 312	Modernity as a Way of Life	4
ANTH 352	Gender and Development	4
ANTH 360	Anthropology of Religions: Christianity and Islam	4
ANTH 361	Muslim Veiling: The Struggle for Identities in Diasporas	4
ANTH 432	The Anthropology of Globalization	4
ANTH 461	Ritual and Belief: Witchcraft, Magic and Religion	4
ANTH 464	Children of Abraham	4
SOC 223	Sociology of Education	4
SOC 230	Global Cities 1300-2000 A.D.	4
SOC 237	Remaking the Modern World: Technology & Social Change	4
SOC 252	The Scientific Imagination	4
SOC 233	Power, State and Society	4
SOC 235	Sociology of Religions	4
SOC 263	Africa in the World System	4
SOC 271	Deviance and Social Control	4
SOC 292	Masculinities	4
SOC 321	Comparative & International Education	4
SOC 342	Culture, Power and Society	4
SOC 344	Sociology of Intolerance	4
SOC 372	Contention and Rapture	4
SOC 410	Max Weber	4
SOC 412	Political Sociology	4
SOC 432	Colonialism and Colonial Legacies	4
SOC 462	Divided Cities	4
SOC 463	Spatial Politics and Citizenship in Urban Lives	4

Programme Structure - Political Science

Graduation Requirements:

Kindly refer to both Table 1 and Table 2 for the complete Political Science programme structure, totalling 130 Credit Hours. Each semester a new course memo is shared with the students by the Registrar's Office. The students must consult the course memo before planning their courses for completion of the requirements.

Political Science - Table 1

University Core Requirements	Code	Course Title	Credit Hours	
Uni Core 1	LUMS 100	Big Ideas	1	☐
Uni Core 2	SS 100	Writing and Communication	4	☐
Uni Core 3	SS 101	Islamic Studies[6]	2	☐
Uni Core 4	SS 102	Pakistan Studies	2	☐
Total University Cores Credit Hours			**9**	
University Distribution Requirements	**Code**	**Course Title**	**Credit Hours**	
Out-Group[7] 1	ACF, MGS, SE, EDU, LAW	ANY[8]	3 or 4	☐
Out-Group 2	ACF, MGS, SE, EDU, LAW	ANY	3 or 4	☐
Out-Group 3	ACF, MGS, SE, EDU, LAW	ANY	3 or 4	☐
Total University Distribution Credit Hours			**9-12**	
Free Electives[9]	**Code**	**Course Title**	**Credit Hours**	
Free Elective 1	ANY	ANY	3 or 4	☐
Free Elective 2	ANY	ANY	3 or 4	☐
Free Elective 3	ANY	ANY	3 or 4	☐
Free Elective 4	ANY	ANY	3 or 4	☐
Free Elective 5	ANY	ANY	3 or 4	☐
Free Elective 6	ANY	ANY	3 or 4	☐
Free Elective 7	ANY	ANY	3 or 4	☐
Free Elective 8	ANY	ANY	3 or 4	☐
Free Elective 9	ANY	ANY	3 or 4	☐
Free Elective 10	ANY	ANY	3 or 4	☐
Free Elective 11	ANY	ANY	3 or 4	☐
Free Elective 12	ANY	ANY	3 or 4	☐

[6] SS 101 is mandatory for Muslims. Students from all other religions have an option to either enroll in SS 101 or a designated alternative course or 2 CHs. independent study in senior year.

[7] Students can choose all three Out-Groups from the same department/programme or different departments/programmes as per the details given in major wise university distribution table in the handbook.

[8] As per the course memo

[9] Students can take as many free electives required to meet their minimum 130 CHs. requirement for graduation. The typical range of free electives CHs is between 57-60. Directed Course Work (DCW) can be taken to complete free electives.

Free Elective 13	ANY	ANY	3 or 4	☐
Free Elective 14	ANY	ANY	3 or 4	☐
Free Elective 15	ANY	ANY	3 or 4	☐
Free Elective 16	ANY	ANY	3 or 4	☐
Free Elective 17	ANY	ANY	3 or 4	☐
Free Elective 18	ANY	ANY	3 or 4	☐
Free Elective 19	ANY	ANY	3 or 4	☐
Free Elective 20	ANY	ANY	3 or 4	☐
Total Free Electives Credit Hours			**57-60**	
School Core Thematic Bucket Requirements	**Code**	**Course Title**	**Credit Hours**	
Bucket 1	Arts & Humanities	ANY (to be completed in first year)	NA	☐
Bucket 2	Social & Behavioral Sciences	ANY (to be completed in first year)	NA	☐
Bucket 3	STEM	ANY (to be completed in first year)	NA	☐
Bucket 4	Contemporary Debates	ANY (to be completed in sophomore year)	NA	☐
Bucket 5	Great Authors	ANY (to be completed in junior or senior year)	NA	☐
Bucket 6	Academic Writing	ANY (to be completed in junior or senior year)	NA	☐

Major Requirements - Political Science - Table 2

Major Core Requirements	**Code**	**Course Title**	**Credits**	
Core 1	POL 100	Introduction to Political Science	4	☐
Core 2	POL 203	Introduction to Western Political Philosophy	4	☐
Core 3	POL 221	Introduction to Comparative Politics	4	☐
Total Major Core Credit Hours			**12**	
Major Elective Requirements*	**Code**	**Course Title**	**Credits**	
Elective 1	POL (XXX)	ANY	4	☐
Elective 2	POL (XXX)	ANY	4	☐
Elective 3	POL (XXX)	ANY	4	☐
Elective 4	POL (XXX)	ANY	4	☐
Elective 5	POL (XXX)	ANY	4	☐
Elective 6	POL (XXX)	ANY	4	☐
Elective 7	POL (XXX)	ANY	4	☐
Elective 8	POL (300/400)	ANY	4	☐
Elective 9	POL (300/400)	ANY	4	☐
Elective 10	POL (300/400)	ANY	4	☐
Total Major Elective Credit Hours			**40**	

***Major Elective Requirements:**

Major Elective Requirements 1 – 7:

- Students can enroll in POL 100 or 200 or 300 or 400 level courses to complete the requirements.

- Students can enroll in only one POL 100-level course.
- 100 or 200 level courses should be enrolled in the first and/or sophomore year.
- 300 level courses should be enrolled in sophomore, junior and/or senior year.
- 400 level courses should be enrolled in the junior and/or senior year.

Major Elective Requirements 8– 10:

- Students can only enroll in POL 300 or 400 level courses.

Senior Project in Political Science (SPROJ):

- SPROJ is optional.
- It is enrolled in Senior year.
- It has a total of 8 CHs, spread over two semesters with 4 CHs each.
- It will count as TWO ELECTIVES of POL at 200-level BUT will NOT fulfil the POL 300/400 level major elective requirements.
- SPROJ Code – POL 491A and POL 491B

Each semester different major electives are offered under the following sub-fields:

1. Political Theory and Methods
2. Comparative Politics
3. International Relations
4. Political Sociology and Political Anthropology
5. Political Economy

Students can choose major electives from as many, or just one sub-field.

The updated list is published in the course memo. In addition, some cross-listed courses may also qualify as major electives. Students must refer to the course memo for the planning of courses and additional details. Some of the electives that have been offered over the years are as follows:

Sample Major Electives – Political Science - Table 3

Code	Course Title	Credits
Political Theory and Methods		
POL 228	Introduction to Quantitative research method	4
POL 302	Islamic Political Philosophy	4
POL 3212	Contemporary Politics	4
POL 305	Contemporary Debates in Political Philosophy	4
POL 348	The Discontent of Politics	4
POL 442	Governance and its discontent	4
POL 439	Political Systems	4
Comparative Politics		
POL 239	Introduction to Government and Politics of China	4
POL 212	Class Structure in Pakistan	4
POL 220	American Government and Politics	4
POL 321	Comparative Constitutional Law and Politics	4
POL 322	Politics of India	4
POL 3012	Nations and Nationalism: From Theory to Practice	4
POL 324	Marxism and the Modern World	4
POL 328	Politics of Pakistan	4

POL 329	Introduction to African Politics	4
POL 3119	Political Parties	4
POL 3112	Contention and Rupture	4
POL 363	Populism	4
POL 3118	Politics of Culture	4
POL 413	Media and Politics	4
POL 414	Constitutionalism in Pakistan	4
POL 4112	Political Leadership	4
POL 423	Civil Society and Social Movements	4
POL 429	Theories of Civil Military Relations	4
International Relations		
POL 131	Introduction to International Relations	4
POL 230	Theories of International Relations	4
POL 232	The Politics of International Terrorism	4
POL 330	International Politics of South Asia	4
POL 331	Pakistan's Foreign Relations	4
POL 433	Critical Issues in Pakistan's Foreign Policy	4
POL 435	Globalization: Theory and Practice	4
Political Economy		
POL 242	Introduction to Development Studies	4
POL 209	Introduction to Political Economy	4
POL 243	Political Economy of Development	4
POL 341	Political Economy of Pakistan	4
POL 342	IPE: States and Markets	4
POL 4212	Agrarian Change and Peasant Struggle in the Twenty-First Century	4
Political Sociology and Political Anthropology		
POL 263	Political Sociology	4
POL 462	Anthropology of Globalization	4
POL 463	Anthropology of State	4

Programme Structure – History

Graduation Requirements:

Kindly refer to both Table 1 and Table 2 for the complete History programme structure, totalling 130 Credit Hours. Each semester a new course memo is shared with the students by the Registrar's Office. The students must consult the course memo before planning their courses for completion of the requirements.

History - Table 1

University Core Requirements	Code	Course Title	Credit Hours	
Uni Core 1	LUMS 100	Big Ideas	1	☐
Uni Core 2	SS 100	Writing and Communication	4	☐
Uni Core 3	SS 101	Islamic Studies[10]	2	☐
Uni Core 4	SS 102	Pakistan Studies	2	☐
Total University Cores Credit Hours			**9**	

[10] SS 101 is mandatory for Muslims. Students from all other religions have an option to either enroll in SS 101 or a designated alternative course or 2 CHs. independent study in senior year.

University Distribution Requirements	Code	Course Title	Credit Hours	
Out-Group[11] 1	ACF, MGS, SE, EDU, LAW	ANY[12]	3 or 4	☐
Out-Group 2	ACF, MGS, SE, EDU, LAW	ANY	3 or 4	☐
Out-Group 3	ACF, MGS, SE, EDU, LAW	ANY	3 or 4	☐
Total University Distribution Credit Hours			**9-12**	
Free Electives[13]	**Code**	**Course Title**	**Credit Hours**	
Free Elective 1	ANY	ANY	3 or 4	☐
Free Elective 2	ANY	ANY	3 or 4	☐
Free Elective 3	ANY	ANY	3 or 4	☐
Free Elective 4	ANY	ANY	3 or 4	☐
Free Elective 5	ANY	ANY	3 or 4	☐
Free Elective 6	ANY	ANY	3 or 4	☐
Free Elective 7	ANY	ANY	3 or 4	☐
Free Elective 8	ANY	ANY	3 or 4	☐
Free Elective 9	ANY	ANY	3 or 4	☐
Free Elective 10	ANY	ANY	3 or 4	☐
Free Elective 11	ANY	ANY	3 or 4	☐
Free Elective 12	ANY	ANY	3 or 4	☐
Free Elective 13	ANY	ANY	3 or 4	☐
Free Elective 14	ANY	ANY	3 or 4	☐
Free Elective 15	ANY	ANY	3 or 4	☐
Free Elective 16	ANY	ANY	3 or 4	☐
Free Elective 17	ANY	ANY	3 or 4	☐
Free Elective 18	ANY	ANY	3 or 4	☐
Free Elective 19	ANY	ANY	3 or 4	☐
Free Elective 20	ANY	ANY	3 or 4	☐
Total Free Electives Credit Hours			**57-60**	
School Core Thematic Bucket Requirements	**Code**	**Course Title**	**Credit Hours**	
Bucket 1	Arts & Humanities	ANY (to be completed in first year)	NA	☐
Bucket 2	Social & Behavioral Sciences	ANY (to be completed in first year)	NA	☐
Bucket 3	STEM	ANY (to be completed in first year)	NA	☐
Bucket 4	Contemporary Debates	ANY (to be completed in sophomore year)	NA	☐
Bucket 5	Great Authors	ANY (to be completed in junior or senior year)	NA	☐
Bucket 6	Academic Writing	ANY (to be completed in junior or senior year)	NA	☐

[11] Students can choose all three Out-Groups from the same department/programme or different departments/programmes as per the details given in major wise university distribution table in the handbook.

[12] As per the course memo

[13] Students can take as many free electives required to meet their minimum 130 CHs. requirement for graduation. The typical range of free electives CHs is between 57-60. Directed Course Work (DCW) can be taken to complete free electives.

Major Requirements - History - Table 2

Major Core Requirements	Code	Course Title	Credits	
Core 1	HIST 100	Introduction to Historical Studies	4	☐
	OR			
	HIST 101	World Civilizations	4	☐
	OR			
	HIST 102	Introduction to World History	4	☐
	OR			
	HIST 124	The World Since 1453	4	☐
Total Major Core Credit Hours			**4**	
Major Elective Requirements*	**Code**	**Course Title**	**Credits**	
Elective 1	HIST (XXX)	ANY	4	☐
Elective 2	HIST (XXX)	ANY	4	☐
Elective 3	HIST (XXX)	ANY	4	☐
Elective 4	HIST (XXX)	ANY	4	☐
Elective 5	HIST (XXX)	ANY	4	☐
Elective 6	HIST (XXX)	ANY	4	☐
Elective 7	HIST (XXX)	ANY	4	☐
Elective 8	HIST (XXX)	ANY	4	☐
Elective 9	HIST (XXX)	ANY	4	☐
Elective 10	HIST (300/400)	ANY	4	☐
Elective 11	HIST (300/400)	ANY	4	☐
Elective 12	HIST (300/400)	ANY	4	☐
Total Major Elective Credit Hours			**48**	

***Major Elective Requirements:**

Major Elective Requirements 1 – 9:

- Students can enroll in HIST 100 or 200 or 300 or 400 level courses to complete the requirements.
- Students can only enroll in three HIST 100-level courses.
- 100 and 200 level courses should be enrolled in the first and/or sophomore year.
- 300 level courses should be enrolled in sophomore, junior and/or senior year.
- 400 level courses should be enrolled in the junior and/or senior year.

Major Elective Requirements 10– 12:

- Students can only enroll in HIST 300 or 400 level courses.

Senior Project in History (SPROJ):

- SPROJ is optional.
- It is enrolled in Senior year.
- It has a total of 8 CHs, spread over two semesters with 4 CHs each.
- It will count as TWO ELECTIVES of HIST at 200-level BUT will NOT fulfil the HIST 300/400 level major elective requirements.

- SPROJ Code – HIST 491A and HIST 491B

Each semester different major electives are offered under the following sub-fields:

1. Introductory Courses
2. History of Art and Architecture
3. South Asian History
4. Islamic History
5. Global History

   Students can choose major electives from as many, or just one sub-field.

The updated list is published in the course memo. In addition, some cross-listed courses may also qualify as major electives. Students must refer to the course memo for the planning of courses and additional details. Some of the electives that have been offered over the years are as follows:

Sample Major Electives - History - Table 3

Introductory Courses		
HIST 112	Introduction to Archaeology	4
HIST 122	East Asian History	4
HIST 126	Europe from the Neolithic to the 1600s	4
HIST 127	A People's History of Pakistan	4
History of Art and Architecture		
HIST 211	Art of Ancient Cultures	4
HIST 215	Buddhist Art and Architecture in the Subcontinent	4
HIST 216	Islamic Art and Architecture: An Historical Introduction	4
HIST 312	Mughal Architecture Babur to Aurangzeb	4
HIST 314	19th Century Sikh Wall Paintings in the Punjab	4
South Asian History		
HIST 2213	Foundations of Modern South Asian History	4
HIST 3213	The Regional Histories of Pakistan	4
HIST 327	The Mughals and their World	4
HIST 3214	Violence and Conflict in the Post-Colonial State in South Asia	4
HIST 3215	Imperialism and its Discontents in South Asia	4
HIST 439	Gender, Sexuality, and South Asia	4
HIST 422	South Asian History in Transnational Perspective	4
Islamic History		
HIST 232	The Islamic World, 600-1500 CE	4
HIST 334	The Islamic Intellectual Tradition: Hadith, Law and Theology	4
HIST 235	Jihad: A Social, Political and Theological History	4
HIST 3212	Resistance, Reform and Revolution: Islamic Movements Since 1800	4
Global History		
HIST 238	Debating Revolutions	4
HIST 2311	Nature, Power and Modernity	4
HIST 2216	World War Two: An Introduction	4
HIST 2215	The History of Colonial Expansion 1492 to 1919	4
HIST 2211	Modern East Asian History	4

HIST 2313	Global Environmental History	4
HIST 2323	Science and the Modern World	4
HIST 3314	Technology and Social Change	4
HIST 3219	Capitalism: A History	4
HIST 3313	Dictatorship and Democracy: Europe 1919-1939	4
HIST 3310	The Atomic Age	4
HIST 329	The Cold War	4
HIST 3212	Resistance, Reform and Revolution	4
HIST 3211	China in Revolution, 1911-2011	4
HIST 335	The Urban Experience	4
HIST 436	War, Society and Memory	4

Programme Structure – English

The BA (Honors) English program offers students individualized access to excellent teaching on Greek, British, American, African and World Literatures with a view to training students in methods of contextual reading, critical thinking and writing. One of the core objectives of the program is to engage students with ongoing debates about decolonizing knowledge and sensitizing them to pertinent contemporary concerns such as racial politics, migration, displacement, and climate change. The program uses literary and visual discourse to encourage sustained engagement with issues of power, positionality, ethics and agency in local and transnational contexts.

The program puts particular emphasis on the historical, social and political conditions surrounding literary production and reception. The courses draw upon a broad range of methodologies and theoretical approaches, such as historiography, postcolonialism, feminism, Marxism, post-structuralism, ecocriticism, medical humanities and affect theory to mention just a few. By honing skills in critical thinking and rhetorical analysis, the English major produces broadly educated and multifaceted graduates. Students are expected not just to grapple with the range of meanings and moments present in poetry, novels, plays, films, young adult fiction, creative writing and popular culture, but also to produce compelling writing of their own. The craft of research, scholastic writing and knowledge of the great intellectual debates on literary criticism are distinguishing features of the English major.

Our students acquire multiple valuable skills such as effective communication, analysis, synthesis, problem-solving, and evaluation which apply to numerous professional fields. Our graduates have pursued careers in civil service, journalism, digital humanities, communications, arts, teaching, counselling and development sector. Additionally, many of them have embarked upon higher studies in creative writing, social sciences and humanities doctoral programs abroad.

Graduation Requirements:
Kindly refer to both Table 1 and Table 2 for the complete English programme structure, totalling 130 Credit Hours. Each semester a new course memo is shared with the students by the Registrar's Office. The students must consult the course memo before planning their courses for completion of the requirements.

English - Table 1

University Core Requirements	Code	Course Title	Credit Hours	
Uni Core 1	LUMS 100	Big Ideas	1	☐
Uni Core 2	SS 100	Writing and Communication	4	☐
Uni Core 3	SS 101	Islamic Studies[14]	2	☐
Uni Core 4	SS 102	Pakistan Studies	2	☐
Total University Cores Credit Hours			**9**	
University Distribution Requirements	**Code**	**Course Title**	**Credit Hours**	
Out-Group[15] 1	ACF, MGS, SE, EDU, LAW	ANY[16]	3 or 4	☐

[14] SS 101 is mandatory for Muslims. Students from all other religions have an option to either enroll in SS 101 or a designated alternative course or 2 CHs. independent study in senior year.
[15] Students can choose all three Out-Groups from the same department/programme or different departments/programmes as per the details given in major wise university distribution table in the handbook.
[16] As per the course memo

Out-Group 2	ACF, MGS, SE, EDU, LAW	ANY	3 or 4	☐
Out-Group 3	ACF, MGS, SE, EDU, LAW	ANY	3 or 4	☐
Total University Distribution Credit Hours			**9-12**	
Free Electives[17]	**Code**	**Course Title**	**Credit Hours**	
Free Elective 1	ANY	ANY	3 or 4	☐
Free Elective 2	ANY	ANY	3 or 4	☐
Free Elective 3	ANY	ANY	3 or 4	☐
Free Elective 4	ANY	ANY	3 or 4	☐
Free Elective 5	ANY	ANY	3 or 4	☐
Free Elective 6	ANY	ANY	3 or 4	☐
Free Elective 7	ANY	ANY	3 or 4	☐
Free Elective 8	ANY	ANY	3 or 4	☐
Free Elective 9	ANY	ANY	3 or 4	☐
Free Elective 10	ANY	ANY	3 or 4	☐
Free Elective 11	ANY	ANY	3 or 4	☐
Free Elective 12	ANY	ANY	3 or 4	☐
Free Elective 13	ANY	ANY	3 or 4	☐
Free Elective 14	ANY	ANY	3 or 4	☐
Free Elective 15	ANY	ANY	3 or 4	☐
Free Elective 16	ANY	ANY	3 or 4	☐
Free Elective 17	ANY	ANY	3 or 4	☐
Free Elective 18	ANY	ANY	3 or 4	☐
Free Elective 19	ANY	ANY	3 or 4	☐
Free Elective 20	ANY	ANY	3 or 4	☐
Total Free Electives Credit Hours			**57-60**	
chool Core Thematic Bucket Requirements	**Code**	**Course Title**	**Credit Hours**	
Bucket 1	Arts & Humanities	ANY (to be completed in first year)	NA	☐
Bucket 2	Social & Behavioral Sciences	ANY (to be completed in first year)	NA	☐
Bucket 3	STEM	ANY (to be completed in first year)	NA	☐
Bucket 4	Contemporary Debates	ANY (to be completed in sophomore year)	NA	☐
Bucket 5	Great Authors	ANY (to be completed in junior or senior year)	NA	☐
Bucket 6	Academic Writing	ANY (to be completed in junior or senior year)	NA	☐

Major Requirements - English - Table 2

Major Core Requirements	**Code**	**Course Title**	**Credits**	
Core 1	ENGL 1000	Introduction to Literature in English	4	☐
	OR			
	ENGL 1111	The Word and the World	4	☐

[17] Students can take as many free electives required to meet their minimum 130 CHs. requirement for graduation. The typical range of free electives CHs is between 57-60. Directed Course Work (DCW) can be taken to complete free electives.

Core 2	ENGL 3510	Literary Theory	4	☐
	OR			
	ENGL 4572	Colonial Discourse and Postcolonial Theory	4	☐
Total Major Core Credit Hours			**8**	
Major Elective Requirements*	**Code**	**Course Title**	**Credits**	
Elective 1	ENGL (XXX)	ANY	4	☐
Elective 2	ENGL (XXX)	ANY	4	☐
Elective 3	ENGL (XXX)	ANY	4	☐
Elective 4	ENGL (XXX)	ANY	4	☐
Elective 5	ENGL (XXX)	ANY	4	☐
Elective 6	ENGL (XXX)	ANY	4	☐
Elective 7	ENGL (XXX)	ANY	4	☐
Elective 8	ENGL (300/400)	ANY	4	☐
Elective 9	ENGL (300/400)	ANY	4	☐
Elective 10	ENGL (300/400)	ANY	4	☐
Elective 11	ENGL (300/400)	ANY	4	☐
Total Major Elective Credit Hours			**44**	

***Major Elective Requirements:**

Major Elective Requirements 1 – 7:

- Students can enroll in ENGL 100 or 200 or 300 or 400 level courses to complete the requirements.
- Students can only enroll in one ENGL 100-level course.
- 100 and 200 level courses should be enrolled in the first and/or sophomore year.
- 300 level courses should be enrolled in sophomore, junior and/or senior year.
- 400 level courses should be enrolled in the junior and/or senior year.

Major Elective Requirements 8– 11:

- Students can only enroll in ENGL 300 or 400 level courses.

Senior Project in English (SPROJ):

- SPROJ is optional.
- It is enrolled in Senior year.
- It has a total of 8 CHs, spread over two semesters with 4 CHs each.
- It will count as TWO ELECTIVES of ENGL at 200-level BUT will NOT fulfil the ENGL 300/400 level major elective requirements.
- SPROJ Code – ENGL 491A and ENGL 491B

Each semester different major electives are offered under the following sub-fields:

1. Gateway Courses
2. American Literature
3. British Literature
4. Theory
5. Masterworks in Translation
6. World Anglophone Literature

Students can choose major electives from as many, or just one sub-field.

The updated list is published in the course memo. In addition, some cross-listed courses may also qualify as major electives. Students must refer to the course memo for the planning of courses and additional details. Some of the electives that have been offered over the years are as follows:

Sample Major Electives - English – Table 3

GATEWAY COURSES		CREDITS
ENGL 1111	The Word and the World	4
ENGL 1000	Introduction to Literature in English	4
ENGL 2912	Introduction to Film Studies	4
AMERICAN LITERATURE		
ENGL 3264	Articulations of Nation; 19th Century American Poetry	4
ENGL 2252	Major Voices in contemporary American Fiction	4
ENGL 3254	Whale of a Tale; 19th Century American Novel	4
ENGL 2152	Gangs, Wizards and Soldiers: Young Adult Literature through the Ages	4
ENGL 2151	The Anti Scooby Doo's: A Selective Survey of Detective Fiction	4
ENGL 2253	Age of Modernism: Early 20th Century American Fiction	4
BRITISH LITERATURE		
ENGL 2353	Early 20th Century British and Irish Fiction	4
ENGL 2354	The Victorian Novel: Charles Dickens to Thomas Hardy	4
ENGL 2364	The Romantic Imagination: British Romantic Poetry	4
ENGL 3131	Greek and Shakespearean Tragedy	4
ENGL 3336	William Shakespeare	4
THEORY		
ENGL 4572	Colonial Discourse and Postcolonial Theory	4
ENGL 4591	Translation Theory	4
MASTERWORKS IN TRANSLATION		
ENGL 2652	Magical Realism	4
ENGL 3654	19th Century European Fiction: Tolstoy and Dostoevsky	4
WORLD ANGLOPHONE LITERATURE		
ENGL 2712	Modern South Asian Literature	4
ENGL 2713	Literature of Conflict	4
ENGL 3111	Literature of the Muslim World	4
ENGL 2132	Words are all we have: Identity Predicament in the Theatre of Absurd	4
ENGL 3152	The City in Literature	4
ENGL 3191	Literary Adaptations and its Discontents	4
ENGL 3711	Imagining Lahore	4
ENGL 3611	I am an Arab: Social & Pol. Dimensions in Contemporary Arab Lit.	4
ENGL 2212	Their Eyes were Watching God: Afro-American Voices in Literature	4
ENGL 2131	Modern Drama	4
ENGL 3112	Women of the Global South	4
ENGL 2111	Thinking like a Mountain: Literature and the Environment	4
ENGL 3150	Contemporary Short Stories	4
ENGL 3151	End of Nature: Disaster and Geopolitics in Environ. Fiction	4
ENGL 3812	African Literature	4

Programme Structure - The Comparative Literary and Cultural Studies (CLCS)

Graduation Requirements:

Kindly refer to both Table 1 and Table 2 for the complete Comparative Literary and Cultural Studies (CLCS) programme structure, totaling 130 Credit Hours. Each semester a new course memo is shared with the students by the Registrar's Office. The students must consult the course memo before planning their courses for completion of the requirements.

Comparative Literary and Cultural Studies - Table 1

University Core Requirements	Code	Course Title	Credit Hours	
Uni Core 1	LUMS 100	Big Ideas	1	☐
Uni Core 2	SS 100	Writing and Communication	4	☐
Uni Core 3	SS 101	Islamic Studies[18]	2	☐
Uni Core 4	SS 102	Pakistan Studies	2	☐
Total University Cores Credit Hours			**9**	
University Distribution Requirements	**Code**	**Course Title**	**Credit Hours**	
Out-Group[19] 1	ACF, MGS, SE, EDU, LAW	ANY[20]	3 or 4	☐
Out-Group 2	ACF, MGS, SE, EDU, LAW	ANY	3 or 4	☐
Out-Group 3	ACF, MGS, SE, EDU, LAW	ANY	3 or 4	☐
Total University Distribution Credit Hours			**9-12**	
Free Electives[21]	**Code**	**Course Title**	**Credit Hours**	
Free Elective 1	ANY	ANY	3 or 4	☐
Free Elective 2	ANY	ANY	3 or 4	☐
Free Elective 3	ANY	ANY	3 or 4	☐
Free Elective 4	ANY	ANY	3 or 4	☐
Free Elective 5	ANY	ANY	3 or 4	☐
Free Elective 6	ANY	ANY	3 or 4	☐
Free Elective 7	ANY	ANY	3 or 4	☐
Free Elective 8	ANY	ANY	3 or 4	☐
Free Elective 9	ANY	ANY	3 or 4	☐
Free Elective 10	ANY	ANY	3 or 4	☐
Free Elective 11	ANY	ANY	3 or 4	☐
Free Elective 12	ANY	ANY	3 or 4	☐
Free Elective 13	ANY	ANY	3 or 4	☐
Free Elective 14	ANY	ANY	3 or 4	☐

[18] SS 101 is mandatory for Muslims. Students from all other religions have an option to either enroll in SS 101 or a designated alternative course or 2 CHs. independent study in senior year.

[19] Students can choose all three Out-Groups from the same department/programme or different departments/programmes as per the details given in major wise university distribution table in the handbook.

[20] As per the course memo

[21] Students can take as many free electives required to meet their minimum 130 CHs. requirement for graduation. The typical range of free electives CHs is between 57-60. Directed Course Work (DCW) can be taken to complete free electives.

Free Elective 15	ANY	ANY	3 or 4	☐
Free Elective 16	ANY	ANY	3 or 4	☐
Free Elective 17	ANY	ANY	3 or 4	☐
Free Elective 18	ANY	ANY	3 or 4	☐
Free Elective 19	ANY	ANY	3 or 4	☐
Free Elective 20	ANY	ANY	3 or 4	☐
Total Free Electives Credit Hours			**57-60**	
School Core Thematic Bucket Requirements	**Code**	**Course Title**	**Credit Hours**	
Bucket 1	Arts & Humanities	ANY (to be completed in first year)	NA	☐
Bucket 2	Social & Behavioral Sciences	ANY (to be completed in first year)	NA	☐
Bucket 3	STEM	ANY (to be completed in first year)	NA	☐
Bucket 4	Contemporary Debates	ANY (to be completed in sophomore year)	NA	☐
Bucket 5	Great Authors	ANY (to be completed in junior or senior year)	NA	☐
Bucket 6	Academic Writing	ANY (to be completed in junior or senior year)	NA	☐

Major Requirements - Comparative Literary and Cultural Studies - Table 2

Major Core Requirements	**Code**	**Course Title**	**Credits**	
Core 1	CLCS 1000	Engaging with Texts and Contexts	4	☐
Core 2	CLCS 2310	Fiction-Writing Workshop	4	☐
	OR			
	CLCS 3000	Methods in Comparative Literature	4	☐
	OR			
	CLCS 3211	Film and Screen Studies Research Seminar	4	☐
Total Major Core Credit Hours			**8**	
Major Elective Requirements*	**Code**	**Course Title**	**Credits**	
Language Level 1 (mandatory)	Any level 1 LANG course (mandatory)	ANY	4	☐
Elective 1	CLCS (XXX)	ANY	4	☐
Elective 2	CLCS (XXX)	ANY	4	☐
Elective 3	CLCS (XXX)	ANY	4	☐
Elective 4	CLCS (XXX)	ANY	4	☐
Elective 5	CLCS (XXX)	ANY	4	☐
Elective 6	CLCS (XXX)	ANY	4	☐
Elective 7	CLCS (XXX)	ANY	4	☐
Elective 8	CLCS (300/400)	ANY	4	☐
Elective 9	CLCS (300/400)	ANY	4	☐
Elective 10	CLCS (300/400)	ANY	4	☐
Total Major Elective Credit Hours			**44**	

***Major Elective Requirements:**

Language Level 1:

- This is a mandatory one course at level 1 LANG.
- Arabic, Pashto, Persian, Punjabi, and Sindhi or another Level 1 language course offered under the LANG code.
- Provisions to opt out of the language requirement and take 11 CLCS electives are in place with demonstrated language proficiency and testing. Please see Appendix 1 for more details on language requirements and exceptions.

Major Elective Requirements 1 – 7:

- Students can enroll in CLCS 100 or 200 or 300 or 400 level courses to complete the requirements.
- Students can only enroll in three CLCS 100-level courses.
- 100 and 200 level courses should be enrolled in the first and/or sophomore year.
- 300 level courses should be enrolled in sophomore, junior and/or senior year.
- 400 level courses should be enrolled in the junior and/or senior year.

Major Elective Requirements 8 – 10:

- Students can only enroll in CLCS 300 or 400 level courses.

Senior Project in Comparative Literary and Cultural Studies (SPROJ):

- SPROJ is optional.
- It is enrolled in Senior year.
- It has a total of 8 CHs, spread over two semesters with 4 CHs each.
- It will count as TWO ELECTIVES of CLCS at 200-level BUT will NOT fulfil the CLCS 300/400 level major elective requirements.
- SPROJ Code – CLCS 491A and CLCS 491B

Each semester different major electives are offered, and the updated list is published in the course memo. In addition, some cross-listed courses may also qualify as major electives. Students must refer to the course memo for the planning of courses and additional details. Some of the electives that have been offered over the years are as follows:

Sample Major Electives - Comparative Literary and Cultural Studies—Table 3

CODE	COURSE TITLE	CREDITS
CLCS 1122	The Art of Reading and Writing Urdu	4
CLCS 1203	Contemporary Screens: The Art of the Web Series	4
CLCS 2113	Western Canon I	4
CLCS 2116	Shahnameh: The Story of Our World	4
CLCS 2117	Western Canon II	4
CLCS 2119	Mechanics of Fiction	4
CLCS 2122	Urdu Afsana	4
CLCS 2123	Aesthetics of the Modern Urdu Nazm	4
CLCS 2124	Naya Urdu Afsana	4
CLCS 2125	The Pakistani Hero, the Pakistani Ayyar	4
CLCS 2126	Poetry and Poetics in Urdu	4
CLCS 2133	Fountain of the Sun: Rumi's *Masnavi* and *Divan*	4
CLCS 2212	Cinemas of Asia, Africa, and Latin America	4

CLCS 2213	Explorations in Pakistani Cinemas	4
CLCS 2214	Mechanics of Film	4
CLCS 2222	The Critical Lens: The Art of Filmmaking	4
CLCS 2312	Fiction Writing in Urdu and Punjabi	4
CLCS 2413	Culture After Empire	4
CLCS 2514	Qavvali	4
CLCS 3112	The Novel	4
CLCS 3113	Kafka	4
CLCS 3122	Mir and Ghalib	4
CLCS 3123	*Aag Ka Darya:* A Close Reading	4
CLCS 3124	Post-Colonial Thought in Urdu Literature	4
CLCS 3125	Marsiya: Anis and Dabir	4
CLCS 3126	Faiz Ahmad Faiz: Resistance and Aesthetics	4
CLCS 3127	The Indomitable Fiction: The *Dastan e Amir Hamza*	4
CLCS 3142	The Poetics and Politics of a Performative Past: *Vaar* in Punjabi Literary Tradition	4
CLCS 3215	Gender and Urban Screen Narratives	4
CLCS 3242	The Art of Film Criticism	4
CLCS 3312	The Art of the Novella	4
CLCS 3321	Translation Workshop	4
CLCS 3324	The Craft of Translation	4
CLCS 3325	Life Writing and the Multilingual Self	4
CLCS 3412	What is "Islamic" History?	4
CLCS 3413	Decoloniality and Decolonization	4
CLCS 4112	Colonialism, Postcolonialism and Concepts of Translation	4
CLCS 4122	Islamicate Poetry in South Asia	4

APPENDIX 1: Language Requirements and Exceptions

The language requirement for CLCS majors can be fulfilled through a variety of options.

For many students this may be taking Level 1 (one course) of any of the languages offered under LANG (Gurmani Centre), which include Arabic, Pashto, Persian, Punjabi, and Sindhi. However:

1. In the case a student demonstrates basic fluency in any of the above languages, they can test out of the language requirement. To do so, students must sit a standard language proficiency test administered by CLCS. A student who tests out of the language requirement can take an additional CLCS course to make up the 13 courses required for the major.
2. For some students who have received schooling abroad, one course in Urdu from CLCS can count for the language requirement. In such a case, the student would take CLCS 1122 The Art of Reading and Writing Urdu to demonstrate study in the language.
3. Some students may also have completed language study courses during exchange programs. For these students, approval of courses is required from CLCS. The course must cover standard LANG Level 1 requirements.
4. Because the CLCS program is focused on regional languages, students are advised to study from the offerings available or from related languages. In the case that a student is proficient in another language (for example, Korean, French, or Spanish), they must provide official evidence of this knowledge via a transcript or diploma, etc.

Senior Project in the Humanities and Social Sciences Department

The senior year project (SPROJ) is meant to give students the "opportunity to use their foundational academic skills and content knowledge to gain new, deeper levels of understanding." As the student handbook continues,

The project must challenge the student's ability and the chosen topic needs to be of significant value to the student, the school, and the community. This directed learning experience involves thinking analytically, logically, and creatively integrating experience and knowledge to form reasoned judgements and solve problems that will help direct future career and educational opportunities.

This guidebook is a resource of departmental procedures, standards, and best practices, which also includes individual streams' policies. Individual streams have considerable autonomy in determining their own procedures, standards, and best practices.

In what follows, the guidebook first lays out departmental standards and best practices; second, expected department-level outcomes; and third, department-level administrative procedures with which all faculty should be acquainted. The fourth part includes the SPROJ guidelines of each stream in the department.

I. Who Can Supervise an SPROJ?

Only full-time faculty employed by the HSS department can supervise an SPROJ or act as an examiner of the SPROJ. This includes full time tenure track, tenured, and non-tenure track faculty, teaching fellows, visiting faculty, lecturers, and teaching track faculty.

II. Departmental Standards

These are the standards that all streams are expected to meet.

- **Close, consistent, and quality supervision:** Faculty should develop schedules for regular meetings with students (once a month, or once every two weeks, etc.) and stick to them.
- **Supervision limits:** Faculty should supervise no more than two projects at a time. In extenuating circumstances, faculty may supervise three projects.
- **Student limits:** No more than two students are allowed per project. This is irrespective of the stream and degree of the students. They can submit one or two papers depending on the stream's preference.
- **Second reader:** Each SPROJ should be read (i.e., examined) not only by the supervisor but also by another faculty member. Ideally that faculty member should be from the same stream or have interests and expertise directly relevant to the discipline(s) and topics of the SPROJ. Streams should have a deadline by when second readers should be selected. If a second reader is not selected in time, then the Chair of the Department of HSS, in conjunction with the relevant stream heads, will appoint one.
- **Enrollment:** Working on projects over the summer is not a substitute for enrollment in the SPROJ in the subsequent fall and spring terms.
  Faculty may begin working informally with students over the summer, for example, by applying for the Students as Co-Researchers (ScR) program. However, students must still enrol in the SPROJ in the fall and spring terms.
- **Methodology prerequisite:** Each stream should clarify its methodology prerequisites for the students wanting to take an SPROJ, and ensure that the appropriate course(s), training, seminars, or workshops are offered in a timely manner.

- **Student Interaction**: Larger streams should encourage students to meet amongst themselves a few times to discuss their projects and learn from their peers.

III. Department Responsibilities

Every academic year the Chair of the HSS Department will appoint a full-time faculty member of the Department to serve as the HSS Department SPROJ Coordinator for part or all of the academic year. The coordinator, assisted by the Department's academic staff and in coordination with the Chair of the Department and the Dean's Office, will organize the following:

- **Prizes**
  The best SPROJ projects will receive prizes that include honoraria and a printed and bound thesis.

- **Physical archiving**
  All SPROJs will be catalogued and archived with the assistance of the academic staff. Students will be required to fill out a submission form and email a final editable copy to the department according to the provided template. SPROJs should have an abstract page. Students may request an embargo on the physical availability of their SPROJ.

- **Spring conference**
  The HSS Department SPROJ Coordinator will organize a colloquium in the Spring semester where SPROJ students present their projects to faculty and their fellow students. This will facilitate inter- and multi-disciplinary conversations, encourage students, faculty, and others to engage with student research, and enable greater visibility for the SPROJ in general.

IV. Departmental Procedures

The process of planning a senior project starts prior to the enrollment phases of the semester. It is advisable that students start planning a senior project even prior to course selection and registration. Following steps are followed for SPROJ registration and review.

a. **Email to Juniors:** A email will be sent to juniors in March to start planning their SPROJ if they wish to it up in their senior year.
   Points from 'b to d' are specific to every stream. However, these general guidelines are followed for approval and registration of a senior project.
b. **Select a topic and the potential supervisor:** Students should select a topic and supervisor before they plan to begin working on the project. Selecting a topic will involve three elements: choosing the subject students will be working on, the approach to the subject, and the form the project will take. The process of selecting a topic should involve consultation with the proposed supervisor.
c. **Write a proposal:** The students are required to draft a proposal before the semester in which students plan to complete the project.
d. **Review and Approval of the proposal:** The supervisor will review the proposal and formally give the approval to register for the SPROJ. During this phase, the supervisor and supervisee are responsible to get an IRB approval before initiating research for their project if it involves human subjects. This IRB later should be added to the Appendix.
e. **Registration for Directed Course Work (SPROJ, Independent Study and Directed Research Project) on Zambeel:** The RO announces registration before the commencement of enrollment phase I & II. Once the applications are approved by the coordinator they are forwarded to supervising faculty, which they can approve via their Zambeel self-service.

f. **Enrollment:** After Zambeel approvals, the students are also required to enroll in SPROJ during the enrollment phases.
g. **Data Collation:** After Zambeel approvals, the program coordinators collate the SPROJ students' data and send it to their respective SPROJ faculty coordinators. At this point program coordinator will send an email with title page template and style guidelines.
h. **Grading:** It is responsibility of the supervisor to enter SPROJ grade on Zambeel within the grading deadline.
i. **SPROJ Prize and Archiving:** The final copy (fully formatted with title page included) of an SPROJ is shared with the department for archiving and final evaluation for an SPROJ Prize/Award. Each stream head will form a committee to evaluate SPROJs for best SPROJ prize. SPROJ prize will be awarded on convocation.

V. Programme-Specific Guidelines

Anthropology/Sociology

1. SPROJ in ANTH-SOC is two semesters long and is worth 8 credit hours. Students are required to apply via Zambeel for SPROJ 1 in Fall and SPROJ 2 in Spring.
2. Students opting for an SPROJ in Anthropology or Sociology can partner with only one other student. Groups of 3 or more people cannot do an SPROJ together.
3. To register for an SPROJ, a student must have a CGPA of 3.2. Exceptions can be made if the supervisor and the SPROJ coordinator approves.
4. The student applying for SPROJ in Anthropology and Sociology should have taken one of the following research methods courses; ANTH320 – Qualitative Research Methods or SOC320 – Quantitative Research Methods. Exceptions can be made if the student enrolls in a Research Methods course along with SPROJ enrollment. This requires approval from the SPROJ Coordinator and the supervisor.
5. Students are advised to contact potential supervisors before enrolling and discuss projects with them over the course of the summer.
6. The students are required to right an SPROJ proposal (1-2 pages long) highlighting proposed project and methodology. The title of the proposed project should be approved by the supervisor before applying on Zambeel.
7. SPROJ proposal colloquium is organized in late Fall semester and the final colloquium is held in Spring semester.
8. The first part of the SPROJ is graded as in-progress (I) on Zambeel and the final project is graded by the supervisor with a letter grade on Zambeel during grading phase of the Spring semester.

Comparative Literature and Cultural Studies (CLCS)

1. CLCS students opting to undertake a senior project should ideally have a sense of their project and their advisor (a faculty member in CLCS) by the spring of their junior year.
2. After conferring with one of the respective faculty members, students will be able to decide on a supervisor and begin work on their project.
3. Students are required to complete the CLCS Senior Project Proposal form by the beginning of the fall semester of their senior year that details their project and expected timelines (for drafts and final submissions) agreed upon between the student and their supervisor.
4. CLCS senior projects can focus on one of the following sub-fields of the discipline: Literary Studies and Comparative Literature, Persian Literature and Translation, Creative Writing, and Filmmaking and Screen Studies. Details and requirements for projects in these sub-fields and relevant supervisors should be discussed with the CLCS Senior Project Faculty Coordinator.

5. CLCS senior projects can be both scholarly (film criticism, critical essay etc.) and creative (short film, novella, poetry, translations). Creative work must be accompanied by a short introduction or rationale for the project and its methodology.
6. CLCS projects must grapple with the questions central to the program and employ at least one non-English language.
7. Students may also be asked to participate in a small colloquium in the Spring semester of their senior year in which they share their work with faculty and peers and/or a defence of their project.

Senior Project Faculty Coordinator:
Dr. Maryam W. Khan
maryam.wasif@lums.edu.pk

Programme Coordinator: Lamia Islam Khan
lamia_khan@lums.edu.pk

English

1. The minimum CGPA requirement is 3.00
2. A one-page proposal to be submitted by mid-July. The proposal should have the following information:
   - Tentative titles (two or three)
   - Preferred supervisor's name
   - An abstract with thesis
   - Textual sources and 3-4 secondary sources
3. Further guidelines for the SPROJ breakdown and weightage:
   - Introduction and Chapter 1 to be submitted by the end of Fall Semester - 25%
   - Mid-term colloquium due at the end of Fall semester - 5%
   - Meetings with SPROJ Coordinator - 15%
   - Remaining chapters (submission date decided by the supervisor) - 45%
   - Final colloquium at the end of Spring Semester - 10%

If you are working in the English Literature stream you must have taken at least two courses with your supervisor.

History

1. Students must speak to the coordinator before the proposal is officially approved.
2. Over the course of the academic year, the SPROJ Coordinator will run several workshops or colloquia that the students are required to attend.
3. In the case that your supervisor is not part of one of the major-granting streams (Anthro/Socio, History, Literature in English, or Political Sciences), you must decide which field your project lies closest to and attend all Senior Project related activities run by the respective coordinator.
4. The final draft of the project will be graded by the faculty member advising the project, as well as by the second reader.
5. Faculty members are usually advised not to take on more than three Senior Projects per academic year. They may elect to take on fewer than three projects as well. Therefore, if you are interested in working with a particular advisor, please contact them sooner rather than later.

Political Science

1. Students are required to have a minimum SGPA of 3.0 in order to do the Senior Project in Political Science. Under exceptional circumstances, supervisors have the discretion to waive this requirement.
2. Students should have successfully completed the Qualitative Research Methods or where appropriate, Quantitative Analysis course before they start their senior project. All those students who have taken ECON 330 Econometrics or ANTH 320 Introduction to Qualitative Research Methods are not required to take POL 228 for the SPROJ enrollment.
3. The application process for the senior project requires the submission of a ONE-page proposal to stream SPROJ Coordinator at the end of the Spring term prior to the enrollment in the Senior Project. Students may consult and name a potential faculty supervisor. The proposal needs to outline a tentative title, aims and objectives, potential research question and methodology. The stream faculty will meet and decide what project is most suitable for which faculty members.
4. Two students may be allowed to do a joint project, but they must justify the need of a partner in terms of the project workload and this need to be demonstrated in the proposal. Only the instructor will allow the students to make a group where they seem that projects of two students overlap with one another.
5. Students must enroll for the senior project in the Fall and Spring semesters.
6. Students are expected to work on their projects over the summer, but this cannot be a substitute for the Fall or Spring semester.
7. The following rules are observed for grading of SPROJ in Political Science.
    - 20% of the grade is based on presentations and participation in seminars and colloquiums.
    - Supervisors have the discretion to break down the remaining 80% as they see fit. However, students who miss seminars and/or colloquiums are penalized 10% of their grade for each absence.
    - The final paper component of the grade will be an average of the supervisor and second grader's grade.
    - Students can select their second grader in consultation with their supervisor.

SPROJ in Minors:

1. These guidelines are specifically for SPROJ taken in the following minors:
    - Gender and Sexuality Studies
    - Philosophy
    - Psychology
    - Study of Religion
    - Environmental Studies
2. Senior Projects taken in the aforementioned areas will have minor specific codes rather the generic SS codes.
3. Only students pursuing the minor can sign up for a Senior Project in GSS, REL, PSY, PHIL, or ENV. In order to demonstrate this, the student must have taken 4 courses in the minor by the end of their Junior year.
4. In the event that a student is not minoring, the Senior Project course code will be in their major.
5. Students are advised not to pursue a Senior Project in these minors without have taken 4 courses in the minor by their Junior Spring.
6. The Senior Project does not count as part of the six courses required for the minor.

Guidelines for Minors in Humanities and Social Sciences

The Department of Humanities and Social Sciences offers minors in a range of disciplines:

1. Anthropology and Sociology
2. Comparative Literary and Cultural Studies
3. English
4. Gender and Sexuality Studies
5. History
6. Philosophy
7. Political Science
8. Psychology
9. Study of Religion
10. Environmental Studies

The minor in HSS disciplines should appeal to students pursuing other majors. majors. They emphasize on the acquisition of intrinsically and instrumentally useful knowledge, as well as the cultivation of critical, analytical, and communication skills. By electing to minor in HSS disciplines, students will emerge from LUMS as well-rounded individuals, endowed with a wide repertoire of transferable skills and a unique insight, which should stand them in good stead as they prepare to embark on their careers.

Rules for HSS Minors

1. Students intending to complete a minor in a particular area should successfully complete a minimum of 6 regular courses carrying 4 credits each (for a total of 24 credit hours) in that area.
2. Students intending to minor in a particular area in HSS are required to complete two (2) core courses and four electives in that area. Of the four electives, at least two should be at the 300 level or above.
3. Politics and Economics majors cannot minor in either Politics or Economics.
4. Senior year project (Sproj) can be taken in minors. Details are given in the section of Senior Year Project in Humanities and Social Science Department.

Structure of HSS Minors

The two core courses in each of the areas of Anthropology/Sociology, History, and English, Philosophy, Political Science, Study of Religion, and Contemporary Literary and Cultural Studies are listed below:

HSS Minors – Table 1

Anthropology/Sociology
1. ANTH 100 Introduction to Cultural Anthropology
2. SOC 100 Introduction to Sociology

HSS Minors – Table 2

History
Any two 100-level History courses

HSS Minors – Table 3

English
1. ENGL 1000 Introduction to Literature in English
2. ENGL 1111 The Word and the World

HSS Minors – Table 4

Political Science
1. POL 100 – Introduction to Political Science
2. POL 203 – Introduction to Western Political Philosophy

HSS Minors – Table 5

Psychology
1. PSY 100 – Human Behavior
2. PSY 220 – Abnormal Psychology OR PSY 201 – Cognition

HSS Minors – Table 6

<table>
<tr><th colspan="2">Philosophy</th></tr>
<tr><td colspan="2">1. PHIL 100 Introduction to Philosophy OR PHIL 102 Philosophy Gym</td></tr>
<tr><td colspan="2">2. PHIL 130 Logic and Critical Reasoning</td></tr>
<tr><td colspan="2">In addition, meeting either of the two types of objectives given below for the Philosophy minor, the students' choice of the rest of the four courses is made in accordance with the following specifications.</td></tr>
<tr><td>Students whose aim is Type 1 may, in consultation with the stream coordinator, choose any four philosophy courses including at least two courses that are pitched at level 300 or higher.</td><td>• Students whose aim is Type 2 may pick four courses from any of the following recommended course groups. They must ensure that at least two of their courses are at level 300 or higher.
• Applied Ethics: Moral Philosophy/Ethics; Applied Ethics; Religion and Science; Philosophy and Economics; any other course with the coordinator's approval.
• Ethical Theory: Moral Philosophy/Ethics; Metaethics; Philosophy of Language; Knowledge and Reality; Philosophy and Economics; any other course with the coordinator's approval
• Logic and Language: Philosophy of Language; Philosophical Logic; Formal Logic; Analytic Philosophy; Philosophy of Wittgenstein; any other course with the coordinator's approval
• Epistemology and Metaphysics: Philosophy of Language; Knowledge and Reality; History of Western Philosophy OR Plato and Aristotle; Philosophy of Science/Philosophy of Social Science; Philosophy of Mind; any other course with the coordinator's approval.
• Political Philosophy: Western Political Philosophy; Moral Philosophy/Ethics; Applied Ethics; Metaethics; Political Economy; Democracy and Difference; any other course with the coordinator's approval.</td></tr>
</table>

HSS Minors – Table 7

Study of Religion	
1.	REL 210 – Text, Performance, & Religion
2.	REL 212 – Religion after Modernity OR REL 211 – Theories and Methods in the study of Religion (Both these courses will be anti-requisite of each other)

HSS Minors – Table 8

Comparative Literary and Cultural Studies (CLCS)	
1.	CLCS 1000 Engaging with Texts and Contexts
2.	CLCS 2310 Fiction Writing Workshop OR CLCS 3000 Methods in Comparative Literature OR CLCS 3211 Film and Screen Studies Research Seminar

HSS Minors – Table 9

Environmental Studies	
1.	ENV 102 – Introduction to Environmental Studies
2.	ENV 210 – Methods in Environmental Studies

HSS Minors – Table 10

Gender and Sexuality Studies (GSS)	
1.	Introduction to Gender and Sexuality Studies
2.	Introduction to Feminist Theory

Department of Economics

Economics is often called the "science of choice." The Economics major helps develop clear and rational problem-solving skills useful in business, government, corporate and non-government sectors. The major not only provides an understanding of economic institutions and how they impact segments of the economy, it also provides students with the skills to solve problems that confront organizations, governments and citizens. The major provides rigorous quantitative tools that allow students to understand the domestic and global economic environment and analyze its impact. The BSc. (Honours) Economics major is a quantitatively oriented programme that provides excellent preparation for graduate studies and careers in economics, business administration, non-government organizations, academia and the corporate sector.

The Department of Economics offers a four-year BSc (Honours) degree in three majors, namely, Economics, Politics and Economics (P&E), and Economics and Mathematics (Econ-Math). It also offers a Minor in Economics.

Programme Structure - Economics

Graduation Requirements:

Kindly refer to both Table 1 and Table 2 for the complete Economics programme structure, totaling 130 Credit Hours. Each semester a new course memo is shared with the students by the Registrar's Office. The students must consult the course memo before planning their courses for completion of the requirements.

Economics - Table 1

University Core Requirements	**Code**	**Course Title**	**Credit Hours**	
Uni Core 1	LUMS 100	Big Ideas	1	☐
Uni Core 2	SS 100	Writing and Communication	4	☐
Uni Core 3	SS 101	Islamic Studies[22]	2	☐
Uni Core 4	SS 102	Pakistan Studies	2	☐
Total University Cores Credit Hours			**9**	
University Distribution Requirements	**Code**	**Course Title**	**Credit Hours**	
Out-Group[23] 1	SE, EDU, LAW	ANY[24]	3 or 4	☐
Out-Group 2	SE, EDU, LAW	ANY	3 or 4	☐
Out-Group 3	SE, EDU, LAW	ANY	3 or 4	☐
Total University Distribution Credit Hours			**9-12**	
Free Electives[25]	**Code**	**Course Title**	**Credit Hours**	
Free Elective 1	ANY	ANY	3 or 4	☐

[22] SS 101 is mandatory for Muslims. Students from all other religions have an option to either enroll in SS 101 or a designated alternative course or 2 CHs. independent study in senior year.

[23] Students can choose all three Out-Groups from the same department/programme or different departments/programmes as per the details given in major wise university distribution table in the handbook.

[24] As per the course memo

[25] Students can take as many free electives required to meet their minimum 130 CHs. requirement for graduation. The typical range of free electives CHs is between 57-61. Directed Course Work (DCW) can be taken to complete free electives.

Free Elective 2	ANY	ANY	3 or 4	☐
Free Elective 3	ANY	ANY	3 or 4	☐
Free Elective 4	ANY	ANY	3 or 4	☐
Free Elective 5	ANY	ANY	3 or 4	☐
Free Elective 6	ANY	ANY	3 or 4	☐
Free Elective 7	ANY	ANY	3 or 4	☐
Free Elective 8	ANY	ANY	3 or 4	☐
Free Elective 9	ANY	ANY	3 or 4	☐
Free Elective 10	ANY	ANY	3 or 4	☐
Free Elective 11	ANY	ANY	3 or 4	☐
Free Elective 12	ANY	ANY	3 or 4	☐
Free Elective 13	ANY	ANY	3 or 4	☐
Free Elective 14	ANY	ANY	3 or 4	☐
Free Elective 15	ANY	ANY	3 or 4	☐
Free Elective 16	ANY	ANY	3 or 4	☐
Free Elective 17	ANY	ANY	3 or 4	☐
Free Elective 18	ANY	ANY	3 or 4	☐
Free Elective 19	ANY	ANY	3 or 4	☐
Free Elective 20	ANY	ANY	3 or 4	☐
Total Free Electives Credit Hours			**57-61**	
School Core Thematic Bucket Requirements	**Code**	**Course Title**	**Credit Hours**	
Bucket 1	Arts & Humanities	ANY (to be completed in first year)	NA	☐
Bucket 2	Social & Behavioral Sciences	ANY (to be completed in first year)	NA	☐
Bucket 3	STEM	ANY (to be completed in first year)	NA	☐
Bucket 4	Contemporary Debates	ANY (to be completed in sophomore year)	NA	☐
Bucket 5	Great Authors	ANY (to be completed in junior or senior year)	NA	☐
Bucket 6	Academic Writing	ANY (to be completed in junior or senior year)	NA	☐

Major Requirements - Economics – Table 2

Major Core Requirements	**Code**	**Course Title**	**Credits**	
Core 1	MATH 101/MATH 101H	Calculus I/ Calculus I (Honours)	3	☐
Core 2	ECON 111	Principles of Microeconomics	4	☐
Core 3	ECON 121	Principles of Macroeconomics	4	☐
Core 4	ECON 211	Intermediate Microeconomics	4	☐
Core 5	ECON 221	Intermediate Macroeconomics	4	☐
Core 6	ECON 230	Statistics and Data Analysis	4	☐
Core 7	ECON 330	Econometrics	4	☐
Total Major Core Credit Hours			**27**	
Major Elective Requirements	**Code**	**Course Title**	**Credits**	

Elective 1	ECON (XXX)	ANY	4	☐
Elective 2	ECON (XXX)	ANY	4	☐
Elective 3	ECON (XXX)	ANY	4	☐
Elective 4	ECON (XXX)	ANY	4	☐
Elective 5	ECON (400)	ANY	4	☐
Elective 6	ECON (400)	ANY	4	☐
Total Major Elective Credit Hours			**24**	

***Major Elective Requirements:**

Major Elective Requirements 1 – 4:

- Students can enroll in ECON 200 or 300 or 400 level courses to complete the requirements.
- 200 level courses should be enrolled in the first and/or sophomore year.
- 300 level courses should be enrolled in sophomore, junior and/or senior year.
- 400 level courses should be enrolled in the junior and/or senior year.

Major Elective Requirements 5– 6:

- Students can only enroll in ECON 400 level courses.

Senior Project in Economics (SPROJ):

- SPROJ is optional.
- It is enrolled in Senior year.
- It can be for 4 CHs, for just one semester or 8 CHs, spread over two semesters with 4 CHs each.
- It will count as free elective requirement, not major elective requirement.
- SPROJ Code – ECON 491A and ECON 491B

Essential Checkpoints:

- ECON 100 - Principles of Economics is a remedial course and counts towards the free elective requirement. It is compulsory for non-economics background students to enroll in ECON 100
- MATH 100 – Pre calculus is a remedial course and counts towards the free elective requirement. It is compulsory for non-math background students to enroll in MATH 100
- The course ECON 230 Statistics and Data Analysis is equivalent to Math 231 Statistics, only if Math 230 Probability / MATH 230H Probability (Honours) has also been taken previously. ECON 230 Statistics and Data Analysis is equivalent to DISC 203 Probability and Statistics.
- Students who transfer into the Economics Department or students who go on an exchange programme and fall short of 1 or 2 credits in their economics core or elective courses are allowed to take 1 or 2 credit Independent Study to fulfil graduation requirements. Those falling short of 3 or 4 credit hours can take an Economics elective course in addition to their major requirements.

Each semester different major electives are offered, and the updated list is published in the course memo. In addition, some cross-listed courses may also qualify as major electives. Students must refer to the course memo for the planning of courses and additional details. Some of the electives that have been offered over the years are as follows:

Sample Major Electives - Economics - Table 3

CODE	COURSE TITLE
ECON 213	Behavioural Economics
ECON 233	Introduction to Game Theory
ECON 240	Development Economics
ECON 244	Introduction to Environmental Economics
ECON 245	Water Economics
ECON 261	Principles of Finance
ECON 262	Mathematical Applications in Economics
ECON 311	Industrial Organization
ECON 3110	Economics of Organizations and Management
ECON 314	Law and Economics
ECON 317	The Economics of Corruption
ECON 319	Agriculture, Price and Income policy
ECON 334	Time Series Econometrics
ECON 343	Agriculture and Food Policy
ECON 352	International Finance
ECON 363	Economics of Investment and Finance
ECON 3416	Regional Economics
ECON 371	Public Economics
ECON 372	Urban Economics
ECON 411	Advanced Microeconomics
ECON 414	Applied Microeconomics
ECON 417	Readings in the Political Economy of the Media
ECON 421	Advanced Macroeconomics
ECON 425	Applied Macroeconomics
ECON 441	Development Economic Theory
ECON 449	Philosophy and Economics
ECON 466	Financial Crises
ECON 468	Options Swaps and Futures
ECON 469	Advanced Corporate Finance
ECON 4410	Issues in Economic Policy
ECON 4413	Poverty and Income Distribution
ECON 4414	Topics in Energy Economics
ECON 4416	Advanced Urban Economics
ECON 3421	An Introduction to the Methods and Practice of Impact Evaluation

Programme Structure - The Politics and Economics (Joint Major)

The Politics and Economics (P&E) Joint Major provides a strong base to those who intend to have knowledge of the political economy. The P&E programme is a carefully constructed major that provides students the opportunity to study two disciplines, as well as areas that cut across traditional departmental and disciplinary lines. Through courses developed and taught by Economics and Political Science faculty, students examine the globalizing world using a variety of conceptual lenses supplied by the social sciences, learn multiple ways of solving problems, and explore areas of inquiry that intersect traditional disciplines. The courses in Politics help students understand the dynamics of political systems, how they affect international relations and how they support a nation, thus realizing their responsibility to the society and the country. The study of Economics prepares students to take part in governmental policy making and changes in economic systems. Economic study not only impacts the individuals but also contribute to the society at large.

Graduation Requirements:

Kindly refer to Table 1, Table 2 and Table 3 for the complete Politics and Economics programme structure, totaling 130 Credit Hours. Each semester a new course memo is shared with the students by the Registrar's Office. The students must consult the course memo before planning their courses for completion of the requirements.

Politics and Economics - Table 1

University Core Requirements	**Code**	**Course Title**	**Credit Hours**	
Uni Core 1	LUMS 100	Big Ideas	1	☐
Uni Core 2	SS 100	Writing and Communication	4	☐
Uni Core 3	SS 101	Islamic Studies[26]	2	☐
Uni Core 4	SS 102	Pakistan Studies	2	☐
Total University Cores Credit Hours			**9**	
University Distribution Requirements	**Code**	**Course Title**	**Credit Hours**	
Out-Group[27] 1	SE, EDU, LAW	ANY[28]	3 or 4	☐
Out-Group 2	SE, EDU, LAW	ANY	3 or 4	☐
Out-Group 3	SE, EDU, LAW	ANY	3 or 4	☐
Total University Distribution Credit Hours			**9-12**	
Free Electives[29]	**Code**	**Course Title**	**Credit Hours**	
Free Elective 1	ANY	ANY	3 or 4	☐
Free Elective 2	ANY	ANY	3 or 4	☐
Free Elective 3	ANY	ANY	3 or 4	☐

[26] SS 101 is mandatory for Muslims. Students from all other religions have an option to either enroll in SS 101 or a designated alternative course or 2 CHs. independent study in senior year.

[27] Students can choose all three Out-Groups from the same department/programme or different departments/programmes as per the details given in major wise university distribution table in the handbook.

[28] As per the course memo

[29] Students can take as many free electives required to meet their minimum 130 CHs. requirement for graduation. The typical range of free electives CHs is between 57-61. Directed Course Work (DCW) can be taken to complete free electives.

Free Elective 4	ANY	ANY	3 or 4	☐
Free Elective 5	ANY	ANY	3 or 4	☐
Free Elective 6	ANY	ANY	3 or 4	☐
Free Elective 7	ANY	ANY	3 or 4	☐
Free Elective 8	ANY	ANY	3 or 4	☐
Free Elective 9	ANY	ANY	3 or 4	☐
Free Elective 10	ANY	ANY	3 or 4	☐
Free Elective 11	ANY	ANY	3 or 4	☐
Free Elective 12	ANY	ANY	3 or 4	☐
Free Elective 13	ANY	ANY	3 or 4	☐
Free Elective 14	ANY	ANY	3 or 4	☐
Free Elective 15	ANY	ANY	3 or 4	☐
Free Elective 16	ANY	ANY	3 or 4	☐
Free Elective 17	ANY	ANY	3 or 4	☐
Free Elective 18	ANY	ANY	3 or 4	☐
Free Elective 19	ANY	ANY	3 or 4	☐
Free Elective 20	ANY	ANY	3 or 4	☐
Total Free Electives Credit Hours			**57-61**	
School Core Thematic Bucket Requirements	**Code**	**Course Title**	**Credit Hours**	
Bucket 1	Arts & Humanities	ANY (to be completed in first year)	NA	☐
Bucket 2	Social & Behavioral Sciences	ANY (to be completed in first year)	NA	☐
Bucket 3	STEM	ANY (to be completed in first year)	NA	☐
Bucket 4	Contemporary Debates	ANY (to be completed in sophomore year)	NA	☐
Bucket 5	Great Authors	ANY (to be completed in junior or senior year)	NA	☐
Bucket 6	Academic Writing	ANY (to be completed in junior or senior year)	NA	☐

Politics and Economics – Table 2

Economic Major Core Requirements	**Code**	**Course Title**	**Credits**	
Core 1	ECON 111	Principles of Microeconomics	4	☐
Core 2	ECON 121	Principles of Macroeconomics	4	☐
Core 3	ECON 230	Statistics and Data Analysis	4	☐
Core 4	ECON 330	Econometrics	4	☐
Total Major Core Credit Hours			**16**	
Economics Major Elective Requirements*	**Code**	**Course Title**	**Credits**	
Elective 1	ECON (XXX)	ANY	4	☐
Elective 2	ECON (XXX)	ANY	4	☐
Elective 3	ECON (400)	ANY	4	☐
Total Major Elective Credit Hours			**12**	

***Economics Major Elective Requirements:**

Major Elective Requirements 1 – 2:

- Students can enroll in ECON 200 or 300 or 400 level courses to complete the requirements.
- 200 level courses should be enrolled in the first and/or sophomore year.
- 300 level courses should be enrolled in sophomore, junior and/or senior year.
- 400 level courses should be enrolled in the junior and/or senior year.

Major Elective Requirements 3:

- Students can only enroll in ECON 400 level course.

Politics and Economics - Table 3

Politics Major Core Requirements	**Code**	**Course Title**	**Credits**	
Core 1	POL 100	Introduction to Political Science	4	☐
Core 2	POL 203	Introduction to Western Political Philosophy	4	☐
Core 3	POL 221	Introduction to Comparative Politics	4	☐
Total Major Core Credit Hours			**12**	
Politics Major Elective Requirements*	**Code**	**Course Title**	**Credits**	
Elective 1	POL (XXX)	ANY	4	☐
Elective 2	POL (XXX)	ANY	4	☐
Elective 3	POL (XXX)	ANY	4	☐
Elective 4	POL (300/400)	ANY	4	☐
Elective 5	POL (300/400)	ANY	4	☐
Total Major Elective Credit Hours			**20**	

***Politics Major Elective Requirements:**

Major Elective Requirements 1 – 3:

- Students can enroll in POL 200 or 300 or 400 level courses to complete the requirements.
- 200 level courses should be enrolled in the first and/or sophomore year.
- 300 level courses should be enrolled in sophomore, junior and/or senior year.
- 400 level courses should be enrolled in the junior and/or senior year.

Major Elective Requirements 4 - 5:

- Students can only enroll in POL 300 or 400 level course.

Senior Project in Politics and Economics (SPROJ):

- SPROJ is optional.
- It is enrolled in Senior year.
- If SPROJ is from Political Science programme, rules if HSS apply.
- If SPROJ is from Economics programme, rules of ECON apply.

Essential Checkpoints:

- ECON 100 - Principles of Economics is a remedial course and counts towards the free elective requirement. It is compulsory for non-economics background students to enroll in ECON 100
- MATH 100 – Pre calculus is a remedial course and counts towards the free elective requirement. It is compulsory for non-math background students to enroll in MATH 100
- MATH 101 – Calculus 1, will be an outgroup for Politics and Economics majors
- The course ECON 230 Statistics and Data Analysis is equivalent to Math 231 Statistics, only if Math 230 Probability / MATH 230H Probability (Honours) has also been taken previously. ECON 230 Statistics and Data Analysis is equivalent to DISC 203 Probability and Statistics.
- Pol/Econ students cannot enroll in POL 228 as it is an anti-requisite of ECON 230. They must take ECON 230 as their core requirement
- Students who transfer into the Economics Department or students who go on an exchange programme and fall short of 1 or 2 credits in their economics core or elective courses are allowed to take 1 or 2 credit Independent Study to fulfil graduation requirements. Those falling short of 3 or 4 credit hours can take an Economics elective course in addition to their major requirements.

Each semester different major electives are offered, and the updated list is published in the course memo. In addition, some cross-listed courses may also qualify as major electives. Students must refer to the course memo for the planning of courses and additional details.

Programme Structure - The Economics and Mathematics (Joint Major)

The Economics and Mathematics Joint Major provides a strong base to those students who intend to pursue further studies at the graduate level in the field of Economics. Students seeking admission to a graduate programme have a higher chance of getting admitted to top ranked schools if they have taken mathematics courses like calculus, real analysis, and linear algebra, during their undergraduate degree programme.

Entry Requirement for the Economics and Mathematics Joint Major:
A student wishing to major in Economics and Mathematics must have the following, at the time of applying for this major:

1) A CGPA of 3.3 or above.
2) A minimum of B grade, both in Calculus-I/Calculus-I (Honours) and Linear Algebra with Differential Equations/ Linear Algebra I (Honours)

The maximum number of students accepted into this major each year is 30.

Graduation Requirements:
Kindly refer to Table 1, Table 2, and Table 3 for the complete Economics and Mathematics programme structure, totaling 130 Credit Hours. Each semester a new course memo is shared with the students by the Registrar's Office. The students must consult the course memo before planning their courses for completion of the requirements.

Economics and Mathematics - Table 1

University Core Requirements	Code	Course Title	Credit Hours	
Uni Core 1	LUMS 100	Big Ideas	1	☐
Uni Core 2	SS 100	Writing and Communication	4	☐
Uni Core 3	SS 101	Islamic Studies[1]	2	☐
Uni Core 4	SS 102	Pakistan Studies	2	☐
Total University Cores Credit Hours			**9**	
University Distribution Requirements	**Code**	**Course Title**	**Credit Hours**	
Out-Group[2] 1	ACF, MGS (excluding all FINN courses) SE (excluding all MATH courses), EDU, LAW	ANY[3]	3 or 4	☐
Out-Group 2	ACF, MGS (excluding all FINN courses) SE (excluding all MATH courses), EDU, LAW	ANY	3 or 4	☐

[1] SS 101 is mandatory for Muslims. Students from all other religions have an option to either enroll in SS 101 or a designated alternative course or 2 CHs. independent study in senior year.
[2] Students can choose all three Out-Groups from the same department/programme or different departments/programmes as per the details given in major wise university distribution table in the handbook.
[3]As per the course memo

Out-Group 3	ACF, MGS (excluding all FINN courses) SE (excluding all MATH courses), EDU, LAW	ANY	3 or 4	☐
Total University Distribution Credit Hours			**9-12**	
Free Electives[4]	**Code**	**Course Title**	**Credit Hours**	
Free Elective 1	ANY	ANY	3 or 4	☐
Free Elective 2	ANY	ANY	3 or 4	☐
Free Elective 3	ANY	ANY	3 or 4	☐
Free Elective 4	ANY	ANY	3 or 4	☐
Free Elective 5	ANY	ANY	3 or 4	☐
Free Elective 6	ANY	ANY	3 or 4	☐
Free Elective 7	ANY	ANY	3 or 4	☐
Free Elective 8	ANY	ANY	3 or 4	☐
Free Elective 9	ANY	ANY	3 or 4	☐
Free Elective 10	ANY	ANY	3 or 4	☐
Free Elective 11	ANY	ANY	3 or 4	☐
Free Elective 12	ANY	ANY	3 or 4	☐
Free Elective 13	ANY	ANY	3 or 4	☐
Free Elective 14	ANY	ANY	3 or 4	☐
Free Elective 15	ANY	ANY	3 or 4	☐
Free Elective 16	ANY	ANY	3 or 4	☐
Free Elective 17	ANY	ANY	3 or 4	☐
Free Elective 18	ANY	ANY	3 or 4	☐
Free Elective 19	ANY	ANY	3 or 4	☐
Free Elective 20	ANY	ANY	3 or 4	☐
Total Free Electives Credit Hours			**50-55**	
School Core Thematic Bucket Requirements	**Code**	**Course Title**	**Credit Hours**	
Bucket 1	Arts & Humanities	ANY (to be completed in first year)	NA	☐
Bucket 2	Social & Behavioral Sciences	ANY (to be completed in first year)	NA	☐
Bucket 3	STEM	ANY (to be completed in first year)	NA	☐
Bucket 4	Contemporary Debates	ANY (to be completed in sophomore year)	NA	☐
Bucket 5	Great Authors	ANY (to be completed in junior or senior year)	NA	☐
Bucket 6	Academic Writing	ANY (to be completed in junior or senior year)	NA	☐

[4] Students can take as many free electives required to meet their minimum 130 CHs. requirement for graduation. The typical range of free electives CHs is between 50-55. Directed Course Work (DCW) can be taken to complete free electives.

Major Requirements- Economics and Mathematics - Table 2

Economics Major Core Requirements	Code	Course Title	Credits	
Core 1	ECON 111	Principles of Microeconomics	4	☐
Core 2	ECON 121	Principles of Macroeconomics	4	☐
Core 3	ECON 211	Intermediate Microeconomics	4	☐
Core 4	ECON 221	Intermediate Macroeconomics	4	☐
Core 5	ECON 230	Statistics and Data Analysis	4	☐
Core 6	ECON 330	Econometrics	4	☐
Core 7	ECON 411	Advanced Microeconomics	4	☐
	OR			
	ECON 421	Advanced Macroeconomics	4	☐
Total Major Core Credit Hours			**28**	
Economics Major Elective Requirements*	**Code**	**Course Title**	**Credits**	
Elective 1	ECON (XXX)	ANY	4	☐
Elective 2	ECON (400)	ANY	4	☐
Total Major Elective Credit Hours			**8**	

***Economics Major Elective Requirements:**

Major Elective Requirement 1:

- Students can enroll in ECON 200 or 300 or 400 level courses to complete the requirements.
- 200 level courses should be enrolled in the first and/or sophomore year.
- 300 level courses should be enrolled in sophomore, junior and/or senior year.
- 400 level courses should be enrolled in the junior and/or senior year.

Major Elective Requirements 2:

- Students can only enroll in ECON 400 level course.

Major Requirements- Economics and Mathematics - Table 3

Math Major Core Requirements	Code	Course Title	Credits	
Core 1	MATH 101/MATH 101H	Calculus I / Calculus I (Honours)	3	☐
Core 2	MATH 102	Calculus II	3	☐
Core 3	MATH 120/MATH 120H	Linear Algebra with Differential Equations / Linear Algebra I (Honours)	3	☐
Core 4	MATH 230/MATH 230H	Probability / Probability (Honours)	3	☐
Core 5	MATH 205	Introduction to Analysis-I	3	☐
Total Major Core Credit Hours			**15**	
Math Major Elective Requirements*	**Code**	**Course Title**	**Credits**	
Elective 1	MATH (300/400)	ANY	3	☐
Elective 2	MATH (300/400)	ANY	3	☐
Total Major Elective Credit Hours			**6**	

***Math Major Elective Requirements:**

Major Elective Requirements 1 – 2:

- Students can only enroll in MATH 300 or 400 level courses.

Senior Project in Economics and Maths (Sproj):

- Sproj is optional.
- It is enrolled in Senior year.
- If Sproj is from Economics programme, rules of ECON apply.
- If Sproj is from Math programme, rules of MATH apply.

Essential Checkpoints:

- ECON 100 - Principles of Economics is a remedial course and counts towards the free elective requirement. It is compulsory for non-economics background students to enroll in ECON 100
- MATH 100 – Pre calculus is a remedial course and counts towards the free elective requirement. It is compulsory for non-math background students to enroll in MATH 100
- The course ECON 230 Statistics and Data Analysis is equivalent to Math 231 Statistics, only if Math 230 Probability / MATH 230H Probability (Honours) has also been taken previously. ECON 230 Statistics and Data Analysis is equivalent to DISC 203 Probability and Statistics.
- ECON/MATH students must not take MATH 231
- ECON 411/421 may count as one elective ONLY if the student takes both courses. In such a case, one will count as a core course and the other as an elective. A single course CANNOT count both towards the core and elective requirement.
- Students who transfer into the Economics Department or students who go on an exchange programme and fall short of 1 or 2 credits in their economics core or elective courses are allowed to

take 1 or 2 credit Independent Study to fulfil graduation requirements. Those falling short of 3 or 4 credit hours can take an Economics elective course in addition to their major requirements.

Each semester different major electives are offered, and the updated list is published in the course memo. In addition, some cross-listed courses may also qualify as major electives. Students must refer to the course memo for the planning of courses and additional details.

Guidelines for Minor in Economics

1. Students intending to complete a minor in Economics should successfully complete a minimum of 6 regular courses carrying 4 credits each (for a total of 24 credit hours) in that area.

2. Students are required to complete three (3) core courses and three (3) electives in that area. The three electives could range from 200, 300 to 400 level courses dependent on whether a student has taken the required prerequisite for an elective. Out of three electives, **at least two electives should be at 300 level or higher**. Intermediate Microeconomics, Intermediate Macroeconomics or Statistic and Data Analysis could be taken as an elective, if not taken as a core. Economics electives exclude Principles of Economics, Senior Project, Independent Study and Directed Research Project.

Economics Core Courses
1. ECON 111 Principles of Microeconomics
2. ECON 121 Principles of Macroeconomics
And any one of the following
3. ECON 211 Intermediate Microeconomics
4. ECON 221 Intermediate Macroeconomics
5. ECON 230 Statistics and Data Analysis

Major Allocation Requirements – MGSHSS Students

- Completion of all first-year core buckets (Arts and Humanities, Social and Behavioral Sciences and STEM) and Sophomore bucket (Contemporary Debates). No exception will be given to students starting FALL semester 2020.
- Completion of **at least one course** in the applied program.
- If students do not get their first or second preference, they will be assigned major according to their third or fourth preference without any intimation.

Specific Economics Department requirements

a. Econ/ Math
   i. At least B in Cal 1 and LA ii. At least 3.3 CGPA
b. Pol/Econ C
   i. Applications will be sorted CGPA wise (priority given to CGPA and not preference)
   ii. At least one course in Pol and Econ with a good grade[1]
c. Econ
   i. Applications to be sorted CGPA wise (priority given to CGPA and not preference)
   ii. At least one course in Econ with a good grade[2] .

[1] At least a B grade.

[2] At least a B grade

Major Declaration and Interdepartmental Opportunities for MGSHSS Batch 2026 Onwards

Beginning from batch 2026, students will be required to declare their majors based on the department (such as HSS or Econ) they specified in their admission applications. However, depending upon the seats' availability, inter-department transfer might be possible.

Note:
Starting Spring 2023, MGSHSS sophomore students will no longer be required to meet the condition of completing at least 44 credit hours in order to apply for major declaration. All students, even those with fewer credit hours, will apply for major declaration with their batch. We will, however, refer students with less than 30 credit hours to their MGSHSS Academic Advisors for a degree completion path, as graduation for such students may be delayed.

Major Change Requirements

- Within HSS Department, major change will be allowed after junior year (case by case, departments can reject the application)
- Closed for Economics at the end of junior year (for example cannot move from pol/econ to econ)
- Closed for inter-departments (From HSS to Economics) at the end of junior year. But open for Economics to HSS (case by case, departments can reject the application)
- There will be an assessment of whether students are able to complete the remaining requirements within the remaining time at LUMS (maximum 6 years)

Rejection of application if the student is unable to complete the major timely.

Rejection of application if the Program Director feels they are not a good fit for the major.

Inter School Transfer Requirements

- Completion of only first-year core buckets (Arts and Humanities, Social and Behavioral Sciences and STEM) and sophomore bucket (Contemporary debates).
- Completion of **at least one course** in the applied program
- Good grades[1] in courses taken in the applied program.
- Inter-school transfer is allowed at the end of first year and at the end of sophomore year.

In case any application is rejected, a student in **first year** can re-apply in sophomore year. Sophomores rejected may not be able to apply again.

First year students will eventually declare the same major in their sophomore year which they applied for in their first year. Submission of application to, for example Economics would not be permitted, if they applied for inter-school transfer to HSS.

Note:
Starting FALL 2023, students applying for interschool transfer (first-year and sophomore) will no longer be required to meet the condition of minimum credit hours in order to apply for Interschool Transfer. All students who wish to transfer, including those with fewer credit hours, can submit applications. Students

[1] At least a B grade. In case grade is below, interview is necessary before finalizing a decision.

with approved applications will be referred to the MGSHSS Academic Advisors for a degree completion path, as graduation may be delayed for such students.

Specific Economics Department Inter-school transfer requirements

- Closed in first year.
- Open in sophomore year if there are any seats left.
- Priority given to CGPA and not preference.

MGSHSS Undergraduate Academic Advising Unit

The Academic Advising Unit (AAU) at MGSHSS aims to promote positive outcomes in MGSHSS students by supporting them through their journey at LUMS. The goal of the unit is to ensure that all MGSHSS students, and particularly the most vulnerable, are able to access quality academic and pastoral advice. The advising unit incorporates three major nodes: faculty, students and administrators who give both academic and non-academic guidance throughout the four years. This guidance includes advice on academic goals such as degree planning, extra-curriculars, settling into college life, professional development and educational progression. To benefit from this guidance, students are expected to reach out to the unit in a timely manner and have regular meetings with relevant advisors.

Academic Advisement for all Years:

All students in MGSHSS will have the following support available for all years:

a) **The Staff Academic Advisors at the Academic Advising Unit (AAU):** The Staff Academic Advisors at AAU are available to all students at MGSHSS and can be reached at undergradadvising.mgshss@lums.edu.pk. . They help students plan their degrees, check MGSHSS core curriculum requirements, can help resolve academic queries and provide support regarding other aspects of university life.

b) **Faculty Referral System**: Students of all years can email at undergradadvising.mgshss@lums.edu.pk for queries regarding education goals, careers and research, graduate school, and pastoral care. The faculty referral system devised by the AAU will connect them to relevant faculty who are best suited to provide guidance in the matter.

c) **Workshops and Group sessions**: Throughout the academic year workshops and group sessions will be arranged for students, related to a range of academic and non-academic topics. While all students can attend, some of these will be targeted towards certain batches.

d) **Website and Online Resources**: The MGSHSS website can be accessed at www.mgshssadvising.lums.edu.pk by all students to review FAQs and useful advising resources. A range of resources are also available at http://portal.lums.edu.pk/advising (including handouts for major exploration, career planning, and more)

Academic Advisement for Specific Student Population:

A. First years and Sophomores (Undeclared):

a. Peer Ambassadors at LUMS for Social Support (PALss): They are Junior and Senior year MGSHSS students. PALss will be assigned at the start of students' first year at LUMS and will remain in contact with students till the end of sophomore year. Students will be offered a mix of mandatory and voluntary meetings with the PALss and will be informed about these via email. PALss will work closely

with advising staff to provide peer-to-peer advice. Their main role is to check-in with their mentees and make sure they are aware of all resources at LUMS that can help students acclimatize with university life.

b. **Staff Academic Advisors:** Students will have Mandatory one-on-one sessions with detailed agendas to discuss progress in the first two years. Students will be informed about mandatory meetings in advance via email. Academic Advisors will also be available for drop-in office hours. Students are expected to attend all mandatory meetings and try to voluntarily show up in office hours to discuss progress at LUMS. Staff Academic Advisors can address any kind of queries related to their academic management, enrollment, and major selection/change issues. Students can drop an email at the school's official advising email address (see below).
c. **Faculty Representatives:** Undeclared students can reach out to designated faculty members for pastoral care. These faculty members will hold group advising sessions and office hours for students as well.

B. Juniors and Seniors:

a. **Faculty Advisors:** They will be assigned to students once they select and enter their majors and comprise faculty from their chosen majors. Faculty advisors act as field experts to guide their advisees on topics such as: identifying educational goals, connecting academic choices to intellectual passions, time management, ~~s~~tudying strategies, reading strategies~~,~~ ~~—~~academic integrity, and development of skills and attitudes that will lead to success. Faculty Advisors will offer two mandatory meetings for juniors and one voluntary meeting for seniors. Apart from these mandatory meetings, students are encouraged to set up appointments and discuss their academic progress, work planning charts and any issues related to social adjustment. Students who miss mandatory meetings in a semester will not be allowed to enroll in the following semester. This will be reflected in a block placed on the enrollment feature on their Zambeel account.
b. **Department Coordinators:** They will oversee degree requirements (university requirements, major/minor requirements, and outgroups) for students. Students that are off-track will have mandatory sessions with department coordinators if needed. It is encouraged that Juniors and Seniors should take all queries related to enrollment and degree completion to department coordinators ideally prior to enrollment cycle.
c. **Graduating Seniors:** At this stage, students can reach out to department coordinators if they have queries related to degree completion. If they have questions regarding careers and graduate school, or want to be referred to any faculty they can email at undergradadvising.mgshss@lums.edu.pk
d. **Support for students on probation and on academic warning**: Students on probation and academic warning (please see section on Academic Standing) will have regular check-in with a dedicated Academic Advisor assigned to them. They will be contacted via email to book appointments. It is mandatory for students facing academic difficulties to meet regularly with the advisor.

Staff Advisor Details and Meetings: Students can book meetings with Staff Academic Advisors by emailing at undergradadvising.mghss@lums.edu.pk. It is considered best practice to contact/meet with the allocated advisor at least five times during a year.

Website: https://mgshssadvising.lums.edu.pk/
Office Location: The Academic Advising Unit Office (Academic Block ground floor) and Dean's Wing MGSHSS.
Official Email: undergradadvising.mghss@lums.edu.pk

SYED BABAR ALI SCHOOL OF SCIENCE AND ENGINEERING (SBASSE)

SBASSE offers a four-year BS degree in the following areas:

- Biology
- Chemistry
- Chemical Engineering
- Computer Science
- Economics & Mathematics
- Electrical Engineering
- Mathematics
- Physics

Graduation Requirements for SBASSE Majors:

REQUIREMENTS	CREDIT HOURS
Graduation Requirements	130-135
University Core	9 (4 courses)
University Distribution	9-12 (3 courses)
SBASSE Core	33
Major Requirements	50-76 (depending on the discipline)
Major Core required Courses	34-59
Major Electives	9-21
Free Electives	19-21 (9 for EE and 4 for CHE)

University Core and Distribution Requirements:

The University core requirements are of 9 credit hours, while the Out-Group Courses entail taking 3 courses outside the SBASSE.

University Core Courses:

Kindly refer to Section 1: Undergraduate Programme Policies and Regulation

University Distribution Courses:

In-Group - The SBASSE core courses adequately meet the "four course requirements" outside your major, but within your group/area.

Out-Group - Kindly refer to Section 1: Undergraduate Programme Policies and Regulation

SBASSE Core Courses:

The SBASSE core courses are of 34 credits which are divided into the following:

Biology	04 Credit hours
Chemistry	04 Credit hours
Computing	03 Credit hours
Electrical Engineering	02 Credit hours
Mathematics	09 Credit hours
Physics	08 Credit hours
SBASSE Elective*	03 Credit hours
Economics & Mathematics**	08 Credit hours

**The SBASSE Elective is an essential component of the SBASSE core curriculum. Students are required to enroll in any one 3 credit hour course offered by SBASSE in their Sophomore year or beyond. The SBASSE Elective must be outside a student's major area of study but within SBASSE. It must be a 200+ level course.*
For EE Majors PHY-204: Electricity and Magnetism will count towards their SBASSE Elective.
For CS and CHE Majors: (MATH 102) Calculus II will count towards their SBASSE Elective.
***Students who wish to pursue Economics & Mathematics (Joint Major), will have to take additional 08 credits in SBASSE Core.*

Major Core Requirements

For each SBASSE major these are:

Biology	48 Credit hours
Chemistry	47 Credit hours
Computer Science	42 Credit hours
Chemical Engineering	62 Credit hours
Economics & Mathematics	24/11 Credit hours
Electrical Engineering	56 Credit hours
Mathematics	36 Credit hours
Physics	43 Credit hours

Major Elective Requirements

Students pursuing different majors must enroll in elective courses offered by their department. The list of electives offered is fluid and can vary from one semester to another. Students may choose to follow a "stream" if offered by a particular department. Students must take a minimum of 9 credit hours from this category of courses; the maximum number of credit hours obtained from major elective courses varies depending on the discipline as follows:

Biology	09 Credit hours
Chemistry	09 Credit hours
Chemical Engineering	15 Credit hours
Computer Science	15 Credit hours
Economics & Mathematics	8/6-8 Credit hours
Electrical Engineering	16 Credit hours
Mathematics	21 Credit hours
Physics	15 Credit hours

Free Electives

In addition to the major core and major elective courses, students must enroll in courses categorized as "free electives". The free electives may be "scattered" LUMS-wide or may be "concentrated" and used towards obtaining any one of the minor degrees offered by MGSHSS, SBASSE or SDSB. The total number of credit hours obtained from courses that are in the "free elective" category vary depending on the discipline as follows:

Biology	20 Credit hours
Chemistry	20 Credit hours
Chemical Engineering	04 Credit hours
Computer Science	19 Credit hours

Economics & Mathematics	24-30 Credit hours
Electrical Engineering	09 Credit hours
Mathematics	19 Credit hours
Physics	18 Credit hours

Structure of SBASSE Core

Credit hour distribution across SBASSE majors:

SBASSE – Table 1

Discipline	University Requirements (University Core+ Out-Group)	SBASSE Core Requirements	Major Requirements			
			Major Core	Major Elective	Free Elective	Total
	Credit Hours					
Biology	21*	33	48	9	20	**131**
Chemistry	21	33	47	9	20	**130**
Chemical Engineering	21	33	62	15	4	**132-135***
Computer Science	21	33	42	15	19	**130**
Electrical Engineering	21	33	56	16	9	**132-135***
Mathematics	21	33	36	21	19	**130**
Physics	21	33	43	15	18	**130**
Economics & Mathematics	21	33	33	18	25	**130**

* Depending upon University Distribution

First Year Courses

SBASSE – Table 2

FALL SEMESTER		**CREDITS**
MATH 101 / MATH 101H	Calculus I/Calculus I (Honours)	3
PHY 101	Mechanics	4
CHEM 101	Principles of Chemistry	3
CS 100	Computational Problem Solving	3
SS 101	Islamic Studies	2
ENGG 100	Measurement and Design Lab	2
LUMS 100	Big Ideas	0.5
TOTAL		**17.5**
SPRING SEMESTER		
MATH 120/MATH 120H/MATH 121	Linear Algebra with Differential Equation/Linear Algebra I (Honours)	3
PHY 104	Modern Physics	4
BIO 101	Introductory Biology	3
BIO 100	Biology Laboratory	1

CHEM 100	Experimental Chemistry	1
SS 100	Writing & Communication	4
LUMS 100	Big Ideas	0.5
TOTAL		**16.5**

Sophomore Year Courses

SBASSE – Table 3

SPRING SEMESTER		**CREDITS**
MATH 230 / MATH 230H	Probability / Probability (Honours)	3
TOTAL		**3**
SSE XXX	SSE Elective (one 200+ course outside the major but within SSE)	3

Double Major Policy for SBASSE Students

After having declared a major, student may opt for a second major (space and fulfilment of other requirements permitting) *no later than the start of sixth semester at LUMS*, after due consultation with their faculty advisors. Completion of requirements of both majors does not automatically allow a student to claim a double major degree without declaring it beforehand in a timely manner.

Students need to fulfil the following requirements for a double major:

- Requirements of national and international accreditation bodies should be accounted for both majors in double major. Any course or credit-hours requirements and degree title should not contradict the official rules outlined by the respective accreditation body for that degree.
- For majors in SBASSE, the major selection requirements specified in the student handbook should be met.
- Successful completion of minimum 160 credit hours.
- Successful completion of SBASSE School Core requirements including courses and labs.
- A request for double major must be accepted by both the departments (majors).
- Students pursuing a double major need to complete the University core and University distribution requirements according to the primary declared major.
- The students are required to complete the core and elective requirements of both majors. This includes completion of major core and elective and school core and elective. In case of overlap in core and elective requirements (cross-listed courses) double counting is permitted.
- Minimum CGPA requirement for declaration of double major should be 3.00 and above. The students are required to maintain a minimum CGPA of 2.50 throughout the programme tenure.
- The maximum allowed time to complete the requirements of double major is six years from the year of admission at LUMS.
- If a student who is aspiring for double majors applies after the deadline has passed but is able to satisfy the primary and secondary department's double major coursework requirements along with a workable future course plan, an exception may be evaluated by the primary and secondary departments.
- The aforementioned policy applies to both inbound/outbound students at SBASSE.
- Students wishing to pursue a double major need to fill the double major declaration form available at the Office of the Registrar portal: http://portal.lums.edu.pk/RegistrarOffice.

SBASSE Safety Training Policy

The purpose of the Safety Training is to provide students with the knowledge and tools necessary to protect themselves from hazards and reduce the risks associated with their work responsibilities. All students need to complete all these trainings as a prerequisite of their core courses.

Safety Training Structure

Sr. no.	Title	Duration (mins.)	Pre-req. of course
1	Safety Orientation	10	MATH 101/MATH 101H
2	Lab Safety Protocols	10	CHEM 100
3	Chemical Safety	10	CHEM 100
4	Biosafety	10	BIO 100
5	Electrical Safety	10	EE 100
6	Laser Safety	10	PHY100
7	Chemical Fume hood	10	CHEM 100
8	Biosafety Cabinet	10	BIO 100
9	Fire Safety	10	PHY 100
90 mins. (1.5 hours)			

Department of Life Sciences

BS Biology Core Courses

Biology department offers undergraduate programme in the following areas of specialization:

- Molecular and Cellular Biology
- Computational Biology

CODE	COURSE TITLE	CREDITS	PRE-REQUISITES
BIO 212	Biochemistry	3	BIO 101: Introductory Biology & CHEM 101: Principles of Chemistry
BIO 231	Computational Biology I	3	BIO 101: Introductory Biology & CS 100: Computational Problem Solving
BIO 216	Molecular Biology	3	BIO 101: Introductory Biology
BIO 221	Genetics	4	BIO 101: Introductory Biology
BIO 300	Methods in Molecular Biology	4/3	(BIO 212: Biochemistry & BIO 216: Molecular Biology) OR (BIO 216: Molecular Biology & BIO 221: Genetics) OR (BIO 212: Biochemistry & BIO 221: Genetics)
BIO 313	Cell Biology	3	BIO 216: Molecular Biology
BIO 314	Virology & Microbiology	3	BIO 216: Molecular Biology
BIO 331	Computational Biology II	3	(BIO 231: Computational Biology I) & (MATH 230/MATH 230H: Probability)
BIO 403/503	Critical thinking, scientific writing, and ethics	3	
BIO 415/515	Developmental Biology/ Mechanisms of Development	3	BIO 221: Genetics & BIO 313: Cell Biology
CHEM 311	Chemical Thermodynamics	3	CHEM 101: Principles of Chemistry & MATH101/MATH 101H: Calculus I
CHEM 230	Organic Chemistry Lab I	2	CHEM 231: Fundamentals of Organic Chemistry
CHEM 231	Fundamentals of Organic	3	CHEM 101: Principles of Chemistry
BIO 491 A	Senior Project	4	N/A
BIO 491 B	Senior Project	4	N/A
	TOTAL	**48**	

BS Biology Elective Courses

CODE	COURSE TITLE	CREDITS	PRE-REQUISITES
BIO 318	Neuroscience	3	BIO 313: Cell Biology
BIO 5311	Biostatistics	3	MATH 230/MATH 230H: Probability
BIO 519	Immunology	3	BIO 216: Molecular Biology
BIO 521	Epigenetics/ Gene Regulation	3	BIO 216: Molecular Biology & BIO 221: Genetics

	and Epigenetics		
BIO 532	Network Biology/ Biological Networks	3	BIO 101: Introductory Biology & CS 100: Computational Problem Solving & (MATH 230 /MATH 230H OR MATH 234: Probability OR Probability with Statistics)
BIO 513	Biophysical Methods/ Biophysical Techniques	4/3	BIO 212/ CHEM 251: Biochemistry
BIO 517	Molecular Mechanisms of Bacterial Pathogenesis	3	BIO 314
BIO 535	Computation Proteomics / Protein Informatics	3	CS100: Computational Problem Solving AND (BIO231: Computational Biology I OR BIO212: Biochemistry OR BIO216: Molecular Biology)
BIO 522	Cancer Biology	3	BIO 313: Cell Biology
BIO 524	Evolution	3	BIO 101
BIO 527	Plant Biology	3	BIO 101 & BIO 216
BIO 534	Systems Biology	3	(BIO 216: Molecular Biology OR BIO 212: Biochemistry OR CHEM 251: Biochemistry) & MATH 120/MATH 120H/MATH 121: Linear Algebra with Differential Equations/Linear Algebra I (Honours)
BIO 536	Computational Genomics	3	CS 100: Computational Problem Solving AND (BIO 216: Molecular Biology OR BIO 221: Genetics OR BIO 231: Computational Biology I OR CS 232: Computational Biology I) AND (MATH 120/MATH 120H/MATH 121: Linear Algebra with Differential/Linear Algebra I (Honours) Equations OR MATH 220: Linear Algebra I
BIO 5112	Plant Physiology	3	BIO 216 & BIO 221
Any other 300+ level course offered by the Department			
TOTAL REQUIRED CREDITS		**9**	

Biology – Programme Structure

Graduation Requirement		131 Credit Hours	
University Core		9 Credit Hours (4 Courses)	
University Distribution	Out-Group	9-12 Credit Hours (3 Courses)	
SBASSE Cores		34 Credit Hours (13 Courses)	
Major Requirement	Major Cores Major Electives **Total**	48 Credit Hours 9 Credit Hours 57 Credit Hours	The number of courses taken towards these requirements will vary according to the course credit hour which can be of 3 or 4 credits.
Free Electives*		20 Credit Hours	

Sample Four Year Plan

First Year Fall			**First Year Spring**		
CHEM 101	**Principles of Chemistry**	**3**	**BIO 100**	**Biology Laboratory**	**1**
PHY 101	**Mechanics**	**4**	**BIO 101**	**Introductory Biology**	**3**
MATH 101/MATH 101H* **	**Calculus I**	**3**	**CHEM 100**	**Experimental Chemistry**	**1**
CS 100	**Computational Problem Solving**	**3**	**PHY 104**	**Modern Physics**	**4**
ENGG 100	**Measurement and Design Lab**	**2**	**MATH 120/MATH 120H***/MATH 121**	**Linear Algebra with Differential Equations/Linear Algebra I (Honours)**	**3**
			SS 100	Writing & Communication	4
SS 101	Islamic Studies	2	LUMS 100	Big Ideas	0.5
LUMS 100	Big Ideas	0.5			
	Total	**18.5**		**Total**	**16.5**
Sophomore Fall			**Sophomore Spring**		
BIO 216	**Molecular Biology**	**3**	**BIO 212**	**Biochemistry**	**3**
BIO 221	**Genetics**	**4**	**BIO 231**	**Computational Biology I**	**3**
CHEM 231	**Fundamentals of Organic Chemistry**	**3**	**CHEM 230**	**Organic Chemistry Lab I**	**2**
SS 102	Pakistan Studies	2	**MATH 230/MATH 230H*****	**Probability**	**3**
	University Distribution	3-4		**SBASSE Elective****	**3**
				University Distribution	4
	Total	**15-16**		**Total**	**18**
Junior Fall			**Junior Spring**		
BIO 300/500	**Methods in Molecular Biology Laboratory**	**4**	**BIO 415/515**	**Developmental Biology/Mechanisms of Development**	**4**
BIO 313	**Cell Biology**	**3**	**BIO 314**	**Virology and Microbiology**	**3**
BIO 331	**Computational Biology II**	**3**	**CHEM 311**	**Chemical Thermodynamics**	**3**
	University Distribution	3-4	***BIO XXX***	***Major Elective***	***3***
	Free Elective	*3-4*		*Free Elective*	*3-4*
	Total	**16-18**		**Total**	**16-17**
Senior Fall			**Senior Spring**		
BIO 403	**Critical thinking, Scientific Writing and Ethics**	**3**			
BIO 491A	**Senior Project A**	**4**	**BIO 491B**	**Senior Project B**	**4**
BIO XXX	***Major Elective***	***3***	***BIO XXX***	***Major Elective***	***3***
	Free Elective	*3-4*		*Free Elective*	*3-4*
	Free Elective	*3-4*		*Free Elective*	*3-4*
	Total	**14-16**		**Total**	**14-16**

**Credit Hours taken towards free electives will vary according to the number of credit hours taken for the University Distribution (Out group).*

***The SBASSE Elective requirement is one course of 3 credits to be taken outside the major, but within SBASSE, in Sophomore year or beyond.*

****Mathematics core courses are being offered in two variants, namely, general and honours (H), e.g. Math 101 and Math 101H are, respectively, the general and honours variants of the course Calculus I. The honours variant is an advanced and more challenging version of the general variant, however, both variants will equivalently serve as core requirements for major selection and degree completion. Students will be able to choose between the two variants based on their need and/or interest.*

University Core	University Distribution	***SBASSE Core***	***Major Core***	***Major Elective***	*Free Elective*
Underline	Regular	*Bold and Underline*	Bold	*Bold and Italic*	*Italic*

Department of Chemistry and Chemical Engineering

Chemistry Core Courses

CODE	COURSE TITLE	CREDITS	PRE-REQUISITES
CHEM 231	Fundamentals of Organic Chemistry	3	CHEM 101: Principles of Chemistry
CHEM 230	Organic Chemistry Lab I	2	CHEM 231: Fundamentals of Organic Chemistry
CHEM 233	Molecular Spectroscopy	3	CHEM 231: Fundamentals of Organic Chemistry
CHEM 251	Biochemistry	3	CHEM 101: Principles of Chemistry & BIO 101: Introductory Biology
CHEM 221	Molecular Symmetry I	3	CHEM 101: Principles of Chemistry
CHEM 313	Special Topics in Physical Chemistry	3	CHEM 101: Principles of Chemistry
CHEM 314	Quantum Chemistry	3	CHEM 101: Principles of Chemistry & MATH 101/MATH 101H: Calculus I
CHEM 324	Inorganic Chemistry I	3	CHEM 101: Principles of Chemistry
CHEM 320	Inorganic Chemistry Lab	2	CHEM 324: Inorganic Chemistry I
CHEM 332	Chemistry of the Organic Functional Groups	3	CHEM 231: Fundamentals of Organic Chemistry
CHEM 311	Chemical Thermodynamics	3	CHEM 101: Principles of Chemistry & MATH 101/MATH 101H: Calculus I
CHEM 334	Advanced Organic Chemistry	3	CHEM 332: Chemistry of the Organic Functional Groups
CHEM 342	Analytical Chemistry I	3	CHEM 101: Principles of Chemistry
CHEM 410	Physical Chemistry Lab	2	CHEM 311: Chemical Thermodynamics
CHEM 430	Organic Chemistry Lab II	2	CHEM 230: Organic Chemistry Lab I& CHEM 332: Chemistry of the Organic Functional Groups
CHEM 491 A	Senior Project	3	N/A
CHEM 491 B	Senior Project	3	N/A
	TOTAL	47	

Chemistry Elective Courses

CODE	COURSE TITLE	CREDITS	PRE-REQUISITES
BIO 216	Molecular Biology	3	BIO 101: Introductory Biology
CS 200	Introduction to Programming	4	Sophomore Standing
CS 202	Data Structures	3	CS 200: Introduction to Programming
MATH 210	Introduction to Differential Equation	3	MATH 101/MATH 101H: Calculus I
PHY 212	Quantum Mechanics I	3	PHY 104: Modern Physics
CHEM 218	Environmental Chemistry	3	CHEM 101: Principles of Chemistry
PHY 204	Electricity and Magnetism	3	PHY101: Mechanics
CHEM 352	Introduction to Drug Discovery & Development	3	CHEM 101: Principles of Chemistry
BIO 313	Cell Biology	3	BIO 101: Introductory Biology & BIO 216: Molecular Biology
CHE 260	Principles of Chemical Engineering	3	CHEM 101: Principles of Chemistry
CHE 313	Material Science and Engineering	3	CHEM 101: Principles of Chemistry

CHE XXX	Chemical Engineering Thermodynamics	3	CHE 210 OR CHEM 311
CHEM 424	Organo-Transition Metal Chemistry and Catalysis	3	CHEM 221: Molecular Symmetry I
CHEM 522	Inorganic Materials Chemistry	3	CHEM 324: Inorganic Chemistry I
CHEM 523	Organo-Transition Metal Chemistry	3	CHEM 324: Inorganic Chemistry I
CHEM 515	Polymer Science and Technology	3	CHEM 101
CHEM 534	Retrosynthesis	3	CHEM 334: Advanced Organic Chemistry
CHEM 433	Nanomedicine	3	CHEM 101: Principles of Chemistry
MATH 102	Calculus II	3	MATH 101/MATH 101H: Calculus I
CHEM 432	Bio-Organic Chemistry	3	CHEM 231: Fundamentals of Organic Chemistry
PHY 312	Quantum Mechanics II	3	PHY 212: Quantum Mechanics I
CHEM 497	Directed Research	1-2	
TOTAL REQUIRED CREDITS		**9**	

Chemistry – Programme Structure

Graduation Requirement		130 Credit Hours	
University Core		9 Credit Hours (4 Courses)	
University Distribution	Out-Group	9-12 Credit Hours (3 Courses)	
SBASSE Cores		33 Credit Hours (13 Courses)	
Major Requirement	Major Cores Major Electives **Total**	47 Credit Hours 9 Credit Hours 56 Credit Hours	The number of courses taken towards these requirements will vary according to the course credit hour which can be of 3 or 4 credits.
Free Electives*		20 Credit Hours	

Sample Four Year Plan

	First Year Fall			**First Year Spring**	
CHEM 101	**Principles of Chemistry**	**3**	**BIO 100**	**Biology Laboratory**	**1**
PHY 101	**Mechanics**	**4**	**BIO 101**	**Introductory Biology**	**3**
MATH 101/MATH 101H***	**Calculus I**	**3**	**CHEM 100**	**Experimental Chemistry**	**1**
CS 100	**Computational Problem Solving**	**3**	**PHY 104**	**Modern Physics**	**4**
ENGG 100	**Measurement and Design Lab**	**2**	**MATH 120/MATH 120H/MATH 121*****	**Linear Algebra with Differential Equations / Linear Algebra I (Honours)**	**3**
			SS 100	Writing & Communication	4
			LUMS 100	Big Ideas	0.5
SS 101	Islamic Studies	2			
LUMS 100	Big Ideas	0.5			
	Total	**17.5**		**Total**	**16.5**
	Sophomore Fall			**Sophomore Spring**	
CHEM 231	**Fundamental of Organic Chemistry**	**3**	**CHEM 233**	**Molecular Spectroscopy**	**3**
CHEM 221	**Molecular Symmetry – I**	**3**	**CHEM 251**	**Biochemistry**	**3**
	SBASSE Elective**	**3**	**CHEM 230**	**Organic Chemistry Lab – I**	**2**
	University Distribution	3-4	**MATH 230/MATH 230H*****	**Probability**	**3**
SS 102	Pakistan Studies	2		University Distribution	3-4
				Free Elective	*3*
	Total	**14-15**		**Total**	**17-18**
	Junior Fall			**Junior Spring**	
CHEM 314	**Quantum Chemistry**	**3**	**CHEM 313**	**Special Topics in Physical Chemistry**	**3**
CHEM 324	**Inorganic Chemistry I**	**3**	**CHEM 320**	**Inorganic Chemistry Lab**	**2**
CHEM 332	**Chemistry of Organic Functional Groups**	**3**	**CHEM 311**	**Chemical Thermodynamics**	**3**
CHEM 342	**Analytical Chemistry I**	**3**	**CHEM 334**	**Advanced Organic Chemistry**	**3**
	University Distribution	3-4	***CHEM XXX***	***Major Elective***	**3**
				Free Elective	*3-4*
	Total	**15-16**		**Total**	**17-18**
	Senior Fall			**Senior Spring**	
CHEM 430	**Organic Chemistry Lab II**	**2**	**CHEM 491B**	**Senior Project B**	**3**
CHEM 491A	**Senior Project A**	**3**	***CHEM XXX***	***Major Elective***	**3**
CHEM XXX	***Major Elective***	**3**	***CHEM XXX***	***Major Elective***	**3**
CHEM 410	**Physical Chemistry Lab**	**2**		*Free Elective*	*3-4*
	Free Elective	*3-4*		*Free Elective*	*3-4*
	Total	**16-18**		**Total**	**14-16**

Credit Hours taken towards free electives will vary according to the number of credit hours taken for the University Distribution (Out group).
The SBASSE Elective requirement is one course of 3 credits to be taken outside the major, but within SBASSE, in Sophomore year or beyond.
**** Mathematics core courses are being offered in two variants, namely, general and honours (H), e.g. Math 101 and Math 101H are, respectively, the general and honours variants of the course Calculus I. The honours variant is an advanced and more challenging version of the general variant, however, both variants will equivalently serve as core requirements for major selection and degree completion. Students will be able to choose between the two variants based on their need and/or interest.*

University Core	University Distribution	***SBASSE Core***	***Major Core***	***Major Elective***	*Free Elective*
Underline	Regular	*Bold and Underline*	Bold	*Bold and Italic*	*Italic*

BS Chemical Engineering Programme

Programme Introduction

The BS Chemical Engineering Programme was launched in 2017 with the objective of creating enhanced synergy between natural sciences and engineering fundamentals and resonates with the SBASSE interdisciplinary and no-boundaries concept. The programme covers the traditional basics of Chemical Engineering with an emphasis on underlying scientific principles and modern, innovative engineering practices. Students develop core expertise in natural sciences, engineering thermodynamics, transport processes, chemical kinetics, and separation processes, creating a powerful and widely applicable combination of molecular knowledge and system-level problem solving skills. To cope with complex, real-world problems, we focus strongly on developing the computational and analytic skills of students.

Vision of the BS Chemical Engineering Programme

The Chemical Engineering programme aspires to become an internationally acclaimed science-based, research-enhanced programme that serves society through world-class interdisciplinary education and research.

Mission of the BS Chemical Engineering Programme

The mission of the Chemical Engineering Programme at the Department of Chemistry and Chemical Engineering, LUMS is:

- To educate practicing engineers, innovation drivers, and future leaders with robust understanding of physical, chemical, biological, mathematical and engineering principles for careers in chemical engineering and related fields in industrial, academic, non-profit and government organizations.
- To provide opportunities for cutting-edge undergraduate research experiences that advance engineering knowledge, with a strong emphasis on interdisciplinary research spanning across physics, chemistry, biology and materials science, that addresses key challenges that are impacting economy and society.
- To inspire students to work for the benefit of society at large by promoting the scientific and technological foundation of debates on various national and global challenges facing society.

Programme Education Objectives (PEOs) of the BS Chemical Engineering

The educational objectives of the Chemical Engineering Programme are to produce graduates who:

1. Effectively utilize the LUMS education in science and engineering principles to meet the needs of local and global society through science-based problem solving and strong communication skills.
2. Recognize the importance of and effectively pursue lifelong learning through continued self-improvement and learning from others, particularly in fields that are rapidly evolving.
3. Are equipped to successfully pursue postgraduate education in chemical engineering and other related fields, including entrepreneurship.
4. Are aware of the importance of social, environmental, economic and safety aspects of their endeavors, and who will contribute to the community as responsible citizens and to the field of chemical sciences with high professional standards, innovative and critical thinking, ethical decision-making, and teamwork.

Programme Learning Outcomes (PLOs) of the BS Chemical Engineering Programme

The Chemical Engineering Programme at LUMS consists of twelve Programme Learning Outcomes (PLOs), adapted from the Pakistan Engineering Council (PEC) accreditation manual.

PLO1-Engineering Knowledge: An ability to apply knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.

PLO2-Problem Analysis: An ability to identify, formulate, research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.

PLO3-Design / Development of Solutions: An ability to design solutions for complex engineering problems and design systems, components, or processes that meet specified needs with appropriate consideration for public health and safety, cultural, societal, and environmental considerations.

PLO4-Investigation: An ability to investigate complex engineering problems in a methodical way including literature survey, design and conduct of experiments, analysis, and interpretation of experimental data, and synthesis of the information to derive valid conclusions.

PLO5-Modern Tool Usage: An ability to create, select and apply appropriate techniques, resources, and modern engineering and IT tools, including prediction and modeling, to complex engineering activities, with an understanding of the limitations.

PLO6-The Engineer and Society: An ability to apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to professional engineering practice and solution to complex engineering problems.

PLO7-Environment and Sustainability: An ability to understand the impact of professional engineering solutions in societal and environmental contexts and demonstrate knowledge of and need for sustainable development.

PLO8-Ethics: An ability to apply ethical principles and commit to professional ethics and responsibilities and norms of engineering practice.

PLO9-Individual and Teamwork: An ability to work effectively, as an individual or in a team, in multifaceted and /or multidisciplinary settings.

PLO10-Communication: An ability to communicate effectively, orally as well as in writing, about complex engineering activities within both the engineering community and society at large, such as being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

PLO11-Project Management: An ability to demonstrate management skills and apply engineering principles to one's own work as a member and/or leader in a team, and to manage projects in a multidisciplinary environment.

PLO12-Lifelong Learning: An ability to recognize the importance of and pursue lifelong learning in the broader context of innovation and technological developments.

Chemical Engineering Core Courses

CODE	COURSE TITLE	CREDITS	PRE-REQUISITES
PHY 204	Electricity and Magnetism	3	PHY101: Mechanics
CHE 210	Physical Chemistry	3	CHEM 101: Principles of Chemistry
CHE 260	Principles of Chemical Engineering	3	CHEM 101: Principles of Chemistry
CHEM 231	Fundamentals of Organic Chemistry	3	CHEM 101: Principles of Chemistry
CHE 280	Math Methods in Chemical Engineering I	3	MATH 101/MATH 101H & MATH 120/MATH 120H: Calculus I & Linear Algebra with Differential Equations/Linear Algebra I
CHE 262	Particle Science and Engineering	3	CHE 273 Fluid Mechanics
CHE 200A	Chemical Engineering Lab-I	1	CHEM 101: Principles of Chemistry
CHE 230	Chemical Engineering Thermodynamics	3	CHE 210: Physical Chemistry
CHE 273	Fluid Mechanics	3	CHE 260: Principles of Chemical Engineering
CHE 352	Heat and Mass Transfer	3	CHE 273 Fluid Mechanics
CHE 390	Transport Phenomena	3	CHE 352 Heat and Mass Transfer
CHE 330	Math Methods in Chemical Engineering II	3	CHE 280: Math Methods in Chemical Engineering I
CHE 320	Separation Processes	3	CHE 230: Chemical Engineering Thermodynamics
CHE 360	Chemical Kinetics and Reaction Engineering	3	CHE 230: Chemical Engineering Thermodynamics
CHE 315	Chemical Process Simulation	2	CHE260: Principles of Chemical Engineering
CHE 300A	Chemical Engineering Lab – II	1	CHE 273 Fluid Mechanics or CHE 230 Chemical Engineering Thermodynamics
CHE 300B	Chemical Engineering Lab – III	1	CHE 320 Separation Processes or CHE 352 Heat and Mass Transfer
CHE 300C	Chemical Engineering Lab – IV	1	CHE 262 Particle Science and Engineering
CHE 430	Chemical Process Control	3	CHE 280: Math Methods in Chemical Engineering I
CHE 401	Chemical Process Design	4	CHE 260 Principles of Chemical Engineering CHE 320: Separation Processes OR CHE 360: Chemical Kinetics and Reaction Engineering
CHE 422	Chemical Process Safety	2	
CHE 401A	Chemical Engineering Lab – V	1	CHE 430 Chemical Process Control or CHE 315 Chemical Process Simulation
CHE 401B	Chemical Engineering Lab – VI	1	CHE 360 Chemical Kinetics and Reaction Engineering or CHE 390 Transport Phenomenon
CHE 491A	Senior Project	3	N/A
CHE 491B	Senior Project	3	N/A
TOTAL		**62**	

Chemical Engineering Elective Courses

CODE	COURSE TITLE	CREDITS	PRE-REQUISITES
CHE 316	Renewable Energy and Environmental Sustainability	3	MATH 101, Calculus 1
CHE 252	Chemical Process Technology	3	CHEM 101: Principles of Chemistry
CHE 272	Fundamentals of Air Pollution	3	N/A
CHE 314	Engineering Economics	3	N/A
CHE 3XX	Energy & Fuels	3	CHEM 101: Principles of Chemistry
CHE 313	Material Science and Engineering	3	CHEM 101: Principles of Chemistry
CHE 312	Fundamentals of Environmental Engineering	3	CHEM 101: Principles of Chemistry
CHE 412	Membrane Science and Engineering	3	ChE 320 Separation Processes
CHE 4XX	Process Optimization	3	MATH 120 Linear Algebra with Differential Equations
CHE 3XX	Introduction to Petroleum Engineering	3	CHE 260 Principles of Chemical Engineering
CHE 4XX	Surface Analysis	3	CHE 313 Material Science and Engineering
CHE 4XX	Colloidal Science	3	CHE 262 Particle Science and Engineering
CHE 4XX	Solid Waste Disposal	3	CHE 312 Fundamentals of Environmental Engineering
CHE 4XX	Biochemical Engineering	3	
TOTAL REQUIRED CREDITS		**15**	

** This is not a complete list of elective courses; more courses can be added to the list as per requirement.

Chemical Engineering – Programme Structure

Graduation Requirement		132-135* Credit Hours	
University Core		9 Credit Hours (4 Courses)	
University Distribution	Out-Group	9-12 Credit Hours (3 Courses)	
SBASSE Cores		33 Credit Hours (13 Courses)	
Major Requirement	Major Cores Major Electives **Total**	62 Credit Hours 15 Credit Hours 77 Credit Hours	The number of courses taken towards these requirements will vary according to the course credit hour which can be of 3 or 4 credits.
Free Electives*		4 Credit Hours	

Sample Four Year Plan

	First Year Fall			**First Year Spring**	
CHEM 101	**Principles of Chemistry**	**3**	**BIO 100**	**Biology Laboratory**	**1**
PHY 101	**Mechanics**	**4**	**BIO 101**	**Introductory Biology**	**3**
MATH 101/MATH 101H* **	**Calculus I**	**3**	**CHEM 100**	**Experimental Chemistry**	**1**
CS 100	**Computational Problem Solving**	**3**	**PHY 104**	**Modern Physics**	**4**
ENGG 100	**Measurement and Design Lab**	**2**	**MATH 120/MATH 120H/MATH 121*** **	**Linear Algebra with Differential Equations / Linear Algebra I (Honours)**	**3**
SS 101	Islamic Studies	2	SS 100	Writing & Communication	4
LUMS 100	Big Ideas	0.5	LUMS 100	Big Ideas	0.5
	Total	**16.5**		**Total**	**16.5**
	Sophomore Fall			**Sophomore Spring**	
CHEM 231	**Fundamental of Organic Chemistry**	**3**	**CHE 230**	**Chemical Engineering Thermodynamics**	**3**
PHY 204	**Electricity and Magnetism**	**3**	**CHE 273**	**Fluid Mechanics**	**3**
MATH 102	**SBASSE Elective** (Calculus II)**	**3**	**MATH 230/MATH 230H*** **	**Probability**	**3**
CHE 260	**Principles of Chemical Engineering**	**3**	**CHE 280**	**Math Methods in Chemical Engineering I**	**3**
CHE 210	**Physical Chemistry**	**3**	**CHE 200A**	**Chemical Engineering Lab – I**	**1**
SS 102	Pakistan Studies	2		University Distribution	3-4
	Total	**17**		**Total**	**16-17**
	Junior Fall			**Junior Spring**	
CHE 352	**Heat and Mass Transfer**	**3**	**CHE 390**	**Transport Phenomena**	**3**
CHE 262	**Particle Science and Engineering**	**3**	**CHE 360**	**Chemical Kinetics and Reaction Engineering**	**3**
CHE 330	**Math Methods in Chemical Engineering II**	**3**			
CHE 320	**Separation Processes**	**3**	**CHE 315**	**Chemical Process Simulation**	**2**
CHE 3XX	***Major Elective – I***	**3**	**CHE 430**	**Chemical Process Control**	**3**
CHE 300A	**Chemical Engineering Lab– II**	**1**	***CHE 3XX***	***Major Elective – II***	***3***
			CHE 300B	**Chemical Engineering Lab– III**	**1**
			CHE 300C	**Chemical Engineering Lab– IV**	**1**
	Total	**16**		**Total**	**16**
	Senior Fall			**Senior Spring**	
CHE 491A	**Senior Project A**	**3**	**CHE 491B**	**Senior Project B**	**3**
CHE 401	**Chemical Process Design**	**4**	**CHE 4XX**	***Major Elective – IV***	**3**
CHE 4XX	***Major Elective – III***	***3***	***CHE 4XX***	***Major Elective – VI***	***3***
CHE 422	**Chemical Process Safety**	**2**		*Free Elective*	*3*
CHE 401A	**Chemical Engineering Lab – V**	**1**		University Distribution	3-4
CHE 401B	**Chemical Engineering Lab –VI**	**1**			
	University Distribution	**3-4**			
	Total	**17-18**		**Total**	**15-16**

**Credit Hours taken towards free electives will vary according to the number of credit hours taken for the University Distribution (Out group).*

***The SBASSE Elective requirement is one course of 3 credits to be taken outside the major, but within SBASSE, in Sophomore year or beyond.*

****Mathematics core courses are being offered in two variants, namely, general and honours (H), e.g. Math 101 and Math 101H are, respectively, the general and honours variants of the course Calculus I. The honours variant is an advanced and more challenging version of the general variant, however, both variants will equivalently serve as core requirements for major selection and degree completion. Students will be able to choose between the two variants based on their need and/or interest.*

University Core	University Distribution	***SBASSE Core***	***Major Core***	***Major Elective***	*Free Elective*
Underline	Regular	*Bold and Underline*	Bold	*Bold and Italic*	*Italic*

Department of Computer Science

Computer Science Core Courses

Computer Science – Table 1

CODE	COURSE TITLE	CREDITS	PRE-REQUISITES
CS 200	Introduction to Programming	4	CS 100
CS 202	Data Structures	3	CS 200
CS 210	Discrete Mathematics	4	MATH 101/MATH 101H
CS 225	Fundamentals of Computer Systems	4	CS 100
CS 300	Advanced Programming	3	CS 200
CS 310	Algorithms	3	CS202 and (CS 210 OR MATH 252)
CS 331	Artificial Intelligence	3	CS 100
CS 340	Databases	3	CS 202
CS 360	Software Engineering	3	CS 200
CS 370	Operating Systems	3	CS 202
CS 382	Network-Centric Computing	3	CS 200
CS 491A	Senior Project	3	N/A
CS 491B	Senior Project	3	N/A
TOTAL REQUIRED CREDITS		**42**	

Computer Science Elective Courses

This is a sample of electives; students can take any elective offered by the Computer Science Department.

Computer Science – Table 2

CODE	COURSE TITLE	CREDITS	PRE-REQUISITES
CS/EE 3812	Introduction to blockchain: Technology and Application	3	CS 200
CS 315	Theory of Automata	3	CS 210
CS/EE 220	Digital Logic Circuits	3	N/A
CS/EE 220L	Digital Logic Circuits Lab	1	N/A
CS 436	Computer Vision Fundamentals	3	CS 200 & MATH 120/MATH 120H/MATH 121
CS 452	Computer Graphics	3	CS 200 & MATH 120/MATH 120H/MATH 121
CS 471	Computer Networks: Principles & Practices	3	CS 200
CS 432	Introduction to Data Mining	3	CS 202
CS 473	Network Security	3	CS 382 or CS 471
CS 535	Machine Learning	3	MATH 230/MATH 230H & CS 200 & MATH 120/MATH 120H/MATH 121
CS 585	Service Oriented Computing	3	CS 340
CS 501	Applied Probability	3	MATH 101/MATH 101H
CS 437	Deep Learning	3	CS 200 & MATH120/MATH 120H/MATH 121
CS 466	Human Computer Interaction	3	N/A

CS 5620	Information and Communication Technology for Development	3	CS 200
CS 582	Distributed Systems	3	CS 382 or CS 471
CS 510	Design & Analysis of Algorithms	3	CS 210 & CS 202
CS 532	Intelligent Computing	3	N/A
CS 570	Advanced Operating Systems	3	CS 370
CS 678	Topics in Internet Research	3	CS 382 or CS 471 or CS 4713
CS 334	Principles and Techniques of Data Science	3	CS 100 & MATH 120/MATH 120H/MATH 121
CS 4713	Introduction to the Internet: Protocols and Architecture	3	CS 200
CS 6312	Privacy in the Digital Age	1	N/A
CS 5312	Big Data Analytics	3	CS 202 or CS 210 or CS 310
CS 5316	Natural Language Processing	3	CS 300 & MATH 230/MATH 230H
CS 6712	Topics in Internet Measurement	3	CS 382 or CS 471
CS 677	Internet of things	3	CS 382 or CS 471
CS 4714	Introduction to the Internet of Things	3	CS 382 or CS 471
CS 682	Topics in Computer and Network Security	3	CS 473
CS 5615	Introduction to Programme Analysis	3	CS 300
CS 5616	Programming Languages	3	CS 300
CS 666	Topics in Interactive Computing	3	CS 466
TOTAL REQUIRED CREDITS		**15**	

** At-most 4 credit hours of CS 200 level course will count towards CS major elective*

Computer Science – Programme Structure

Graduation Requirement		130 Credit Hours	
University Core		9 Credit Hours (4 Courses)	
University Distribution	Out-Group	9-12 Credit Hours (3 Courses)	
SBASSE Cores		33 Credit Hours (13 Courses)	
Major Requirement	Major Cores Major Electives **Total**	42 Credit Hours 15 Credit Hours 57 Credit Hours	The number of courses taken towards these requirements will vary according to the course credit hour which can be of 3 or 4 credits.
Free Electives*		19 Credit Hours	

Sample Four Year Plan

Code	Title	Credits	Code	Title	Credits
CHEM 101	**Principles of Chemistry**	**3**	**BIO 100**	**Biology Laboratory**	**1**
PHY 101	**Mechanics**	**4**	**BIO 101**	**Introductory Biology**	**3**
MATH 101/MATH 101H****	**Calculus I**	**3**	**CHEM 100**	**Experimental Chemistry**	**1**
CS 100	**Computational Problem Solving**	**3**	**PHY 104**	**Modern Physics**	**4**
ENGG 100	**Measurement and Design Lab**	**2**	**MATH 120/MATH 120H/MATH 121******	**Linear Algebra with Differential Equations/ Linear Algebra I (Honours)**	**3**
SS 101	Islamic Studies	2	SS 100	Writing and Communication	4
LUMS 100	Big Ideas	0.5	LUMS 100	Big Ideas	0.5
	Total	**17.5**		**Total**	**16.5**
	Sophomore Fall			**Sophomore Spring**	
Code	**Title**	**Credits**	**Code**	**Title**	**Credits**
CS 200	**Introduction to Programming**	**4**	**CS 202**	**Data Structures**	**3**
CS 210	**Discrete Mathematics**	**4**	**CS 300**	**Advanced Programming**	**3**
CS 225	**Fundamentals of Computer Systems**	**4**	**MATH 230/MATH 230H******	**Probability**	**3**
SS102	Pakistan Studies	2			
MATH 102	**Calculus II (SBASSE Elective)****	**3**	**CS XXX**	***Major Elective (300+ Level)***	*3*
				Free Elective	*3*
	Total	**17**		**Total**	**15**
	Junior Fall			**Junior Spring**	
Code	**Title**	**Credits**	**Code**	**Title**	**Credits**
CS 370	**Operating Systems**	**3**	**CS 360**	**Software Engineering**	**3**
CS 310	**Algorithms**	**3**	**CS 331**	**Artificial Intelligence**	**3**
CS 340	**Database**	**3**	**CS 382*****	**Network Centric Computing**	**3**
CS XXX	***Major Elective (300+ level)***	***3***	***CS XXX***	***Major Elective (300+ level)***	***3***
	University Distribution	**3-4**		University Distribution	*3-4*
	Total	**15-16**		**Total**	**15-16**
	Senior Fall			**Senior Spring**	
Code	**Title**	**Credits**	**Code**	**Title**	**Credits**
CS 491A	**Senior Project A**	**3**	**CS 491B**	**Senior Project B**	**3**
CS XXX	***Major Elective***	***3***	***CS XXX***	***Major Elective***	***3***
	Free Elective	***3***		*Free Elective*	*3-4*
	University Distribution	*3-4*		*Free Elective*	*3*
	Free Elective	*3*		*Free Elective*	*3*
	Total	**15-16**		**Total**	**15-16**

Credit Hours taken towards free electives will vary according to the number of credit hours taken for the University Distribution (Out group).

***The SBASSE Elective requirement for CS majors is fulfilled by (MATH 120) Calculus II.*

****CS 471 and CS 473 satisfy the requirement to take CS 382.*

*****Mathematics core courses are being offered in two variants, namely, general and honours (H), e.g. Math 101 and Math 101H are, respectively, the general and honours variants of the course Calculus I. The honours variant is an advanced and more challenging version of the general variant, however, both variants will equivalently serve as core requirements for major selection and degree completion. Students will be able to choose between the two variants based on their need and/or interest*

University Core	University Distribution	**SBASSE Core**	**Major Core**	***Major Elective***	*Free Elective*
Underline	Regular	Bold and Underline	Bold	*Bold and Italic*	*Italic*

Department of Electrical Engineering

BS Electrical Engineering

The curriculum of the Electrical Engineering programme has been designed keeping in mind local requirements as well as curriculum taught in leading international institutions. Students will be provided rigorous training to appreciate diverse fields from energy and power systems to IT systems processing and communicating information. The programme is based on the theme of 'life data and sustainability' and employs modern algorithms, tools, data and devices to solve challenges facing society.'

Program Educational Objectives (PEOs)

The Program Educational Objectives of the BS EE program are that its graduates transform into professionals that:

- Excel in the profession by demonstrating high quality engineering knowledge and skills
- Show continuous professional development through effective communication, team-work and life-long-learning
- Depict professional integrity and compliance with social and ethical responsibilities**.**

Program Learning Outcomes (PLOs)

In compliance with manual of accreditation of PEC, the EE BS program of SBASSE strives to impart following ability and skills in its students:

PLO1-Engineering Knowledge: An ability to apply knowledge of mathematics, science, engineering fundamentals and an engineering specialization (Electrical Engineering) to the solution of complex engineering problems.

PLO2-Problem Analysis: An ability to identify, formulate, research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences and engineering sciences.

PLO3-Design and Development of Solutions: An ability to design solutions in the domain of Electrical Engineering for complex engineering problems, design systems, components or processes that meet specified needs with appropriate consideration for public health and safety, cultural, societal, and environmental considerations.

PLO4-Investigation: An ability to investigate complex engineering problems in a methodical way including literature survey, design and conduct of experiments, analysis and interpretation of experimental data, and synthesis of information to derive valid conclusions.

PLO5-Modern Tool Usage: An ability to create, select and apply appropriate techniques, resources, and modern engineering and IT tools, including prediction and modeling, to complex engineering activities, with an understanding of the limitations.

PLO6-The Engineer and Society: An ability to apply reasoning informed by contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to professional engineering practice and solution to complex engineering problems.

PLO7-Environment and Sustainability: An ability to understand the impact of professional engineering solutions in societal and environmental contexts and demonstrate knowledge of and need for sustainable development.

PLO8-Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of engineering practice.

PLO9-Individual and Teamwork: An ability to work effectively, as an individual or in a team, on multifaceted and /or multidisciplinary settings.

PLO10-Communication: An ability to communicate effectively, orally as well as in writing, on complex engineering activities with the engineering community and with society at large, such as being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

PLO11-Project Management: An ability to demonstrate management skills and apply engineering principles to one's own work, as a member and/or leader in a team, to manage projects in a multidisciplinary environment.

PLO12- Lifelong Learning: An ability to recognize the importance of and pursue lifelong learning in the broader context of innovation and technological developments.

Electrical Engineering Core Courses

CODE	COURSE TITLE	CREDITS	PRE-REQUISITES
EE 201	Introduction to Programming	4	Sophomore Standing
PHY 204	Electricity and Magnetism	3	PHY 101: Mechanics
EE 202	Data Structures	3	CS 200: Introduction to Programming
EE 220	Digital Logic Circuits	3	Nil
EE 220L	Digital Logic Circuits Lab	1	Nil
EE 240	Circuits I	3	Math 101/MATH 101H: Calculus I
EE 241L	Introductory Circuits Lab	2	Nil
EE 242	Circuits II	3	EE 240: Circuits I
EE 203	Engineering Models	3	NA/Co-Req EE 201/ Anti-Req Math 210
EE 310	Signals and Systems	3	MATH 102: Calculus II
EE 324	Microcontroller and Interfacing	2	EE 220: Digital Logic Circuits
EE 324L	Microcontroller and Interfacing Lab	1	EE 220: Digital Logic Circuits
EE 330	Electromagnetic Fields and Waves	3	PHY 204: Electricity and Magnetism & Math 102: Calculus II
EE 340	Devices and Electronics	3	EE 240: Circuits I & EE 242: Circuits II
EE 340L	Devices and Electronics Lab	1	EE 240: Circuits I & EE 242: Circuits II
EE 352	Electromechanical Systems	3	Co-Req EE 242: Circuits II
EE 352L	Electromechanical Systems lab	1	Co-Req EE 242: Circuits II
EE 361	Feedback Control Systems	3	EE 310: Signals and Systems
EE 361L	Feedback Control Systems Lab	1	EE 310: Signals and Systems
EE 380	Communication Systems	3	EE 310: Signals and Systems
EE 380L	Communication Systems Lab	1	EE 310: Signals and Systems
EE 491A	Senior Project	3	Senior Standing
EE 491B	Senior Project	3	Senior Standing
	TOTAL	**56**	

Electrical Engineering Elective Courses

CODE	COURSE TITLE	CREDITS	PRE-REQUISITES
COMMUNICATIONS, SIGNALS AND CONTROL			
EE 411	Digital Signal Processing	4	EE 310: Signals & Systems

EE 412	Principles of Digital Audio and Video	3	CS 200: Introduction to Programming & (Junior EE OR CS, Senior EE OR CS, Graduate EE OR CS)
EE 414	Deep Learning	3	CS200: Introduction to Programming and MATH 120/MATH 120H/MATH 121: Linear Algebra with differential equations / Linear Algebra I (Honours)
EE 471	Computer Networks	4	CS 200: Introduction to Programming
EE 483	Network Security	3	EE471: Computer Networks OR CS382: Network Centric Computing
EE 511	Advanced Digital Signal Processing	3	EE 310: Signals & Systems
EE 512	Digital Image Processing	3	EE 310: Signal & Systems OR EE 412: Principles of Digital Audio and Video OR EE 411: Digital Signal Processing
EE 513	Computer Vision Fundamentals	3	CS200: Introduction to Programming and MATH 120/MATH 120H/MATH 121: Linear Algebra with differential equations// Linear Algebra I (Honours)
EE 514	Machine Learning	3	MATH 230/MATH 230H: Probability
EE 515	Applied Probability	3	MATH 101/MATH 101H: Calculus 1
EE 5312	Radar System	3	EE 330/PHY 305: Electromagnetic Fields & Waves
EE 560	Linear System Theory	3	EE 380: Communication Systems
EE 561	Digital Control Systems	3	EE 361: Feedback Control Systems
EE 562	Robot Motion Planning	3	EE 361: Feedback Control Systems OR CS 310: Algorithms
EE 563	Convex Optimization	3	MATH 120/MATH 120H/MATH 121: Linear Algebra with Differential Equations// Linear Algebra I (Honours)
EE 564	Stochastic Systems	3	MATH 230/MATH 230H: Probability
EE 565	Mobile Robotics	3	EE361: Feedback Control Systems
EE 567	Multi-agent Systems	3	At least Junior Standing.
EE 569	Dynamic Programming and Reinforcement Learning	3	At least Junior Standing.
EE 570	Digital Communication Principles	3	EE 380: Communication Systems
EE 572	Wireless Communications	3	EE 380: Communication Systems
EE 573	Image and Video Coding	3	EE 310: Signal & Systems OR Graduate level Standing
EE 574	Discrete-time Modem Design for Wireless Communications	3	EE 380: Communication Systems
EE 578	Information Theory and Machine Learning	3	MATH 230/MATH 230H – Probability
EE 582	Error Correction Coding	3	EE380: Communication Systems
EE 583	Network Protocol and Performance	3	EE 515/CS 501: Applied Probability
EE 664	Robot Dynamics and Control	3	EE 361: Feedback Control Systems OR EE 562: Robot Motion Planning
ELECTRONICS AND EMBEDDED SYSTEMS			
EE 320	Computer Organization and Assembly Language	4	EE/CS 220: Digital Logic Circuits OR Any Programming Course

EE 421	Digital Systems Design	4	EE 320: Computer Organization and Assembly Language OR EE 324: Microcontroller and Interfacing
EE 520	Computer Architecture	3	EE 320: Computer Organization & Assembly Language OR EE 324: Microcontroller & Interfacing
EE 522	Embedded Systems	3	EE 320: Computer Organization & Assembly Language OR EE 324: Microcontroller & Interfacing
EE 523	VLSI Design	3	EE 340: Devices & Electronics
EE 527	Mixed Signal Design	3	EE310: Signals and Systems EE 341: Microelectronic Design
EE 529	Custom IC Design	3	EE 341: Microelectronic Design
DEVICES, OPTICS, AND ELECTROMAGNETICS			
EE 332	Introduction to Photonics	3	PHY 211: Waves & Optics OR EE 330/PHY 305: Electromagnetic Fields & Waves
EE 433	Laser Engineering	3	PHY 211: Waves & Optics OR EE 330/PHY 305: Electromagnetic Fields & Waves
EE 434	Principles of Optics	3	EE 330/PHY 305: Electromagnetic Fields & Waves
EE 442	Semiconductor Devices	3	EE 340: Devices & Electronics OR PHY 204: Electricity & Magnetism
EE 524	Nano-Electronic Devices	3	EE 340: Devices & Electronics OR PHY 204: Electricity & Magnetism
EE525	Photovoltaic Devices	3	EE 340: Devices & Electronics OR PHY 204: Electricity & Magnetism
EE 528	Semiconductor Device Fundamentals	3	EE 340 for EE undergraduate students; PHY 204 for PHY undergraduate students. Basic programming knowledge/experience in MATLAB
EE 530	Antenna Theory and Design	3	EE 330/PHY 305: Electromagnetic Fields & Waves
EE 531	Microwaves and RF Design	3	EE 330: Electromagnetic Fields and Waves
EE 532	Opto-Electronic Devices	3	EE 330/PHY 305: Electromagnetic Fields & Waves EE 340: Devices & Electronics OR PHY 204: Electricity & Magnetism
EE 533	Quantum Optics	3	PHY 212: Quantum Mechanics I
EE 538	Photonics Fundamentals	3	EE 330/PHY 305: Electromagnetic Fields & Waves
EE 5312	Radar System	3	EE 330/PHY 305: Electromagnetic Fields & Waves
ENERGY AND POWER SYSTEMS			
EE 353	Electrical Power Systems	3	EE 242: Circuits II
EE 452	Power Electronics	4	EE 340: Devices & Electronics
EE 453	Power System Protection and Stability	3	EE 353: Electrical Power Systems
EE556	Power System Planning	3	EE 353: Electrical Power Systems

EE 553	High Voltage Engineering	3	EE 353: Electrical Power Systems
EE 554	Electrical Drives	3	EE452: Power Electronics
EE 555	Renewable Energy Systems	3	EE 340: Devices & Electronics
EE557	Electricity Markets	3	None
TOTAL REQUIRED CREDITS		**16**	

This is a sample list of elective courses. Other courses being offered by the department may also satisfy the elective requirement.

Electrical Engineering – Programme Structure

Graduation Requirement		132-135* Credit Hours
University Core		9 Credit Hours (4 Courses)
University Distribution	Out-Group	9-12 Credit Hours (3 Courses)
SBASSE Cores		33 Credit Hours (13 Courses)
Major Requirement	Major Cores Major Electives **Total**	56 Credit Hours 16 Credit Hours 72 Credit Hours
Free Electives*		9 Credit Hours

The number of courses taken towards these requirements will vary according to the course credit hour which can be of 3 or 4 credits.

Sample Four Year Plan

First Year Fall			**First Year Spring**		
CHEM 101	**Principles of Chemistry**	**3**	**BIO 100**	**Biology Laboratory**	**1**
PHY 101	**Mechanics**	**4**	**BIO 101**	**Introductory Biology**	**3**
MATH 101/MATH 101H* **	**Calculus I**	**3**	**CHEM 100**	**Experimental Chemistry**	**1**
CS 100	**Computational Problem Solving**	**3**	**PHY 104**	**Modern Physics**	**4**
ENGG 100	**Measurement and Design Lab**	**2**	**MATH 120/MATH 120H/MATH 121*** **	**Linear Algebra with Differential Equation / Linear Algebra I (Honours)**	**3**
			SS 100	Writing & Communication	4
			LUMS 100	Big Ideas	0.5
SS 101	Islamic Studies	2			
LUMS 100	Big Ideas	0.5			
	Total	**17.5**		**Total**	**16.5**
Sophomore Fall			**Sophomore Spring**		
MATH 102	**Calculus II**	**3**	**EE 242**	**Circuits II**	**3**
PHY 204	**Electricity and Magnetism (SBASSE Elective) ** **	**3**	**EE 220**	**Digital Logic Circuits**	**3**
EE 201	**Introduction to Programming**	**4**	**EE 220L**	**Digital Logic Circuits Lab**	**1**
EE 240	**Circuits I**	**3**	**EE 241L**	**Introductory Circuits Lab**	**2**
EE 203	**Engineering Models**	**3**	**EE 202**	**Data Structures**	**3**
SS 102	Pakistan Studies	2	**MATH 230/MATH 230H*** **	**Probability**	**3**
			EE 310	**Signals and Systems**	**3**
	Total	**18**		**Total**	**18**
Junior Fall			**Junior Spring**		
EE 380	**Communication Systems**	**3**	**EE 352**	**Electromechanical Systems**	**3**
EE 380L	**Communication Systems Lab**	**1**	**EE 352L**	**Electromechanical Systems Lab**	**1**
EE 324	**Microcontroller and Interfacing**	**2**	**EE 361**	**Feedback Control Systems**	**3**
EE 324L	**Microcontroller and Interfacing Lab**	**1**	**EE 361L**	**Feedback Control Systems Lab**	**1**
EE 330	**Electromagnetic Fields and Waves**	**3**		***Major Elective***	***3***
EE 340	**Devices and Electronics**	**3**		*Free Elective*	*3*
EE 340L	**Devices and Electronics Lab**	**1**		*Free Elective*	*3*
	University Distribution	3-4			
	Total	**17-18**		**Total**	**17**
Senior Fall			**Senior Spring**		
EE 491A	**Senior Project A**	**3**	**EE 491B**	**Senior Project B**	**3**
EE XXX	***Major Elective***	***3***	***EE XXX***	***Major Elective***	***3***
EE XXX	***Major Elective***	***4***	***EE XXX***	***Major Elective***	***3***
	University Distribution	3-4		University Distribution	3-4
	Free Elective	*3*			
	Total	**16-17**		**Total**	**12-13**

Credit Hours taken towards free electives will vary according to the number of credit hours taken for the University Distribution (Out group).

The SBASSE Elective requirement for EE majors is fulfilled by MATH 102: Calculus II as mentioned previously.

****Mathematics core courses are being offered in two variants, namely, general and honours (H), e.g. Math 101 and Math 101H are, respectively, the general and honours variants of the course Calculus I. The honours variant is an advanced and more challenging version of the general variant, however, both variants will equivalently serve as core requirements for major selection and degree completion. Students will be able to choose between the two variants based on their need and/or interest.***

University Core	University Distribution	***SBASSE Core***	***Major Core***	***Major Elective***	*Free Elective*
Underline	Regular	*Bold and Underline*	Bold	*Bold and Italic*	*Italic*

Department of Mathematics

Mathematics Core Courses

In addition to all MATH prefix courses listed in the SBASSE core, Math majors must take all of the courses in the following table:

CODE	TITLE	CREDITS	PRE-REQUISITES
MATH 102	Calculus II	3	MATH 101/MATH 101H: Calculus I AND MATH 120/MATH 120H/MATH 121: Linear Algebra with Differential Equations/Linear Algebra I Honours
MATH 222	Linear Algebra II	3	MATH 120/MATH 120H/ MATH 121: Linear Algebra with Differential Equations /Linear Algebra I Honours
MATH 210	Introduction to Differential Equations	3	MATH 120/MATH 120H/MATH 121: Linear Algebra with Differential Equations /Linear Algebra I Honours
MATH 204	Introduction to Formal Mathematics	3	MATH 120/MATH 120H/MATH 121: Linear Algebra with Differential Equations / Linear Algebra I Honours
MATH 205	Introduction to Analysis I	3	MATH 102: Calculus II
MATH 309	Introduction to Analysis II	3	MATH 205: Introduction to Analysis I
MATH 300	Complex Variables	3	MATH 205: Introduction to Analysis I
MATH 310	Ordinary Differential Equations	3	MATH 210: Introduction to Differential Equation & MATH 205: Introduction to Analysis I
MATH 3010	Advanced Calculus	3	MATH 205: Introduction to Analysis I & MATH 222: Linear Algebra II
MATH 320	Algebra I	3	MATH 204: Introduction to Formal Mathematics
MATH 491 A	Senior Project A	3	N/A
MATH 491 B	Senior Project B	3	N/A
	TOTAL	**36**	

Mathematics Elective Requirements

A minimum of 21 credit hours of Math courses outside of those listed in the above-mentioned table (Mathematics Core Courses) must be taken by students in the Math Major.

Note: MATH 100: Pre-Calculus does not count towards Mathematics electives for Mathematics Major.

Mathematics – Programme Structure

Graduation Requirement		130 Credit Hours	
University Core		9 Credit Hours (4 Courses)	
University Distribution	Out-Group	9-12 Credit Hours (3 Courses)	
SBASSE Cores		33 Credit Hours (13 Courses)	
Major Requirement	Major Cores Major Electives **Total**	36 Credit Hours 21 Credit Hours 57 Credit Hours	The number of courses taken towards these requirements will vary according to the course credit hour which can be of 3 or 4 credits.
Free Electives*		19 Credit Hours	

Sample Four Year Plan

	First Year Fall			**First Year Spring**	
CHEM 101	**Principles of Chemistry**	**3**	**BIO 100**	**Biology Laboratory**	**1**
PHY 101	**Mechanics**	**4**	**BIO 101**	**Introductory Biology**	**3**
MATH 101/MATH 101H* **	**Calculus I**	**3**	**CHEM 100**	**Experimental Chemistry**	**1**
CS 100	**Computational Problem Solving**	**3**	**PHY 104**	**Modern Physics**	**4**
ENGG 100	**Measurement and Design Lab**	**2**	**MATH 120/MATH 120H/MATH 121*** **	**Linear Algebra with Differential Equations / Linear Algebra I (Honours)**	**3**
SS 101	Islamic Studies	2	SS 100	Writing & Communication	4
LUMS 100	Big Ideas	0.5	LUMS 100	Big Ideas	0.5
	Total	**17.5**		**Total**	**16.5**
	Sophomore Fall			**Sophomore Spring**	
MATH 210	**Introduction to Differential Equations**	**3**	**MATH 230/MATH 230H*** **	**Probability**	**3**
MATH 204	**Introduction to Formal Mathematics**	**3**	**MATH XXX**	**SBASSE Elective**	**3**
MATH 102	**Calculus II**	**3**	**MATH 205**	**Introduction to Analysis I**	**3**
SS 102	Pakistan Studies	2		*Free Elective*	*3*
MATH222	**Linear Algebra II**	**3**		University Distribution	3-4
	Total	**14**		**Total**	**15-16**
	Junior Fall			**Junior Spring**	
MATH 309	**Introduction to Analysis II**	**3**	**MATH 320**	**Algebra I**	**3**
MATH 300	**Complex Variables**	**3**	**MATH 3010**	**Advanced Calculus**	**3**
	Free Elective	*3*	**MATH 310**	**Ordinary Differential Equations**	**3**
	Free Elective	*3*	***MATH XXX***	***Major Elective***	***3-4***
MATH XXX	***Major Elective***	*3*		University Distribution	3-4
	Total	**15**		**Total**	**15-17**
	Senior Fall			**Senior Spring**	
MATH XXX	***Major Elective***	*3*	***MATH XXX***	***Major Elective***	***3-4***
MATH491 A	***SPROJ A***	*3*	***MATH XXX***	***Major Elective***	***3-4***
	Free Elective	*3*	***MATH491B***	***SPROJ B***	***3***
	Free Elective	*3-4*		*Free Elective*	*3*
	Free Elective	*3-4*		University Distribution	3-4
	Total	**15-17**		**Total**	**15-18**

Credit Hours taken towards free electives will vary according to the number of credit hours taken for the University Distribution (Out group).
***The SBASSE Elective requirement for BS Math majors is one course of 3 credits to be taken outside the major, but within SBASSE, in Sophomore year or beyond. For BSc Math majors, however, this requirement can be satisfied by taking any free elective of 3 credits.*
****Mathematics core courses are being offered in two variants, namely, general and honours (H), e.g. Math 101 and Math 101H are, respectively, the general and honours variants of the course Calculus I. The honours variant is an advanced and more challenging version of the general variant, however, both variants will equivalently serve as core requirements for major selection and degree completion. Students will be able to choose between the two variants based on their need and/or interest.*

University Core	University Distribution	***SBASSE Core***	**Major Core**	***Major Elective***	*Free Elective*
Underline	Regular	*Bold and Underline*	Bold	*Bold and Italic*	*Italic*

The Economics and Mathematics (Joint Major) Programme

The Economics and Mathematics joint major provides a strong base to those students who intend to pursue further studies at the graduate level in the field of Economics. Students seeking admission to a graduate programme have a higher chance of getting admitted to top ranked schools if they have taken mathematics courses like calculus, analysis, and linear algebra during their undergraduate degree programme.

A joint major housed at both Schools.
The major will now also be housed at Syed Babar Ali School of Science and Engineering (SBASSE), in addition to the currently offered programme BSc Economics and Mathematics by Mushtaq Ahmed Gurmani School of Humanities and Social Sciences (MGSHSS). Students graduate with a BS or BSc (Hons) degree respectively. The major requirements, major cores and electives are identical across both schools; however, school requirements differ.

Students pursuing a BSc (Hons) in Economics and Mathematics must complete the university core and distribution in addition to the major core, elective and free elective requirements, while those pursuing a BS in Economics and Mathematics from the SBASSE must additionally complete the SBASSE school core requirements. The SBASSE sophomore students can opt for a major change whereas students from the rest of the schools can apply for an inter school transfer.

For the award of specialization Medal at the time of graduation, students of both schools are in competition for the major in Economics & Mathematics (joint major) Gold Medal.

For further details, please refer to Policy 'Medals: Specialization – Major' under Section I.

Entry Requirement for Economics and Mathematics Joint Major:
A student wishing to major in Economics and Mathematics must have the following at the time of applying for this major:
1. A CGPA of 3.3 or above.
2. A minimum of B in Calculus-I and Linear Algebra with Differential Equations.

The maximum number of students accepted into this major each year is 50 (inclusive of both schools).

Graduation Requirements: 130 credit hours
Kindly refer to the Undergraduate Programme Policies and Regulations

University Core: 9 credit hours
Kindly refer to the Undergraduate Programme Policies and Regulations.

Students enrolled in the BS programme must complete the SSE Core (34 credit hours) and take 3 out-group courses as part of their University Distribution. In-group requirements are taken care of by the SSE Core. Kindly refer to the Undergraduate Programme Policies and Regulations.

Major Core Course

Economics Core Courses

The following courses form the economic core for the major.

CODE	COURSE TITLE	CREDITS
ECON 111	Principles of Microeconomics	4
ECON 121	Principles of Macroeconomics	4
ECON 211	Intermediate Microeconomics	4
ECON 221	Intermediate Macroeconomics	4
ECON 330	Econometrics	4
ECON 411	Advanced Microeconomics	4
OR		
ECON 421	Advanced Macroeconomics	4
	TOTAL	**24**

Mathematics Core Courses

The following math courses form the mathematics core of the major.

CODE	COURSE TITLE	CREDITS
MATH 101/MATH 101H	Calculus-I	3
MATH 102	Calculus-II	3
MATH 120/MATH 120H/MATH 121	Linear Algebra with Differential Equations / Linear Algebra I Honours	3
MATH 230/MATH 230H	Probability / Probability Honours	3
MATH 205	Introduction to Analysis-I	3

In addition to the above course, students in the SSE stream must take MATH 231- Statistics in place of ECON 230- Statistics and Data Analysis.

The following table provides a guide to where courses will fall for students in different streams.

COURSE	MGSHSS STREAM	SSE STREAM
ECON 111 Principles of Microeconomics	Major Core	Major Core
ECON 121 Principles of Macroeconomics	Major Core	Major Core
ECON 211 Intermediate Microeconomics	Major Core	Major Core
ECON 221 Intermediate Macroeconomics	Major Core	Major Core
ECON 330 Econometrics	Major Core	Major Core
ECON 411 Advanced Microeconomics or ECON 421 Advanced Macroeconomics	Major Core	Major Core
MATH 101 / MATH 101H Calculus I	Major Core	SSE Core
MATH 102 Calculus II	Major Core	Major Core
MATH 120/MATH 120H/MATH 121 Linear Algebra with Differential Equations/ Linear Algebra I (Honours)	Major Core	SSE Core
MATH 205 Introduction to Analysis I	Major Core	Major Core

MATH 230/MATH 230H Probability	Major Core	SSE Core
MATH 231 Statistics or ECON 230 Statistics and Data Analysis	Major Core – May take either course	Major Core – Must take MATH 231

Economics Elective Courses; 8 Credit hours (2 courses)

Two or more courses with an ECON code are required beyond those listed as core Economics courses. Of these, at least one must be at the 400 level (Senior requirement). The Senior requirement cannot be fulfilled by the 400-level course taken as part of the core or by a Senior Project or Independent Study.

Note: Transfer students or the students who go on an exchange programme and fall short by 1 or 2 credits in their economics core or elective courses are allowed to take 1 or 2 credit Independent Study to fulfil graduation requirements.

Suggested Economics Elective Courses:

It is recommended that students in the Economics and Mathematics major who wish to go on to graduate programmes in economics, consider the following courses for their economics elective courses:

CODE	COURSE TITLE	CREDITS
ECON 233	Introduction to Game Theory	4
ECON 435	Advanced Game Theory	4
ECON 411	Advanced Microeconomics	4
ECON 421	Advanced Macroeconomics	4
ECON 425	Applied Macroeconomics	4
ECON 423	Growth Theories	4
ECON 414	Applied Microeconomics	4

Note: ECON 411/421 may count as one elective ONLY if the student takes both courses. In such a case, one will count in the core and the other as an elective. A single course CANNOT count both towards the core and elective requirement.

Mathematics Elective Courses: 10 credit hours

In addition to the core courses, students majoring in Economics and Mathematics will need to take elective courses in the discipline of Mathematics to complete 10 credit hours. Two of the courses should be at least 300 level. For a complete list of elective Mathematics courses please refer to the course lists given under the Mathematics Major.

Free Electives: Can be taken from any specialization to complete 130 credit hours.

The Economics and Mathematics (Joint Major) – Programme Structure

Graduation Requirement		130 Credit Hours
University Core		9 Credit Hours (4 Courses)
University Distribution	In-Group	12-16 Credit Hours (4 Courses)
	Out-Group	9-12 Credit Hours (3 Courses)
	Total	21-28 Credit Hours (7 Courses)
SBASSE Cores		33 Credit Hours
Major Requirement	Economics Cores	24 Credit Hours (6 Courses)
	Economics Electives	8 Credit Hours (2 Courses)
	Mathematics Cores	9 Credit Hours (5 Courses)
	Mathematics Electives	10 Credit Hours (2-3 Courses)
	Total	49-51 Credit Hours (16-17 Courses)
Free Electives*	Courses can be taken from any area to complete 130 Credit Hours	

Sample Four Year Plan

First Year Fall			**First Year Spring**		
MATH 101/MATH 101H* **	**Calculus-I**	**3**	SS 101 / SS 102	Islamic Studies/ Pakistan Studies	4
CHEM 101	**Principles of Chemistry**	**3**	**MATH 120/MATH 120H/MATH 121*** **	**Linear Algebra with Differential Equations / Linear Algebra I (Honours)**	**3**
PHY 101	**Mechanics**	**4**	**BIO 100**	**Experimental Biology Laboratory**	**1**
CS 100	**Computational Problem Solving**	**3**	**BIO 101**	**Introductory Biology**	**3**
ENGG 100	**Measurement and Design Lab**	**2**	**CHEM 100**	**Experimental Chemistry Laboratory**	**1**
SS 100	Writing & Communication	4	**ECON 111**	**Principles of Microeconomics****	**4**
LUMS 100	Big Ideas	0.5	LUMS 100	Big Ideas	0.5
	Total	**17.5**		**Total**	**16.5**
Sophomore Fall			**Sophomore Spring**		
ECON 121	**Principles of Macroeconomics**	**4**	**PHY 104**	**Modern Physics**	**4**
ECON 211	**Intermediate Microeconomics**	**4**	**MATH 230/MATH 230H***	**Probability**	**3**
MATH 102	**Calculus II**	**3**	**ECON 221**	**Intermediate Macroeconomics**	**4**
	SSE Elective	**3**	**MATH 205**	**Introduction to Analysis I**	**3**
	Total	**15**	***ECON XXX***	***Economics Elective 200/300+ level***	***4***
Junior Fall				**Total**	**18**
MATH 231	**Statistics**	**3**	**Junior Spring**		
ECON 330	**Econometrics**	**4**	**ECON 411 / ECON 421**	**Advanced Microeconomics / Advanced Macroeconomics**	**4**
MATH XXX	***Mathematics Elective 300/400 level***	***3***		University Distribution	3/4
	University Distribution	3/4		*Free Electives*	*3/4*
SS 101 / SS 102	Islamic Studies/ Pakistan Studies	4		*Free Electives*	*3/4*
				Free Electives	*3/4*
	Total	**17-18**		**Total**	**16-20**
Senior Fall			**Senior Spring**		
ECON XXX	***Economics Elective 400 level***	***4***		*Free Electives*	*3/4*
MATH XXX	***Mathematics Elective 300/400 level***	***3***		*Free Electives*	*3/4*
	University Distribution	3/4		*Free Electives*	*3/4*
	Free Electives	*3/4*		*Free Electives*	*3/4*
	Free Electives	*3/4*			
	Total	**16-19**		**Total**	**12-16**

***The number of courses taken towards Free Elective requirements will vary according to the Course Credit Hour which can be of 3 or 4 Cr.*

***Can be taken either in Fall or Spring semester.*

**** Mathematics core courses are being offered in two variants, namely, general and honours (H), e.g. Math 101 and Math 101H are, respectively, the general and honours variants of the course Calculus I. The honours variant is an advanced and more challenging version of the general variant, however, both variants will equivalently serve as core requirements for major selection and degree completion. Students will be able to choose between the two variants based on their need and/or interest.*

University Core	University Distribution	***SBASSE Core***	***Major Core***	***Major Elective***	*Free Elective*
Underline	Regular	*Bold and Underline*	Bold	*Bold and Italic*	*Italic*

Department of Physics

Physics Core Courses

CODE	COURSE TITLE	CREDITS	PRE-REQUISITES
MATH 102	Calculus II	3	MATH 101/MATH 101H: Calculus I
PHY 204	Electricity and Magnetism	3	PHY 101: Mechanics
PHY 212	Quantum Mechanics I	3	PHY 104: Modern Physics
SCI 21X	Energy and Information	3	MATH 101/MATH 101H: Calculus I
PHY 223	Mathematical Methods in Physics and Engineering I	3	MATH 102: Calculus II & (MATH 120/MATH 120H/MATH 121: Linear Algebra with Differential OR MATH 220: Linear Algebra I
PHY 300	Experimental Physics II	3	PHY 100 Experimental Physics Lab I
PHY 305*	Electromagnetic Fields and Waves	3	PHY 204: Electricity & Magnetism & MATH 102: Calculus II
PHY 301	Classical Mechanics	3	PHY 101: Mechanics
PHY 312	Quantum Mechanics II	3	PHY 212: Quantum Mechanics I
PHY 313	Statistical Mechanics	3	PHY 101: Mechanics & PHY 104: Modern Physics AND SC! 21X: Energy and Information
PHY 30X	Computational Physics**	3	PHY 101: Mechanics AND PHY 104: Modern Physics AND CS 100: Computational Problem Solving
PHY 404	Relativistic Electrodynamics	3	PHY 305 Electromagnetic Fields and Waves
PHY 48X	Seminars in Physics	1	Junior Standing
PHY 491A	Senior Project I	3	N/A
PHY 491B	Senior Project II	3	N/A
	TOTAL	**43**	

*Cross listed with EE 330: Electromagnetic Fields and Waves

** Any ONE of the following three courses can be taken to satisfy this requirement of a computational course: (1) PHY 30X Computational Physics; (2) MATH 344 Numerical Analysis; (3) MATH 4310 Scientific Computation and Simulation in Python. Also note that any of the remaining two courses cannot be taken as a physics major elective course.

Physics Elective Courses

Along with the courses offered by the Physics department, students can take many courses offered within SSE as Physics major electives (even if they are not cross-listed, and even with prefixes other than PHY). A total of 15 credit hours of courses needs to be taken as physics major electives. To see, which (non-physics) courses, please contact the department.

Following is a non-exhaustive list of Physics elective courses that are typically offered by the department.

CODE	COURSE TITLE	CREDITS	PRE-REQUISITES
PHY 106	The Universe Around Us	3	N/A
PHY 107	The Physics of Planets - Our Current and Future Homes	3	N/A
PHY 307	Introduction to Quantum Computing	3	PHY 212: Quantum Mechanics I

PHY 306	Python for Computing and Visualization	3	N/A
PHY 310	Experimental Physics III	3	PHY 300: Experimental Physics II OR EE 241L: Introductory Circuits Lab OR EE 220: Digital Logic Circuits
PHY 314	Introduction to Quantum Engineering	3	PHY 212: Quantum Mechanics I
PHY 323	Mathematical Methods for Physics and Engineering II	3	PHY 223: Mathematical Methods in Physics and Engineering I
PHY 332	Condensed Matter Physics	3	PHY 212: Quantum Mechanics I
PHY 335	Molecular Symmetry I	3	CHEM 101: Principles of Chemistry
PHY 337	Molecular Spectroscopy	3	CHEM 101: Principles of Chemistry
PHY 404	Relativistic Electrodynamics	3	PHY 305: Electromagnetic Fields & Waves
PHY 405	Engineering Physics Project Lab	3	PHY 300: Experimental Physics Lab II OR 340L: Devices and Electronics Lab
PHY 411	Quantum Optics	3	PHY 212: Quantum Mechanics I
PHY 415	Introduction to Photonics	3	PHY 211: Waves & Optics OR EE 330/ PHY 305: Electromagnetic Fields & Waves
PHY 416	Principles of Optics	3	PHY 305: Electromagnetic Field and Waves
PHY 422	Lie Groups and their Representation	3	PHY 223: Mathematical Methods in Physics and Engineering I
PHY 5315	Laser Engineering	3	None
PHY 434	Introduction to Nanoscience	3	PHY 104: Modern Physics
PHY 442	General Relativity	3	PHY 404: Relativistic Electrodynamics
PHY 451	Nuclear and Particle Physics	3	PHY 212: Quantum Mechanics I
PHY 501	Electrodynamics	3	PHY 305 Electromagnetic Fields and Waves
PHY 512	Advanced Quantum Mechanics	3	PHY 212: Quantum Mechanics I
PHY 516	Optoelectronic Devices	3	PHY 204: Electricity and Magnetism OR EE 340: Devices and Electronics
PHY 518	Photonic Fundamentals	3	PHY 305: Electromagnetic Fields and Waves
PHY 519	Symmetry Methods, Conservation Laws and Exact Solutions for Differential Equations	4	MATH 210: Introduction to Differential Equation
PHY 5331	Atomic and Laser Physics	3	PHY 212: Quantum Mechanics I
PHY 532	Photovoltaic Devices	3	PHY 204 Electricity and Magnetism OR EE 340 Devices and Electronics
PHY 534	Nano-electronic Devices	3	PHY 204 Electricity and Magnetism OR EE 340 Devices and Electronics
PHY 537	Semiconductor Devices and Fundamentals	3	PHY 204 Electricity and Magnetism
PHY 405	Engineering Physics Project Lab	3	PHY 300: Experimental Physics Lab II OR 340L: Devices and Electronics Lab
PHY 538	Special Topics in Condensed Matter Physics	3	PHY 332 Condensed Matter Physics
PHY 539	Introduction to Quantum Field Theory	3	PHY 312 Quantum Mechanics II AND PHY 301 Classical Mechanics

PHY 612	Introduction to Quantum Information Science	3	PHY 212: Quantum Mechanics I
PHY 633	Magnetism: Theory and Experiment	3	PHY 332 Condensed Matter Physics and PHY 212 Quantum Mechanics I
PHY 644	Cosmology and Black Holes	3	PHY 442: General Relativity
SSEXXX	Many courses from within SSE can be counted as physics major electives. To see which one, please contact the department.		
TOTAL REQUIRED CREDITS		**15**	

Physics – Programme Structure

Graduation Requirement		130 Credit Hours
University Core		9 Credit Hours (4 Courses)
University Distribution	Out-Group	9-12 Credit Hours (3 Courses)
SBASSE Cores		33 Credit Hours (13 Courses)
Major Requirement	Major Cores Major Electives **Total**	43 Credit Hours 15 Credit Hours 58 Credit Hours
Free Electives*		18 Credit Hours

The number of courses taken towards these requirements will vary according to the course credit hour which can be of 3 or 4 credits.

Sample Four Year Plan

	First Year Fall			**First Year Spring**	
CHEM 101	**Principles of Chemistry**	**3**	**BIO 100**	**Biology Laboratory**	**1**
PHY 101	**Mechanics**	**4**	**BIO 101**	**Introductory Biology**	**3**
MATH 101/MATH 101H* **	**Calculus I**	**3**	**CHEM 100**	**Experimental Chemistry**	**1**
CS 100	**Computational Problem Solving**	**3**	**PHY 104**	**Modern Physics**	**4**
ENGG 100	**Measurement and Design Lab**	**2**	**MATH 120/MATH 120H/MATH 121*** **	**Linear Algebra with Differential Equations/ Linear Algebra I (Honours)**	**3**
SS 101	Islamic Studies	2	SS 100	Writing & Communication	4
			LUMS 100	Big Ideas	0.5
LUMS 100	Big Ideas	0.5			
	Total	**17.5**		**Total**	**16.5**
	Sophomore Fall			**Sophomore Spring**	
PHY 204	**Electricity and Magnetism**	**3**	**PHY 223**	**Mathematical Methods in Physics I**	**3**
MATH 102	**Calculus II**	**3**	**PHY 312**	**Quantum Mechanics II**	**3**
PHY 212	**Quantum Mechanics I**	**3**	**MATH 230/MATH 230H*** **	**Probability**	**3**
SCI 21X	**Energy and Information**	**3**			
SS 102	Pakistan Studies	2	**PHY 305**	**Electromagnetic Fields and Waves**	**3**
	SBASSE Elective**	**3**		University Distribution	3-4
	Junior Fall			**Junior Spring**	
PHY 300	**Experimental Physics lab II**	**3**	***PHY 30X***	**Computational Physics**	***3***
PHY 301	**Classical Mechanics**	**3**	**PHY 48*X***	**Seminars in Physics**	**1**
PHY 313	**Statistical Mechanics**	**3**	***PHY XXX***	***Major Elective***	***3***
PHY 404	**Relativistic Electrodynamics**	**3**	***PHY XXX***	***Major Elective***	***3***
	University Distribution	3-4		University Distribution	*3-4*
	Total	**15-16**		**Total**	**13-14**
	Senior Fall			**Senior Spring**	
PHY 491A	**Senior Year Project A**	**3**	**PHY 491B**	**Senior Year Project B**	**3**
PHY XXX	***Major Elective***	***3***	***PHY XXX***	***Major Elective***	***3***
PHY XXX	***Major Elective***	***3***		*Free Elective*	*3*
	Free Elective	*3*		*Free Elective*	*4*
	Free Elective	*4*		*Free Elective*	*4*
	Total	**16**		**Total**	**17**

**Credit Hours taken towards free electives will vary according to the number of credit hours taken for the University Distribution (Out group).*

***The SBASSE Elective requirement is one course of 3 credits to be taken outside the major, but within SBASSE, in Sophomore year or beyond.*

**** Mathematics core courses are being offered in two variants, namely, general and honours (H), e.g. Math 101 and Math 101H are, respectively, the general and honours variants of the course Calculus I. The honours variant is an advanced and more challenging version of the general variant, however, both variants will equivalently serve as core requirements for major selection and degree completion. Students will be able to choose between the two variants based on their need and/or interest.*

University Core	University Distribution	***SBASSE Core***	***Major Core***	***Major Elective***	*Free Elective*
Underline	Regular	*Bold and Underline*	Bold	*Bold and Italic*	*Italic*

SBASSE Minors

In the beginning of Fall 2012, the SBASSE introduced minors in Biology, Chemistry, Computer Science, Mathematics, and Physics. MGSHSS and SDSB students keen to diversify their undergraduate experience in the sciences or SBASSE students wanting to complement their major discipline with another closely related area are encouraged to take full advantage of this new initiative. The minor degree is intended to impart fundamental knowledge in a specific area but carries with it limited depth and breadth. To satisfy degree requirements for a minor, students must accumulate a minimum of 18 credit hours by taking 6 courses in their area of interest and secure a cumulative GPA of 2.75 in them. Please refer to Section 1: Undergraduate Programme Polices and Regulation (Policy 19.1)

All general rules and regulations announced at University level in this Undergraduate Student Handbook must be adhered to by students who are interested in obtaining a minor in SBASSE. Courses which are part of major core in an area will not count towards their minor; students must therefore take additional courses in an area, prescribed by a department to fulfil their minor degree requirements.

SBASSE departments offering a minor have provided a menu of compulsory courses, from which a certain number must be taken, to qualify for the minor degree. SBASSE students choosing any of the compulsory courses as "SBASSE elective" must take another course from the list, since one course cannot be used simultaneously towards a minor as well as to satisfy SBASSE elective requirement. Additionally, students must take two 300 level courses from the list of elective courses provided by each discipline.
List of courses that can be taken to obtain a minor in each of the five areas at SBASSE is given.

Biology Minor

To obtain a minor in Biology, students must take a minimum of 6 regular courses (18 to 24 credit hours). Students should note that the SBASSE elective will not double count towards both Biology minor and the SBASSE elective requirement.

Compulsory Courses

From the list of compulsory courses, a student must take at least two courses in addition to BIO 101 and BIO 216 (both deemed as minor "core" courses). SBASSE students choosing any of the compulsory courses as SBASSE elective must take an additional course from the list of compulsory courses. Students should note that the SBASSE elective will not double count towards both Biology minor and SBASSE elective.

BIO 101: Introductory Biology	3 credit hours
BIO 212: Biochemistry*	3 credit hours
BIO 216: Molecular Biology	3 credit hours
BIO 221: Genetics	4 credit hours
BIO 231: Computational Biology I	3 credit hours

*Biochemistry (BIO 212) will not count towards the minor requirements for students majoring in Chemistry, who take it as part of Chemistry major core.

Optional Courses

Students may take any of the Biology courses, except BIO 100 and BIO 300/ 500 to complete 18 credit hours. However, Biology Courses listed as major requirements of a specific disciple will not double count towards the minor in Biology:

BIO 313: Cell Biology
BIO 314: Virology and Microbiology
BIO 318: Neuroscience
BIO 331: Computational Biology II
BIO 415/515: Developmental Biology
BIO 426/526: Human Genetics
BIO 432/532: Network Biology
BIO 521: Gene Regulation and Epigenetics

Chemistry Minor

To obtain a minor in Chemistry, students must take a minimum of 6 regular courses (18 to 24 credit hours). As per general policy of minors, double counting of courses is not allowed (i.e., a course can satisfy the requirements of either a major or a minor, but not both). The same rule applies to the SBASSE elective and minor courses as well. Students intending to complete a minor should achieve a minimum cumulative GPA of 2.75 in chemistry courses.

Compulsory Courses

Of the following, Principles of Chemistry (CHEM 101) is a compulsory course and students are required to choose at least two courses from the remaining four. Note that CHEM 231 would not count as a minor course for Biology major students as it is a part of their major core, and they would be required to take two more courses from this list in addition to the compulsory course.

CHEM 101:	Principles of Chemistry	3 Credit Hours
CHEM 231:	Fundamentals of Organic Chemistry	3 Credit Hours
CHEM 324:	Inorganic Chemistry I	3 Credit Hours
CHEM 314:	Quantum Chemistry	3 Credit Hours
CHEM 233:	Molecular Spectroscopy	3 Credit Hours

Optional Courses

Students must take a minimum of three elective courses from the following list. Additional courses may be required for a minor in chemistry if students are also taking any of the courses as the SBASSE elective or as a part of their major core.

CHEM 311: Chemical Thermodynamics
CHEM 313: Special Topics in Physical Chemistry
CHEM 221: Molecular Symmetry I
CHEM 342: Analytical Chemistry I
CHEM 332: Chemistry of the Organic Functional Groups
CHEM 334: Advanced Organic Chemistry

Computer Science Minor

To obtain a minor in Computer Science, students must take a minimum of 6 regular courses (18 to 24 credit hours. 10 Credit hours are compulsory courses. The rest can be completed by taking three additional CS courses, at least two of which must be 300+ level.

Compulsory Courses

CS 100:	Computational Problem Solving	3 Credit Hours
Or		
CS 101:	Introduction to Computing	3 Credit Hours
CS 200:	Introduction to Programming	4 Credit Hours
CS 202:	Data Structures	3 Credit Hours

Optional Courses

Three additional Computer Science Courses of at least 3 credit hours each are required to complete CS minor. At least two of these optional courses must be of 300 level or above.

Please note:

- Seminar courses, Independent Studies, and Projects will not count towards this requirement.
- Optional courses do not include 100 level CS courses.

Mathematics Minor

To obtain a minor in Mathematics, students must take a minimum of 6 regular courses (18 to 24 credit hours. Only one of the Mathematics courses in the SBASSE core will count towards minor requirements.

Compulsory Courses

At least one course must be taken out of the following:

MATH 205: Introduction to Analysis I	3 Credit Hours
MATH 320: Algebra I	3 Credit Hours
MATH 3010: Advanced Calculus	3 Credit Hours

Beyond one course from the list of compulsory courses, at least 3 credit hours are to be taken from 300/400 level Mathematics courses.

Optional Courses

Students may take any of the Mathematics courses, except MATH 100, to complete 18 credit hours. However, Mathematics courses listed as major requirements of a specific discipline will not double count towards minor in Mathematics.

Physics Minor

The Physics minor requires students to take a minimum of 6 regular courses (18 to 24 credit hours). SBASSE students choosing any of the courses as the SBASSE elective must take an additional physics course of their choice at 200+ level, since the SBASSE elective will not be double counted as part of Physics minor.

Compulsory Courses

PHY101: Mechanics*	4 Credit Hours
PHY104: Modern Physics*	4 Credit Hours
PHY204: Electricity and Magnetism**	3 Credit Hours
PHY212: Quantum Mechanics I	3 Credit Hours

*SBASSE students can only count one of Mechanics and Modern Physics towards their minor requirements. SBASSE students (non-EE) would therefore have to take one additional Physics course at 200+ level to complete the minor credit hour requirements.

**Electricity and Magnetism will not count towards the minor requirements of EE major students who take it as part of EE major core. EE students would need to take two additional Physics courses at 200+ level to complete the minor credit hour requirements.

Optional Courses
Students must take any two 300+ level Physics courses.

Robotics Minor

The Electrical Engineering Department has launched an undergraduate minor in the field of Robotics. Robotics is an interdisciplinary field that builds on several core engineering and science disciplines such as Electrical Engineering, Computer Science, Mechanical Engineering, Mathematics, and Physics. A robotic system typically involves environment perception, information processing & intelligent decision making, and physical actuation for accomplishing any assigned task. To design such a system, a robotics engineer needs a strong command on a diverse set of topics including kinematics, dynamics and control, signal processing, optimal planning, sensing systems, embedded systems, and intelligent decision systems.

The minor in robotics is a flexible program that brings up to speed students from all across LUMS and launches them into the exciting area. Through a minimalist but rigorous stream of courses navigating through electronics, programming, control, systems, learning, artificial intelligence, and dynamics; students can now access a new world that is surely and imminently upon us.

Compulsory Courses

Students interested in pursuing a minor in Robotics will be required to follow the roadmap presented below. The students will have to successfully complete **6 regular courses** in the following combination of core and elective courses:

- EE220+L: Digital Logic Circuit with Lab - 4 credit hours.
- EE324+L: Microcontroller and Interfacing with Lab - 3 credit hours.
- EE310: Signals and Systems OR EE203: Engineering Models - 3 credit hours.
- EE3002: Junior Design Studio - Robotics OR EE361+L: Feedback Control Systems with lab - 4 credit hours.
- EE562: Robot Motion Planning OR EE565 Mobile Robotics - 3 credit hours.

Elective Courses

One elective course from the following list:

- EE361+L Feedback Control Systems
- *EE 562 Digital Control
- EE569/CS6314 Dynamic Programming & Reinforcement Learning
- EE512 Digital Image Processing
- EE513/CS5310 Computer Vision Fundamentals
- EE565 Mobile Robotics
- EE562 Robot Motion Planning
- EE3002: Junior Design Studio - Robotics
- EE563 Convex Optimization
- EE578/CS594 Information Theory and Machine Learning
- EE567/CS6315 Multiagent Systems

Please note:

- *EE310 is a pre-req for EE361 and EE562. The students need to ensure that they satisfy these requirements.
- It is strongly recommended for students in Robotics Minor program to enroll in EE 200 Sophomore Design studio, which is a 1 credit course and provides hands-on experience of mechanical design of intelligent machines.

Quantum Technologies Minor

Quantum technologies promise to revolutionize many different areas of technology in the near future. Examples include computing, communication, cryptography, imaging, and sensing. Development of such technologies involves the merging of different areas of physics, engineering, and computation. We propose a minor program in 'quantum technologies' that is meant to enable LUMS and SSE students to become part of the quantum workforce enabling this quantum revolution.

Requirements

To complete the minor requirements, students will have to complete the following requirements (19 credit hours in total for SSE majors):

- Students must successfully complete the following two courses: PHY 212 (Quantum Mechanics 1) and CS 200 (Introduction to Programming) *.
- Students must successfully complete either PHY 307 (Introduction to quantum computing) or PHY 4xx/PHY 612 (Introduction to quantum information science) or An introduction to Quantum Information Science and Technologies CS 5112/ EE 539 / PHY 612.
- Students must successfully complete one course from the following: PHY 411 (Quantum optics), PHY 5xx (Quantum algorithms).
- Students must successfully complete any two additional courses from the following: the course they did not opt for in requirement 2 above, the courses they did not opt for in requirement 3 above, PHY 312 (Quantum Mechanics II), PHY 512 (Advanced Quantum Mechanics), PHY 505 (Computational Physics), PHY 5331 (Atomic and Laser Physics), PHY 5xx (Quantum Lab).

* CS 200 can be counted as part of both the major requirement as well as fulfilling the requirement of the proposed minor.

Academic Advising at SBASSE

The SBASSE Undergraduate Student Academic Affairs Office helps students in planning their academic career during their undergraduate degree programme from the start of freshman year to graduation. The office helps the students clarify and implement individual educational plans that match their skills, interests, and values, and guides them to achieve their personal, professional and educational goals. This advising can be about course planning and enrolment, major selection, maintaining good academic standing, extracurricular activities, career guidance or any other issues that require counselling. At SBASSE, students are provided with the necessary academic advising through a faculty advisor, staff advisors in the Dean's Academic Affairs Office and more. All students are encouraged to utilize all the available advising support and resources. Some meetings have been made mandatory for students because those meetings are critical for their academic success at LUMS. Our goal is to enable a timely graduation and encourage the student's comprehensive development.

Advising Support for all Students:

a) **Staff Advisors** will guide you about the enrolment processes, course plan and other advising nodes on the day of orientation. All the queries from students can be addressed at undergradadvising.sbasse@lums.edu.pk. The queries will be answered via emails or in-person meetings with the staff advisors will be arranged if necessary.
b) **Faculty advisors** are an integral part of the advising system at SBASSE as they provide invaluable support to help the students adjust to the academic space of the school. Faculty advisors help students navigate their way through the academic streams at SBASSE, by providing guidance related to academic domains such as course selection, major declaration, and academic performance. Students can also discuss non-academic concerns with their faculty advisors, such as social integration issues. Students can access information about their faculty advisor using their Zambeel accounts.
c) **Workshops:** Advisement sessions will be arranged for students during the year. These sessions will address all academic/non-academic issues. A school-wide event known as the 'Major Day' will be arranged for the firs-year students towards the end of their first-year to help them select their major.
d) **Online Resources:** A range of support resources are available at http://portal.lums.edu.pk/advising (including handouts for major exploration, career planning, and more).

Advising Support for Specific Students:

I) First-years:

- **Faculty Advisor:** In their first year at SBASSE, students are assigned a specific faculty member as an advisor. First-year students have one mandatory meeting with their faculty advisor in the Fall semester and one optional meeting in the Spring semester; however, students are encouraged to reach out to their respective advisors as many times as they want, to fulfil their advising needs. First-year students are encouraged to seek guidance related to major selection, which is an important milestone of their first year at SBASSE.

- **Peer Ambassador at LUMS for Social Support (PALss):** In the first year, PALss will also be assigned to the students. They are selective junior and senior students who will be there to guide first-years about the available resources of the university, help them get accustomed to the LUMS and SBASSE

environment and be available for students if they are facing any non-academic issues. PALs will not be dispensing any academic advice to first-year students, but they can guide them to relevant academic advising resources. Students will have three informal meetings with their PALs throughout the semester to help them integrate into the LUMS environment.

II) Sophomores:

Once the students move to their sophomore year and have declared their major, they would then be reassigned a faculty advisor in their major for the remainder of their programme at SBASSE. Students are encouraged to seek the support of their major-specific faculty advisor for addressing any issues related to their chosen major. Sophomores have two mandatory meetings with their faculty advisor throughout the academic year, with one in each semester.

III) Juniors/Seniors:

Junior year students have one optional meeting with their faculty advisor in Fall and one mandatory meeting in Spring. Additionally, the students in their senior year have one optional meeting with their faculty advisor in Fall and no mandatory meetings. Students are encouraged to meet with their advisors, in addition to these meetings, to make the most of their academic journey at SBASSE.

IV) At-risk Students:

Students facing probation during any given semester (students with a CGPA below 2.00) have a mandatory check-in with staff advisors to discuss their academic performance and receive any additional support.

Pre-meeting self-reflection forms: For some meetings the school may require students to complete a reflection form with specific topics that are appropriate for that time in their academic career and programme in order to facilitate their meetings with advisors.

Staff Advisors in the Dean's Academic Affairs Team:

Staff advisors provide invaluable support to students for any kind of academic/non-academic management issues that they might face during their time at LUMS. They are available for:

- Guidance related to the enrolment process, core completion, workload management and referrals.
- One-on-one meetings to provide individualized support related to any academic/non-academic domains (by appointment or through walk-in meetings)
- Assisting students in getting more information about on-campus support services and resources.
- Connecting students with relevant departments/offices to address their concerns in a timely way.
- Providing support related to important university processes, considerable milestones, and guidelines to fulfil graduation requirements in due course of time.

Students can reach out to the staff advisors if they require any help in understanding the school's policies and procedures. For queries related to the above topics/services or for any other queries, you can drop an email at the school's official advising email address.

Office Location: Dean's Wing, 4th Floor, SSE Building
Official Email: undergradadvising.sbasse@lums.edu.pk

SHAIKH AHMAD HASSAN SCHOOL OF LAW (SAHSOL)

The Shaikh Ahmad Hassan School of Law (SAHSOL) B.A.-LL.B. (Honours) is a five-year, full-times programme. It consists of a two-year B.A. phase followed by the LL.B. degree, which is accredited by the Pakistan Bar Council as a qualifying law degree. The combination of a B.A and an LL.B. in one programme offers our students a solid grounding in the humanities and sciences followed by thorough professional training in law.

The B.A. phase prepares students for the study of law, introducing them to a range of relevant subjects from a variety of disciplines offered by the other four schools of LUMS. Students may study economics, political science, psychology, anthropology/sociology, education, finance, or the hard sciences. The three-year LL.B. phase consists of mandatory law courses, such as Criminal, Contract and Public Law, and a variety of elective law courses in specialized areas, such as taxation, arbitration, intellectual property law and competition law. Electives are generally offered in five streams: Public Law, International and Comparative Law, Legal Theory, Criminal Law and Business Law.

At SAHSOL, classes are taught through a combination of lectures, Socratic pedagogy, seminars, and clinical or experiential learning. Students are assessed by a mixture of graded instruments: examinations, quizzes, presentations, simulations, and written assessments.

The School of Law prides itself on an interactive teaching environment. A low student-to-faculty ratio ensures that students receive personalized attention from members of the faculty.

BA-LL.B. (Honours) Programme

To earn a BA-LL.B. (Honours) degree, students must complete a minimum of 162 credit hours: 66 credit hours in the B.A. and 96 credit hours in the LL.B.

Graduation Requirement			162 credit hours
1.	*B.A.*	**Total**	66 credit hours
		University Core	9 credit hours (4 courses)
		University Distribution	
		In-Group	4 courses (12-16 credit hours)
		Out-Group	3 courses (9-12 credit hours)
		Pre-Law Core	3 courses (12 credit hours)
		Free Electives**	Courses may be taken from any School toward completion of the remaining 18-24 credit hours.
2.	*LLB*	**Total**	96 credit hours (24 courses)
		Major Cores	60 credit hours (15 courses)
		Major Electives	36 credit hours (9 courses)

**The number of courses needed to complete the Free Elective requirement will depend on the credit hours of the individual courses taken to meet university in-group and out-group requirements. Qualifying courses can be of 3 or 4 credits.

B.A. Requirement: 66 credit hours

(i) **University Core Courses:** Students must successfully complete the four University core courses: Writing & Communication (SS 100), Islamic Studies (SS 101), Pakistan Studies (SS 102) and LUMS 100.

(ii) **Pre-Law Courses:** Students must successfully complete Introduction to Pakistan Legal System (LAW 102) and Introduction to Legal Reasoning (LAW 101) during the First Year of the B.A. phase, and Concept of Law (LAW 210) in their Second Year of B.A.

(iii) **In-Group Courses:** Any four Economics or HSS courses.

(iv) **Out-Group Courses:** Any three ACF/MGS, SSE, OR EDU courses.

(v) **Free Electives:** Students can undertake courses at any level, in any particular year, provided that they meet the prerequisites for that course. In general, the Law School advises that students enroll in 100-level and 200-level courses during the B.A. phase. These courses offer broad surveys and are taught at a level of difficulty appropriate for First year students and sophomores who plan to pursue the law degree. Students wishing to take up a 300-level course during the B.A. phase are strongly encouraged to consult their academic advisor and programme coordinator before doing so. Non-Law courses offered by the Law School will be given the General Studies of Law (GSL) prefix. They may be taken by students from all schools; however, they will be counted as Free Electives

LL.B. Requirement: 96 credit hours

The LL.B. consists of 15 mandatory law courses (referred to as "Major Cores"), totaling 60 credit hours and 9 elective law courses (referred to as "Major Electives"), totaling 36 credit hours.

The core courses listed below are required of all LLB students*.

Course Code	Course Title	Credit Hours
LAW 220	Contract Law	4
LAW 240	Criminal Law	4
LAW 222	Torts Law	4
LAW 232	Public Law	4
LAW 223	Commercial Law	4
LAW 225	Islamic Legal Theory	4
LAW 224	Property Law	4
LAW 280	Legal Practice I: Legal Writing and Research Methods	4
LAW 352	Public International Law	4
LAW 3611	Family Law	4
LAW 320	Equity, Specific Relief and Trusts	4
LAW 471	Civil Procedure	4
LAW 470	Evidence	4
LAW 4812	Legal Practice II: Legal Instruments	4
LAW 472	Criminal Procedure	4

LAW ELECTIVES:

The School of Law offers a wide range of electives that vary from year to year. Electives offer students an ability to expand their knowledge of the law to reflect the greater specialization of legal fields and to deepen their understanding of fundamentals. Many of these electives are structured as seminars.

The following is a non-exhaustive list of some recently offered Law Electives:

Public Law:

- South Asian Constitutionalism
- Law and Politics of Freedom in Modern America
- Environmental Law and Regulations

International and Comparative Law:

- The Refugee in International and Pakistani Law
- International Trade Law
- The Rights of the Child under National and International Law

Criminal Law:

- Criminal Procedure
- Critical Legal Issues in the Global War on Terrorism
- Criminal Law Clinic

Legal Theory:

- Gender, Justice and Law
- Law and Literature
- Topics in Law and Economics

Business Law

- Tax Law
- Competition Law and Antitrust
- Law and Practice of International Commercial Arbitration

DISTRIBUTION REQUIREMENTS

As part of the graduation requirements, each student must complete a minimum of one law elective course from the following three elective streams:

1. Public Law
2. International and Comparative Law
3. Legal Theory

Note: Courses that are offered by another department but cross-listed with Law (i.e. carry a law prefix as well) will count as part of the Major Electives so long as the student enrolls under the law prefix (i.e. LAW XXX).

Sample Five-Year Plan for the B.A.-LLB (Hons) Programme

B.A Phase					
First Year Fall			**First Year Spring**		
LAW 102	**Introduction to Pakistan Legal System***	**4**	**LAW 101**	**Introduction to Legal Reasoning***	**4**
	University Core Courses, In-Group Courses, Out-Group Courses and Free Electives			**University Core Courses, In-Group Courses, Out-Group Courses and Free Electives**	
Sophomore Fall			**Sophomore Spring**		
In-Group Courses. Out-Group Courses and Free Electives			**LAW 210 Concept of Law** **In-Group Courses. Out-Group Courses and Free Electives**		**4**
LLB Phase					
1st Year Fall			**1st Year Spring**		
LAW 220	**Contract Law**	**4**	**LAW 232**	**Public Law**	**4**
LAW 240	**Criminal Law**	**4**	**LAW 223**	**Commercial Law**	**4**
LAW 222	**Torts Law**	**4**	**LAW 225**	**Islamic Legal Theory**	**4**
LAW 280	**Legal Practice I: Legal Writing & Research Methods**	**4**	**LAW 224**	**Property Law**	**4**
	Total	**16**		**Total**	**16**
2nd Year Fall			**2nd Year Spring**		
LAW 471	**Civil Procedure**	**4**	**LAW 470**	**Evidence**	**4**
LAW 352	**Public International Law**	**4**	**LAW 3611**	**Family Law**	**4**
LAW XXX	***1 x Law Elective***	**4**	***LAW XXX***	***2 x Law Electives****	**4 + 4**
Law 472	**Criminal Procedure***	**4**			
	Total	**16**		**Total**	**16**
3rd Year Fall			**3rd Year Spring**		
LAW 4812	**Legal Practice II: Legal Instruments**	**4**	**LAW 320**	**Equity, Specific Relief and Trusts**	**3**
LAW XXX	***3 x Law Electives****	**4 + 4 + 4**	***LAW XXX***	***3 x Law Electives****	**4 + 4 + 4**
	Total	**16**		**Total**	**16**

** Introduction to Pakistan Legal System and Introduction to Legal Reasoning may also be completed in the Sophomore year.*

**Criminal Procedure can be taken in either one of the semesters during the LL.B second and LL.B third year.*

*** Major Law Electives*

Sequence of LLB Courses

Students must follow the sequence of LLB courses set out in the five-year BA-LL.B. (Honours) plan. Students who stray from this sequence do so at their own risk: the Law School will not accommodate requests for changes in the timetable by individual students who have missed compulsory LLB courses and are therefore not able to complete the programme within five years.

Leave of Absence

Although students who take a semester-long leave of absence during their LLB degree are allowed to resume their LLB studies the following semester after approval from the Head of Department or Dean, this is not recommended. LLB courses build upon one another, and not studying the courses in sequence will place you at a disadvantage. Therefore, students who are forced to forego a semester are advised to wait an entire academic year (Two semesters) before rejoining the LL.B. programme.

It is very likely that students who take a leave of absence for one semester will have to add on an extra semester to their degree in order to complete the missed LLB courses; and students who take the entire year off will have their graduation delayed by a whole year.

Contact Details:

Contact the programme coordinator to inquire about SAHSOL policies, procedures or any other queries:

Ms. Nimra Parvez
Programme Coordinator, SAHSOL
Email: nimra.parvez@lums.edu.pk
Room: 1-18
Ext: 8212

Directed Course Work (DCW)

Students are encouraged to participate in scholarly research and writing project (Directed Course Work "DCW") in the penultimate or final year of their degree. DCW may take the form of an Independent Study, a Directed Research Project (DRP) or a Senior Project (SPROJ). Please note that students are only allowed to undertake one SPROJ during their degree programme, be it a single 4 credit hour SPROJ or a combined 8 credit hour SPROJ. Students cannot take two separate 4 credit hour SPROJs and are restricted to a maximum of 12 credit hours of DCW during the course of their degree.

Both the Independent Study and the DRP span over a single semester, consist of 4000-5000 words (including footnotes), and amount to 1-2 credit hours. They are both graded Pass/Fail. However, the Independent Study must be undertaken alone whereas the DRP may be undertaken by a group. The SPROJ may span over one semester or two, depending on the number of credit hours, which can vary from 3-8, and consists of 8000-10,000 words (including footnotes). The SPROJ can be undertaken by an individual or group of students. The SPROJ is assigned a letter grade.

Although not compulsory, DCW is a valuable opportunity to engage in original research and to prepare a substantial written piece of work, which will enable you to develop transferable skills that are useful in your law career. Most students find that DCW is one of the most rewarding parts of their degree programme. DCW may count as part of the Major Electives or Free Electives.

DCW is predominantly independent work, and each student or group of students is assigned a supervisor to assist them in this process. Please note that the role of the supervisor is not to teach you the topic you have chosen to research, but to help shape your ideas and to give you advice on how to conduct research. Your supervisor will expect you to be organized, self-disciplined and motivated enough to take responsibility for your own work and complete it by agreed deadlines.

The DCW topic is subject to the approval of the supervisor, who may be any member of the Law School Faculty (permanent or adjunct) under whose direction you wish to write the Independent Study/DRP/SPROJ. The following is a suggestive, but by no means exhaustive, list of potential research topics:

- An original Research Project using, for example, a set of case law on a particular legal issue.
- An original research question about a particular legal theory and its critique based on scholarly material or real-world application e.g., use of Hans Kelsen's Pure Theory of Law for the justification of Martial Laws in Pakistan.

- A critical review of the scholarly literature on some aspect of the student's major field e.g., legal reform discourse on gender equality in Pakistan.
- An analysis of a particular statute or provision of law based on legal commentaries, case law and facts e.g., Section 4 of the Muslim Family Law Ordinance 1961 relating to the share of orphaned grandchildren in inheritance.

Planning and Conducting DCW

Important stages in the DCW process include:

1. **Choosing a topic:**
   DCW will consume a considerable amount of your time, so identify a topic (a broad subject area) that sparks your interest, one that you are genuinely committed to exploring. This should be done in the semester prior to beginning DCW.

2. **Choosing a supervisor:**
   Once you have picked a topic, you should select a supervisor based on broad research interests i.e., choose as a supervisor someone whose research interests align with your topic. This should also be done in the semester prior to beginning DCW.

3. **Registration:**
   Once your supervisor has approved your SPROJ/Independent Study//DRP/SPROJ topic, you are required to complete the DCW registration form (available from the Programme Coordinator's office as well as on the LUMS Portal), and submit it to the Programme Coordinator, who will forward it to the Office of the Registrar. The Office of the Registrar will not accept DCW forms directly from the students.

4. **Writing a research proposal:**
   Submit an initial proposal to your supervisor explaining what you want to research, how you plan to research it, and when you will complete each task. The proposal should specify the following:
   (i) The research question: What is it that you really want to find out – what the specific problem is you want to address/specific question you want to answer
   (ii) A description of the data you will need and identification of the potential sources for obtaining it (e.g., primary and secondary sources).
   (iii) A description of the kinds of methods you intend to use to undertake your research. You may engage with theoretical or empirical research or both. For empirical research, you may employ qualitative or quantitative strategies, or use a mixed methods approach. What you choose will depend on your research question, your preferences, and your skills.
   (iv) Relevant courses and experiences that have prepared you to undertake the project.
   (v) The area of law that your proposal fits into e.g., Constitutional Law, Labor Law, Jurisprudence, Commercial Law, International Law, Islamic Law, Family Law.
   (vi) A timetable for the completion of the project.
   (vii) Division of labor if you are working as a group.

5. **Recommended timeline:**
   You should aim to meet with your supervisor fortnightly. There should be a preliminary review halfway through your work. Below is a suggested timeline:

(i) Submission of research proposal by the end of week 3.
(ii) Submission of literature review/revised research questions by the end of week 6.

(iii) Submission of first draft by the end of week 10.
(iv) Submission of final draft by the end of week 13.
(v) Oral defense by the end of week 14.

The above timeline can be extended over a period of two semesters for an 8 credit hour SPROJ. Your supervisor may choose to assign separate grades for each stage with no less than 75% weightage assigned to the assessment of the final draft.

6. Grading:

In general, all members in a group are awarded the same grade. However, at the discretion of the supervisor, different grades may be awarded to different group members based on objective evidence of differential performance. The supervisor may use presentations, oral defense or other such means in conjunction with the written report to assess performance. If the supervisor chooses to conduct an oral defense, this is done before members of the faculty.

In the 5 years of your undergraduate BA-LL.B. (Honours) degree, advising (academic & non-academic) plays a vital role in shaping not just your academic career, but goes beyond those years into your professional lives as well.

Academic Advising at SAHSOL

The academic advising system at Shaikh Ahmad Hassan School of Law strives to ensure students have access to reliable information and diverse perspectives for making informed decisions about their academic, personal, and professional goals as they progress through each year of their law studies at LUMS. To this end, we offer a holistic network of advising support comprised of staff, faculty, peers, alumni, and other campus and community partners who work in synergy to meet varied and evolving student needs that may be academic or non-academic in nature.

Students are encouraged to explore and utilize all advising resources and support available to them. Students may be asked to attend mandatory meetings with staff and/or faculty advisors for important discussions about their academic progress and plans. To facilitate more meaningful meetings with advisors, students may be required to complete a reflection form with specific topics that are appropriate for that time in their academic career and programme.

A student's thorough understanding of the BA-LLB degree plan and available advising resources is central to ensuring academic success. Students are responsible for:

- Proactively seeking advice from relevant advisors
- For understanding and meeting the requirements of the five-year BA-LLB programme.
- For taking and completing courses in the proper sequence to ensure timely progress toward the degree

Academic Advising for All Years:

All students at SAHSOL have access to academic advising through the following channels:

1. **Academic Advising Staff:** Provide individualized support to students in understanding and upholding university policies, procedures, and expectations. This includes but is not limited to understanding the requirements of the five-year law programme, navigating enrollment cycles, satisfying degree requirements, guidance on pursuing a minor, as well as assessing options to transfer across other degree programmes at LUMS. Advisors can also provide support to students with adjustment to university, personal growth, and career/professional development.

   Advising staff also monitor students' academic performance and offer one-on-one support and referral to other campus resources for overcoming any challenges or hardships that may impact students in achieving their academic goals.

   To talk to an academic advisor at SAHOSL, email: undergradadvising.sahsol@lums.edu.pk

2. **Programme Coordinator:** Supports students in tracking overall academic progress, academic standing, graduation requirements, and making enrollment plans prior to the enrollment cycles for each semester. Students experiencing delayed graduation, readmission, or semester off must meet with the programme coordinator to ensure timely degree completion. All course enrollment-related queries are handled by the Programme Coordinator.

   To talk to the Programme Coordinator at SAHSOL, email: enrollment.sahsol@lums.edu.pk

3. **Faculty Advisors:** Offer field-related expertise, guidance on long-term academic and professional goals, strategies for professional development, and insights on career outlook and pathways. Faculty advising sessions may include discussions on what to do with a law degree, managing expectations and workload in law courses, selecting major electives, when and where to do an internship, and identifying research topics for Directed Coursework options.

   For more information about faculty advising, email: undergradadvising.sahsol@lums.edu.pk

4. **Peer Ambassadors at LUMS for Social Support (Pod Pals)**: Facilitate academic information sharing, group social support, and coordination within and across batches. Each student is assigned to a Pod that consists of 12-15 students from different batches. Pods are led by a fourth- or fifth-year law student (PAL) who serves as a guide and mentor. Students may meet/communicate with their Pod PALS as a group or individually. Topics of group discussion in a Pod may include understanding enrollment cycles, general study tips for law courses, adjusting to university life such as selecting and managing co-curriculars, and personal/professional interest exploration.

   To know more about the Pod PALs programme, email undergradadvising.sahsol@lums.edu.pk

5. **Specialized Workshops and Seminars:** Organized for professional development and/or networking opportunities with alumni, legal scholars, practitioners, and other professionals to help students expand their interests and skillsets as well as to gain exposure to diverse career pathways within law.

6. **Online Resources:** A range of resources are available at http://portal.lums.edu.pk/advising and https://sahsol.lums.edu.pk/ including handouts for major exploration, career planning, and information about support offered by other campus partners.

Academic Advising for Specific Needs

A. **Additional support for At-Risk students in all years:** Students on academic warning (with a CGPA 2.00 – 2.50) and academic probation (with a CGPA below 2.00) are required to meet with academic advising staff at least twice a semester to discuss their challenges, progress, and any support they need to ensure they are improving their academic performance. They are also encouraged to meet with their PALs and faculty advisor (if assigned one), instructors, and TAs to identify specific areas of improvement.

B. **First year and sophomores** are expected to meet with Academic Advising staff at least once a semester to discuss their enrollment plans and progress on completion of pre-law requirements. They can also utilize PALS for individual and group support on social life adjustment, adapting to academic rigor and expectations as they transition into the BA phase, and how to chart their own unique path at LUMS. They are encouraged to meet with the Programme Coordinator to understand the requirements and expectations of the LLB curriculum.

C. **Junior year students** can meet with the Programme Coordinator for understanding the requirements of law curriculum for the three years of the LLB phase, enrollment in law courses, Directed Research Project (DRP) applications, law elective course offerings, and for making alternate plans for degree completion if their graduation is delayed.

D. **Senior and Super-senior year students** are assigned faculty advisors and are required to have at least one meeting per semester with them to identify and work towards specialized interests within law. Faculty Advisors guide students on Independent Study, Directed Research, and SPROJ topics, internship connections, and preparation for decisions for life post-LUMS such as taking up employment or pursuing graduate studies. Students can also meet with Academic Advising staff for career development such as writing a CV or cover letter and preparing for job interviews.

For any additional information about Academic Advising at SAHSOL, please contact:

Saleha Parvaiz
Academic Advisor, SAHSOL
Email: saleha.parvaiz@lums.edu.pk
Room 1-18A in SAHSOL Building
Ext: 5602
Official Email: undergradadvising.sahsol@lums.edu.pk

Contact details of SAHSOL administrators:

Office Location: Office 1-24, SAHSOL Faculty Wing, 1st Floor Law Building

Ms. Sana Ayub Khan
Operations and Communications Lead
Email: sana.khan@lums.edu.pk
Ext: 5614

Mr. Muhammad Imran
Deputy Manager, SAHSOL
Email: mimran@lums.edu.pk
Ext: 8068

Mr. Khalid Mehmood Siddiqui
Deputy Manager, SAHSOL
Email: mkhalid@lums.edu.pk
Ext: 8063

Mr. Muhammad Azam
Advising and Coordination Specialist
Email: muhammad.azam@lums.edu.pk
Ext: 5617

SYED AHSAN ALI & SYED MARATIB ALI SCHOOL OF EDUCATION (SOE)

SOE Undergraduate Academic Programmes

Since its establishment in 2017, Syed Ahsan Ali & Syed Maratib Ali School of Education (SOE) has actively expanded its undergraduate repertories, leading to the introduction of two distinct undergraduate programs: the Minor in Education and the Minor in Inclusive Education. These programs are designed to engage undergraduate students who are interested in diversifying their learning experiences and immersing themselves in education discourse. Students are provided opportunities to develop a comprehensive understanding of various education-related topics, like social justice in education, teaching and learning strategies, education policy and practice, educational technology, inclusive education, and the role of education in conflict settings. Bridging together research, policy, and practice, the innovative curriculum of these programs integrates academic knowledge with field-based learning and introduces students to the field of education.

The course content is developed with the lens of an interdisciplinary perspective whereby it draws upon economic, political, social, cultural, and philosophical contexts to examine fundamental aspects of education, such as equity, reform, inclusivity, diversity, accountability, policy, and advocacy. As students explore these contexts, they gain insights into the core challenges faced by educators and policymakers in both national and international settings. Additionally, the minor streams encourage students to analyze current situations and propose solutions to the problems stemming from complex issues surrounding education policy and practice which connect with major areas of their study.

Students have shown a significant interest in pursuing professional opportunities within the education sector, which has led SOE to establish partnerships with various organizations to facilitate real-time engagement with educational challenges. These provide opportunities to students to actively contribute in addressing and solving issues within the education ecosystem.

The core requirements of the minor programs comprise courses on the philosophy of education, critical debates in education, inclusive education, understanding the diversity in disability, particularly those pertaining to access, inclusivity and equity in education. The courses aim to provide students with a solid foundation for understanding multifaceted dimensions in the education sector. They are designed to equip undergraduates with the knowledge and skills necessary to analyze critically and propose solutions to the intricate challenges of education policy and practice.

In Fall 2021, SOE introduced an undergraduate minor stream focusing on Education with an emphasis on Policy, Politics, and Governance. This stream aims to provide students with a comprehensive understanding of education policy formulation, political processes, and power dynamics that influence policy outcomes. It also delves into the construction and role of governance structures in shaping policy implementation.
In Fall 2022, SOE introduced another undergraduate minor stream focusing on Education with a specialization in Curriculum and Instruction. This stream requires students to engage with both theoretical and practical dimensions of curriculum development and instructional methods. Students gain valuable knowledge and skills related to course design, delivery, and pedagogy, which are essential for successful careers in education.

Due to begin in Fall 2023, SOE has introduced a stand-alone minor in Inclusive Education, which is based on providing students with a comprehensive understanding of both the theoretical underpinnings and

practical aspects of inclusive education. The program aims to equip students with the essential knowledge and skills needed to develop and implement inclusive curricula, pedagogical practices, and school cultures.

Progressing ahead, SOE plans to introduce additional streams with different focus areas, including Educational Technology and Educational Entrepreneurship. These future streams aim to familiarize undergraduate students with essential education concepts which foster intellectual growth and personal development.

Undergraduate Minor in Education

Course and Credit Hours Distribution:
To satisfy degree requirements, students must accumulate a minimum of 18 credit hours in the area of education and secure a cumulative GPA of 2.75 in the selected courses.

Students should successfully complete a minimum of six regular courses (two core courses and four electives) in the area of education. Of the four electives, at least three should be at the 300 level or above.

In addition, all general rules and regulations announced at the university level in this Undergraduate Student Handbook must be adhered to by students who are interested in obtaining a minor in Education.

1. The following two courses are core requirements for the minor (6 credits):

CODE	TITLE	CREDITS
EDU 210	Critical Debates in Education	3
EDU 213	Philosophy of Education	3

2. The remaining 12 credits (or more) for the minor may be completed by taking a combination of the following elective courses, in accordance with the rules stated above:

CODE	TITLE	CREDITS
EDU 212	Sociology of Education	4
EDU 214	Introduction to the Arts in Education in South Asia	3
EDU 220	Curriculum, Teaching and Learning	3
EDU 222	The Learning Gap: Critical Issues in Educational Psychology	4
EDU 250	Education in the Pakistani Context	3
EDU 252	Contemporary Social Policy Issues in Pakistan	3
EDU 262	Creating Elites and Delinquents	3
EDU 272	Educations, Schools and Violence	3
EDU 273	Education, Media and Culture	3
EDU 274	Gender Media and Education	3
EDU 312	Politics of Education	3
EDU 313	Education for Social Justice	3
EDU 314	Education and Development	3
EDU 315	Education in Globalized World	3
EDU 316	Introduction to the Arts in Education	3
EDU 317	Civic Engagement and Global Citizenship Education	3

EDU 322	Computers, Problem Solving and Cooperative Learning	3
EDU 323	Demonstrative Teaching of Science and Math	3
EDU 324	Effective Teaching and Learning in Higher Education	3
EDU 325	The (Instructional) Core and How to Work it	3
EDU 326	Foundations of Education Technology	3
EDU 327	Technology and Culture	3
EDU 328	Educational Technology and the Learning Sciences	3
EDU 329	Technology in Educational Environments	3
EDU 3212	Transforming Teaching and Learning through Student-Faculty Partnership	3
EDU 3214	Slow Looking: The Practice of Learning through Careful Observation	3
EDU 3215	Understanding Diversity in Disability	3
EDU 342	Entrepreneurship and Innovation in Education	3
EDU 343	Leading Schools: Introduction to Educational Leadership	3
EDU 345	Practicing Leadership	3
EDU 352	Education Policy Analysis	3
EDU 353	Education and Conflict	3
EDU 354	Comparative & International Education	4
EDU 355	Education and Sustainable Development	3
EDU 356	Education Policy and Practice for Development	3
EDU 357	Planning for Education Development	3
EDU 358	Sustainable Educational Development	3
EDU 362	Monitoring and Evaluation in Public Policy	3
EDU 363	Could Education be Bad for Society?	3
EDU 372	Mobile Lives: Im/migration and Education	3
EDU 412	Economics of Education	3
EDU 453	Politics of Education Reform	3
EDU 3204	Understanding Autism: A Behavioral Approach	3
EDUXXX	Universal Design for Learning	3
EDUXXX	Socio-Emotional Learning	3
EDU 422	Behavior Analysis for Effective Teaching	3
EDU 415	What does it mean to be ‘educated’?	3
EDU 216	Globalization and Language	3

Undergraduate Minor in Education with Policy, Politics and Governance

Course and Credit Hours Distribution:

To satisfy degree requirements, students must accumulate a minimum of 18 credit hours in this specific stream and secure a cumulative GPA of 2.75 in the selected courses.

Students should successfully complete a minimum of six regular courses (two core courses and four electives) in that area. Of the four electives, at least three should be at the 300 level or above.

In addition, all general rules and regulations announced at the university level in this Undergraduate Student Handbook must be adhered to by students who are interested in obtaining a minor in Education in this specific stream.

1. The following two courses are core requirements for the minor (6 credits):

CODE	TITLE	CREDITS
EDU 210	Critical Debates in Education	3
EDU 213	Philosophy of Education	3

2. The remaining 12 credits (or more) for the minor in Education with Policy, Politics and Governance may be completed by taking a combination of the following elective courses, in accordance with the rules stated above:

CODE	TITLE	CREDITS
EDU 262	Creating Elites and Delinquents	3
EDU 272	Educations, Schools and Violence	3
EDU 274	Gender Media and Education	3
EDU 314	Education and Development	3
EDU 315	Education in the Globalized World	3
EDU 352	Education Policy Analysis	3
EDU 353	Education and Conflict	3
EDU 356	Education Policy and Practice for Development	3
EDU 362	Monitoring and Evaluation in Public Policy	3
EDU 372	Mobile Lives: Immigration and Education	3
EDU 453	Politics of Education Reform	3

Undergraduate Minor in Education with Curriculum and Instruction

Course and Credit Hours Distribution:
To satisfy degree requirements, students must accumulate a minimum of 18 credit hours in this specific stream and secure a cumulative GPA of 2.75 in the selected courses.

Students should successfully complete a minimum of six regular courses (two core courses and four electives) in that area. Of the four electives, at least three should be at the 300 level or above.

In addition, all general rules and regulations announced at the university level in this Undergraduate Student Handbook must be adhered to by students who are interested in obtaining a minor in Education in this specific stream.

1. The following two courses are core requirements for the minor (6 credits):

CODE	TITLE	CREDITS
EDU 210	Critical Debates in Education	3
EDU 213	Philosophy of Education	3

2. The remaining 12 credits (or more) for the minor in Education with Curriculum and Instruction may be completed by taking a combination of the following elective courses, in accordance with the rules stated above:

CODE	TITLE	CREDITS
EDU 3212	Transforming Teaching and Learning Through Student-Faculty Partnership	3
EDU 3214	Slow Looking: The Practice of Learning Through Careful Observation	3
EDU 324	Effective Teaching and Learning in Higher Education	3
EDU 325	The (Instructional) Core and How to Work It	3
EDU 329	Technology in Educational Environments	3
EDU 343	Education Leadership Beyond Schools	3

General Rules

- All EDU courses begin at the 200 level; therefore, all EDU courses are closed for First year students.
- Students enrolling with the cross-listed course code from the list of courses above will qualify for minor declaration after review by the Department for completion of minor requirements. Some selected courses from other schools will also qualify as minor – approved elective courses. A steering committee comprising of SOE faculty will convene at the start of every semester to approve courses. Students have the option of enrolling in directed course work with the EDU code. Students may enroll in either an independent study or a directed research project of one or two credits under supervision of an SOE faculty member. This is graded Pass/Fail and does not count towards minor requirements.

Undergraduate Minor in Inclusive Education

Course and Credit Hours Distribution:

To satisfy the minor requirements, students must accumulate a minimum of 18 credit hours in the specific minor and secure a cumulative GPA of 2.75 in the selected courses.

Students should successfully complete a minimum of six regular courses (three core courses and three electives) in that area. Of the three electives, at least **two** should be at 300 level or above. This is in addition, all general rules and regulations announced at the university level must be adhered to students who are interested in obtaining a minor.

Core Requirements:

The core requirements for the streams will remain the same as those for the standard minor. The following three courses are core requirements for the minor (9 credits):

CODE	TITLE	CREDITS
EDU 213	Philosophy of Education	3
EDU 3205	Inclusive Pedagogy: Rethinking Teaching, Learning and Assessment	3
EDU 3215	Understanding the Diversity in Disability	3

Elective Requirements:

The remaining 9 credits (or more) for the minor may be completed by taking a combination of the following elective courses, in accordance with the rules stated above:

CODE	TITLE	CREDITS
EDU 3204	Understanding Autism: A Behavioral Approach	3
EDUXXX	Universal Design for Learning	3
EDUXXX	Socio-Emotional Learning	3
EDU 422	Behavior Analysis for Effective Teaching	3
EDU 274	Gender, Media and Education	3
EDU 372	Mobile Lives: Im/migration and Education	3
EDU 262	Creating Elites and Delinquents	3
EDU 453	Politics of Education Reform	3
EDU 353	Education and Conflict	3
EDU 313	Education for Social Justice	3
EDU 272	Education, Schools and Violence	3
EDU 352	Education Policy Analysis	3
EDU 214	Introduction to the Arts in Education in South Asia	3
EDU 273	Education, Media and Culture	3
EDU 315	Education in Globalized World	3
EDU 317	Civic Engagement and Global Citizenship Education	3
EDU 3214	Slow Looking: The Practice of Learning through Careful Observation	3
EDU 326	Foundations of Education Technology	3
EDU 345	Practicing Leadership	3
EDU 353	Education and Conflict	3
EDU 215	Ethics and Education	3
EDU 263	Quantitative Research Methods	3
EDU 415	What does it mean to be 'educated'?	3
EDU 216	Globalization and Language	3

General Rules

- All EDU courses begin at the 200 level; therefore, all EDU courses are closed for First year students.
- Students enrolling with the cross-listed course code from the list of courses above will qualify for minor declaration after review by the Department for completion of minor requirements. Some selected courses from other schools will also qualify as minor – approved elective courses. A steering committee comprising of SOE faculty will convene at the start of every semester to approve courses.
- Students have the option of enrolling in directed course work with the EDU code. Students may enroll in either an independent study or a directed research project of one or two credits under supervision of an SOE faculty member. This is graded Pass/Fail and does not count towards minor requirements.

Contact Resources:

Please contact one of the following administrators for information regarding the undergraduate minor programme at SOE: -

School of Education		
Designation	**Name**	**Email ID**
Dean SOE	Dr. Faisal Bari	bari@lums.edu.pk
Director Academic Programmes	Dr. Tayyaba Tamim	tayyaba.tamim@lums.edu.pk
Senior Academic Coordinator	Arslan Sajid	arslan.sajid@lums.edu.pk
Education Specialist-Academic Programmes	Arslan Abdullah	arslan.abdullah@lums.edu.pk

Administrative Offices & Campus Facilities

ADMINSTRATIVE OFFICES

OFFICE OF THE REGISTRAR (RO)

The Office of the Registrar (RO) handles the academic administration of the University.

Some of the major tasks and functions of this office are:

1. To maintain records and security of student data, academic and personal, using state-of-the-art information management solutions.
2. To develop University wide academic calendar entailing detailed timelines for all academic activities throughout the year.
3. To update and maintain course catalogues for effective and timely execution of student course registration and enrollments.
4. To maintain and implement up-to-date classes' and final exam schedules for smooth conducting of classes.
5. To oversee grading of courses, projects, theses, and dissertations.
6. To convene the University-wide curriculum committees and act as custodian of all policies and procedures of the academic programmes
7. To publish and update the Undergraduate and Graduate Student Handbooks.
8. To process graduation audit and honours & awards at the time of graduation.
9. To issue transcripts, clearance certificates and degrees and provide attestation of documents and process educational verification requests by external organizations and other universities.
10. To lead the Annual Convocation.
11. To liaise with international and national regulatory authorities such as Higher Education Commission (HEC) to enforce and maintain policies and best practices.

Services in point no.9 above may be availed by visiting https://www.roservice.lums.edu.pk
In case of other queries, students may email at helpdeskro@lums.edu.pk

OFFICE OF ADMISSIONS

The Admissions Office is responsible for admissions at LUMS. The university is keen to attract students who are not only academically competent but also have the potential to contribute to the learning environment of LUMS. New students are inducted only once a year i.e. in the fall semester. Admission in LUMS is purely merit based.

Important Information:

- Students admitted to LUMS and subsequently require HEC attestation of their Graduate degree must meet the conditions stipulated by the Higher Education Commission (HEC), Pakistan to get their Graduate degree attested. Details are available at the following link: https://www.hec.gov.pk/english/services/students/DAS/Pages/Degree-Attestation.aspx
- In addition to the conditions stipulated by the LUMS (mentioned in offer letter), students are liable to meet the requirements specified by the Inter Board Committee of Chairmen (IBCC) &/ Higher Education Commission (HEC), Pakistan & /Pakistan Engineering Council (PEC) or any other relevant authority for the verification of their academic credentials. Affairs pertaining to

equivalency/attestation/ verification with IBCC/HEC/ any other organization are handled by students on their own.

OFFICE OF FINANCIAL AID (OFA)

Lahore University of Management Sciences (LUMS) has always striven to make quality education accessible to all students in Pakistan, including those from low and middle-income households. Since its inception, LUMS has disbursed more than PKR 8.9 billion in financial assistance to its students. Currently, approximately 30% of the students at LUMS get some form of financial assistance based on their assessed financial needs.

Admission to all programmes is purely on merit and independent of students' ability to pay the related tuition fees. Once a student is admitted to a Programme, there are several mechanisms in place to provide financial support based on the student's need and merit. All awards are reassessed each academic year. Funds are allocated based on performance, financial need, available resources, and the prevailing University policies.

LUMS is committed to providing as much financial assistance as possible. Nevertheless, the University may not be able to meet all requests for financial assistance, and it is strongly recommended that applicants secure as much of their own funding as possible.

Types of Awards

Several Merit and Need-based scholarships are available for students who meet specific criteria:

1. Merit Scholarships
2. Need-based Tuition-Fee Waivers and Interest-Free Loans
3. National Outreach Programme (NOP) Scholarships
4. SSE Honorific Fellowship
5. External Scholarships
6. International Scholarships

1. Merit Scholarships

LUMS not only recognizes students' good academic performance but also distinguishes high achievers by providing them generous Merit scholarships. If you are a high achiever, LUMS wants you to accomplish everything you possibly can. Exemplary students are selected to receive LUMS Merit Scholarships on the basis of their outstanding academic performance.

First Year

100 scholarships are available to support the academic aspirations of the prospective top-ranked Undergraduate students based on the LUMS admission ranking.

For the first year, Merit scholarship awards cover full and partial tuition fees and lab charges (where applicable) for One (1) year and are awarded to the top-ranked applicants shortlisted for admission to each school. There is no separate application for the Merit scholarship. Applicants are automatically considered for the award if they qualify for the scholarship at the time of admission at LUMS.

The break-up of 100 Merit scholarships for the first year is as follows:

- 30 scholarships for each batch of SDSB, MGSHSS & SBASSE

- 10 scholarships for the batch of SAHSOL

Subsequent Years

Merit scholarship awards cover partial to full tuition fees and lab charges (where applicable) for one year only and are awarded to the top-ranked students from returning batches who are placed on Dean's Honour List based on their academic performance. The number of scholarships may vary each year.

The break-up of merit scholarships for subsequent years is as follows:

- 15 scholarships for each batch of SDSB, MGSHSS & SBASSE
- 5 scholarships for the batch of SAHSOL

Note:

1. **In case a student qualifies for both financial aid and merit scholarship, their merit award will be adjusted accordingly.**
2. **All these awards are for One (1) year only and cannot be carried forward to subsequent years.**
3. **The scholarship will cover 40 credit hours for an academic year.**

2. Need-based Tuition Fee Waivers & Loans

These awards are available in the form of Tuition fee waivers and Interest-free loans. A Financial Aid fee waiver is not required to be repaid whilst LUMS Interest-Free Loan will have to be paid back after six (6) months of graduation within a maximum period of five (5) years.

Financial aid covers partial to a full tuition fee of the Programme. For the Undergraduate SBASSE students, it also includes the cost of Lab charges. These awards are revaluated in each academic year based upon performance and financial need assessed via the information in the financial aid application and the required supporting documents.

3. National Outreach Programme (NOP) Scholarship

LUMS launched its National Outreach Programme (NOP) in 2001 to extend the benefits of world-class education to talented students all over Pakistan. This prestigious scholarship programme focuses on identifying bright students with exceptional academic record and from highly underprivileged backgrounds where families cannot afford to support their children's university education. The scholars that qualify are provided full funding that includes total tuition fee waiver and a stipend to meet all other expenses. For details, please refer to www.nop.lums.edu.pk.

4. SSE Honorific Fellowships

Syed Babar Ali School of Science and Engineering is pleased to announce the creation of twenty-four (24) Fellowships for undergraduates in the basic sciences (Biology, Chemistry, Mathematics, and Physics). These Fellowships are named after distinguished academics, teachers, practitioners, and scientists who have made distinct contributions to the learning of science and maths, or who have made revolutionary discoveries describing our universe.

These Fellowships are created from a generous donation received from Packages Limited honouring the 90th birthday of the Founder of the School, Syed Babar Ali. The Fellowships are aimed to bolster interest in fundamental science and to incentivize students to major in basic sciences (Physics, Chemistry, Biology and Mathematics). The creation of these Fellowships will draw more students towards their genuine passion.

Some further rules of the proposed Fellowship are given below:

- The eligible students must have completed a minimum of 30 Credits Hours in a Year (Fall and Spring).
- The eligibility criterion is a CGPA of 3.5 or above.
  Only those candidates are eligible who have not received a 50% or higher scholarship through other financial support like merit and LUMS financial aid.
  If any candidate in a batch does not meet the minimum eligibility criterion (i.e., CGPA of 3.5), the award will be transferred to the next eligible and highest CGPA candidate in the other batches.
- Also note that CGPAs obtained by factoring in Pass grades obtained by converting letter grades under the Pass/No Credit or Pass/Fail policies will be excluded from the eligibility for this fellowship.
- Students enrolled in the Economics-Maths programme will not be eligible.
- Recipients of the Fellowship will not be allowed to change majors out of the four specified subjects at any time in their undergraduate studies.

5. External Scholarships

External Funding is available in the form of full as well as partial scholarships for deserving students based on need and merit. Students are shortlisted for external scholarships based upon eligibility criteria specified by the donors. Each Scholarship has its specifications and preferences.

6. International Scholarship

To add diversity to its student body, LUMS aims to increase the introduction of international students. The Shahid Hussain Foundation scholarships will help LUMS to achieve its goals of reaching out to bright, international talent. Shahid Hussain Foundation scholarships are available for applicants who are nationals of SAARC member countries, excluding Pakistan.

Terms & Conditions of the LUMS Financial Aid Award Disbursement

The LUMS Financial Aid Award will be subject to the following conditions:

1. Financial Aid Award is valid for One (1) academic year only. Continuation of the award in the subsequent year is subject to the submission of a Financial Aid application, supporting documents and financial need reassessment.
2. Students receiving Financial Aid should maintain a full-time status in a regular semester. Failure to do so will lead to the cancellation of the Financial Aid Award.
3. Total Financial Aid for the entire Degree Programme is awarded to meet the minimum graduation requirements according to the following:

a. BA/BSc/BS: 140 Credit Hours
b. BS (Electrical & Chemical Engineering): 145 Credit Hours
c. B.A.LLB: 175 Credit Hours

4. Financial Aid award can be increased, reduced, or kept the same during students' stay at LUMS.
5. LUMS reserves the right to physically verify the beneficiary's Home/Business premises.
6. LUMS Interest-Free Loan will have to be repaid immediately in case of Separation/Withdrawal/Cancellation or any disciplinary action.

University reserves the right to amend, cancel or terminate the awarded financial aid in case of any misrepresentation or incorrect information provisioning. Misrepresentation may also lead to termination from the programme.

When to Apply for Financial Aid

First Year

If an applicant wishes to apply for financial aid, he/she needs to express his/her consent by checking the box at the end of the "Biographical Information" section of the Online Admissions Application.

Applicants who will be shortlisted for admission and have given their prior consent to apply for the LUMS Financial Aid (through their LUMS Online Admission Application) will be required to fill out and submit the complete Online Financial Aid section along with all required supporting documents within the stipulated deadline.

Subsequent Years

Financial aid for students is reassessed every year. In order to continue the financial aid award in subsequent years, students must apply for financial aid on or before the dates specified by the Office of Financial Aid. The process starts in November of each year when students are approached by the OFA to submit the required application forms and documents. Failure to comply with the given deadlines for document submission may lead to the cancellation of financial aid. Adherence to the deadline specified by the Office of Financial Aid is mandatory, otherwise, the application may not be considered for evaluation.

Students who are on financial aid are expected to provide updated information on their family financials in case of any positive or negative change to get their financial aid readjusted.

Reconsideration of Financial Aid on the basis of Special Circumstances.

Only those students whose financial situation changes drastically due to unforeseen circumstances (e.g., parent/ guardian separation/divorce, retirement, death, layoff from job etc.) can apply for financial assistance during the year. It is necessary to provide evidence in case of any change in the financial situation. Adherence to the deadline specified by the Office of Financial Aid is mandatory, otherwise, the application may not be considered for evaluation.

Fee Instalments and Deadline Extensions

Requests for Fee Instalment and Deadline Extensions are processed by the Office of Financial Aid (OFA). Students who are unable to pay their university dues, due to financial constraints or any other reason, can apply for the said facility.

The required form is available at Zambeel, at the navigation given below, during the fee payment period.
Log into Zambeel >> Self-Service >> Apply Fee Extension/Instalment

Student Support Services by OFA

Applying for financial aid can be an overwhelming experience. However, we at OFA are with you every step of the way and encourage you to reach out to us for assistance or clarification. If you face difficulty in understanding any part of the application, and/or want to discuss any facet of your case, you can approach us through the following available resources.

- **Live Web Chat:** which is provided at the lower-right corner of the application and is available during office hours from October to April.
- **Helpdesk:** available at helpdeskofa@lums.edu.pk, which serves as a one-stop-shop for any detailed queries that you might have.

- **In Person Meeting:** that can be set up with a financial aid representative from Monday to Friday within office hours. To schedule a meeting, please fill in the Appointment Form.

OFFICE OF FINANCE

The Finance Department handles all financial matters related to the students along with University's Account Receivables, Account payables, Taxation, Treasury, Financial Reporting, Budgeting and Planning.

Accounts Receivable /Student Financials' specifically deals with financial matters pertaining to the students' fee/hostel/charges/final settlements, student loans and maintaining of student's individual accounts etc.

Key Services

Finance Department is responsible for:

- Collection of tuition and on-campus residence charges
- Issuance of Vouchers
- Payment of refunds
- Handling general fees and payment inquiries
- Student account clearance upon graduation/withdrawal and refund of security
- NOP/ PhD Stipend payments
- Taking care of financials related to student clubs and societies.
- Loan rehabilitation

Fee Structure

- Tuition Fee at LUMS is based on the number of credit hours taken in a semester.
- Students are responsible for buying their own books and other reading material.
- For all undergraduate programmes at LUMS, a student is required to take at least 12 credit hours per semester to acquire full-time status.
- However, the credit hours requirements in first year varies amongst undergraduate programmes due to its specific design, therefore the tuition fee amount also varies according to the number of credit hours requirements in each programme. The program-wise full-time credit hours requirements for first-year students are as follows:
    - SBASSE first year students are required to enroll in minimum 18 credit hours in Fall and 16 credit hours in total for Spring semester & Summer semester.
    - SDSB first year students are required to enroll in minimum 16 credit hours in Fall and 17 credit hours in Spring semester & Summer semester.
    - MGSHSS and SAHSOL first year students are required to enroll in minimum 16 credit hours each in Fall and 16 credit hours in Spring semester & Summer semester.

The School wise detail of tuition fees for the year - 2023-24 for first-year students is as follows:

Fee for FY 2023-24

The fee structure for 2023-2024 has already been shared with the students at the time of admission through fee information document. Furthermore, LUMS website can also be referred to for fee structure details of respective undergraduate programmes. Fee structure of FY 2023-2024 is given below:

Per Credit Hour Rate	32,830	32,830	32,830
	Fall 2023	**Spring 2024**	**Summer 2024**
Credit Hours (tentative)	**16**	**12**	**4**
Admission Fee	134,370	-	-
Tuition Fee	525,280	393,960	131,320
Semester Registration Fee	42,700	42,700	-
SSE Fee (for BS-SSE only)	102,410	102,410	-
General Security	51,000	-	-
Pakistan Bar Council Fee (for BA-LLB only)	3,000		

In case of further fee related queries, kindly contact at helpdeskfinance@lums.edu.pk.

Payment Deadline

Fall Semester: August 23, 2023 (Returning Students)
Spring Semester: December 15, 2023
Summer Semester: June 05, 2024

All above mentioned payment deadlines are tentative and subject to change, and the final dates will be communicated to students at later stage.

All paid fee vouchers (student copy) should be kept by students during their stay at LUMS.

Terms and Conditions

- Applicants must pay fee within deadline as stipulated in the fee voucher.
- Fee can be paid at any branch of designated Banks as mentioned in the fee voucher through bank draft, pay order or cash, however, students can also pay fees online through credit cards by visiting http://pay.lums.edu.pk
- Fees for Transfer and Visiting students are charged according to the standard per credit hour rate.
- Auditing students are charged 20% of the tuition fee for each credit hour taken after attaining full time active status in the respective semester. However, for external students who want to Audit a course at LUMS, they will be charged 30% of the tuition fee for the credit hours of the course being audited.
- The summer internship programme is a credit-bearing activity and contributes toward the graduation requirement. Therefore, the students must pay for all credit hours enrolled against their Summer internship.
- Once registered, students can access their account online through Zambeel for inquiry of their account balances.
- University fee is usually announced once every year; however, university fee is subject to change without prior notice.
- In case of non-payment of dues within the deadline, the provisional semester course enrollment can be wiped out and the student will not be eligible to attend the ongoing semester.

Finance department will send an email to students for reminding fee and related important timelines before start of each semester, which includes:

- Tuition and Hostel Fee voucher generation date.
- Voucher payment deadline.

- Wipe out date (from enrolled courses due to non-payment).
- Fee refund policy along with the relevant deadlines.

Fee Refund Policy – FY 2023-24

Admission Cancellation

- Applicants who do not meet the conditions stipulated in the offer letter shall be entitled to get tuition fee, SSE fee, semester registration, hostel fee and admission security refund.
- **Only 50% of the admission fee is refundable to account for expenses already incurred by the university.**

Separation / Suspension

- If a student is separated / suspended from the programme by the University for **academic reasons**, and has deposited the dues for the next semester, **all such dues deposited will be refunded**.
- If a student is separated / suspended from the programme due to disciplinary reasons or reasons **other than academic, the dues deposited by him/her for the current semester will not be refunded**. However, if for some reason, the decision is delayed till the next semester and the student pays the dues for the next semester, such dues will be refunded.

Withdrawal from the Programme

- In case a student finds it necessary to withdraw from the Programme before the commencement of classes, he/she must inform LUMS Office of Admissions (admissions@lums.edu.pk) in writing.
- In case a current student wishes to withdraw from the Programme after the commencement of classes, he/she must inform Registrar's Office (helpdeskro@lums.edu.pk) in writing. **Upon approval the following refund policy will apply:**

Fee Component	Deadline	Amount of Fee Refund
Admission Fee		Non-Refundable
Admission Security	Fully Refundable	100%
Tuition Fee, SSE fee, Semester Registration (Fall / Spring Semester)	Before the commencement of classes	100%
	Up to first seven (7) days of the commencement of classes	100%
	From eight (8) – fifteen (15) days after the commencement of classes	50%
	More than fifteen (15) days after the commencement of classes	Non-Refundable
Summer Semester Fee		Non-Refundable
Pakistan Bar Council's registration fee (for BA-LLB)		Non-Refundable
Hostel Fee	Before first day of the commencement of classes	100%
	After first day of the commencement of classes	Non-Refundable

- Finance office shall communicate the fee refund policy along with the relevant deadline to returning students before the commencement of each semester.
- First Year students cannot take their First Semester off or drop/withdraw from all courses.
- The University reserves the right to change its policies and fee structure at any time.
- The amount will be refunded in due time on receipt of refund application along with all required documents.
- In case of any query regarding fee, please contact at helpdeskfinance@lums.edu.pk

Online Clearance

Students who withdraw or separate from LUMS at any time during the year will apply for online clearance using Zambeel self-service. Upon successful online clearance from all respective departments the student is entitled to get his/her final settlement done from LUMS.

At the time of graduation, while submitting form for online clearance, students are given option either to take refund of their securities/excess balances OR donate that amount to LUMS.

For refund, student needs to provide the following information to the Finance Department:

- Account Title (Student or Parents' personal account)
- Complete IBAN # (24 digits)
- Bank Name

On-Campus Residence

Particulars	Fall – 2023	Spring - 2024	Summer – 2024
	PKR	PKR	PKR
Hostel Fee Double Occupancy	75,140	75,140	22,100
Hostel Fee Triple Large Occupancy	54,700	54,700	-
Hostel Fee Triple Small Occupancy	46,070	46,070	-

Terms and Conditions:

- The fee paid for On-Campus Residence is non-refundable (after commencement of classes).
- On-campus residence charges must be paid within deadline as stipulated in the voucher.
- **By making the payment, applicants are deemed to accept the terms and conditions of on-campus residence charges and refund policy as mentioned above.**
- In-house residence facility during all semesters shall be provided depending upon the availability of space, and the fee shall be charged on semester basis.
- For specific residence queries, kindly contact residence team at residence@lums.edu.pk

Loan Rehabilitation

LUMS offers a substantial amount of financial aid and scholarships, and although scholarships and financial aids in the form of grant are always preferred as they do not require repayment, but even after awarding scholarships and financial aid offered as grant, many students still face a gap in paying their university dues which may require a student loan. Students at LUMS receive loans on special terms and provisions with zero interest, that makes it more affordable and manageable for young university -bound students.

The Loan Rehabilitation section facilitates repayment of these loans from students once they become due. The section may assess any deferred payment or repayment grace period options following graduation in order to relieve any evident financial pressure on these students. All such cases are assessed, verified and processed through Loan Rehabilitation section.

Contact Information:
Finance Department, Allied Bank Hostel (M-7) basement, LUMS, Tel: +92 423 5608000

Area	Contact Person	Contact Information	Ext.
Student Fee Queries	Madiha Jaffri / Ehtesham Umer / Nida Azhar/ Muhammad Khurram Waheed	helpdeskfinance@lums.edu.pk	4406/8151/4435/ 8222
Student Loan Queries	Sameer Sajjad	sameer.sajjad@lums.edu.pk	2192
TA Payments	Bilal Shakeel	bilal.shakeel@lums.edu.pk	4440
Student Refund cheques collection	Nida Naeem	nida.naeem@lums.edu.pk	8342
Student Societies Related Queries	Omer Imtiaz	muhammad.imtiaz@lums.edu.pk	4429

NATIONAL OUTREACH PROGRAMME (NOP) CENTRE

Creating Tomorrow's Leaders: The National Outreach Program (NOP)

LUMS, as a leading university, is dedicated to investing in Pakistan's future by nurturing tomorrow's leaders. The National Outreach Program (NOP) lies at the heart of this goal, with a twofold mission: eliminating educational inequality by creating a diverse, inclusive, and sustainable learning environment and fostering a movement of capable, diverse leaders committed to a prosperous Pakistan.

In keeping with its vision, this exceptional programme is dedicated to providing unparalleled learning opportunities to the brightest minds in Pakistan, regardless of their financial means.

NOP's Nationwide Reach and Diversity

- **Outreach**

  NOP inducts students from across the country with different ethnicities, beliefs, and backgrounds. Recruitment into the NOP begins with the Outreach Team working tirelessly to visit more than 200 schools and colleges nationwide, conducting introductory sessions, and encouraging students from different ethnicities, beliefs, and backgrounds to apply for the pre-admission Summer Coaching. After processing, verifying, and shortlisting applications, successful candidates are invited to attend the Summer Coaching Session (SCS), an intensive academic training session through which shortlisted applicants are prepared for admission at LUMS and given a taste of life at a university.

  Scholars admitted to LUMS Undergraduate programmes hail from an ever-increasing number of cities each year. This growing diversity is a testament to the scholarship's patriotic spirit.

- **Communications**

  NOP Communications disseminates information to potential NOP Scholarship applicants using various methods, including traditional means like flyers, posters, and newspaper advertisements. In addition

to conventional methods, the Centre uses digital marketing, leveraging the era of digital consumption to reach thousands of students across the country. The Centre consistently communicates with candidates throughout the pipeline, providing updates and guidance until they become NOP Scholars and beyond. NOP commits to excellence in communication and a willingness to adapt to the ever-changing advertising and marketing landscape.

- **A Rigorous and Prestigious Fellowship Program**
  The NOP goes beyond being a scholarship; it is a prestigious fellowship programme and a pragmatic model of diversity, inclusion, equity, sustainability, growth, and accessibility. This comprehensive program that has been transforming lives and uplifting Pakistani society for over two decades. Selected candidates undergo thorough training and assessment in coping with LUMS' academic rigors. NOP scholars engage with various enrichment, enhancement, and skill-building resources during their studies, contributing to the program's prestige.

Giving Back: A Core Principle

An essential aspect of NOP is giving back. Scholars are expected to contribute to the NOP community on campus or their home communities while studying as well as after graduation. Alumni are invited to mentor current students or join outreach efforts throughout Pakistan.

Recognition and Achievements

Over the years, NOP has gained numerous international awards, reflecting its unmatched stature within the country and the region; the most recent being in 2021, where the programme was awarded the Global Council for Advancement and Support of Education (CASE) Platinum Award in the "Best Practices in Diversity, Equity, and Inclusion" category. To date, NOP has inducted over 1380 scholars and produced more than 920 graduates, many of whom have gone on to receive international scholarships at renowned universities and made a significant impact in their communities and beyond.

NOP Alumni: Impactful Change-Makers

NOP alumni form an ever-growing fellowship of leaders driven by the desire to build stronger communities and a progressive nation. They are making their mark in competitive job markets, entrepreneurial initiatives, and academia, both in Pakistan and globally.

NOP scholars benefit from LUMS' multicultural environment, capable faculty, enlightening studies, rich campus life, and exceptional NOP-focused opportunities. By joining the most rigorous university and program in the country, they ascend to the pinnacle of higher education, and their personal transformation lays the foundation for their social contributions.

Support at LUMS & Collaborations

Since its establishment, the NOP Centre has collaborated with various internal and external partners to support NOP scholars. This support includes pre-orientation sessions, counselling, workshops, and regular communications with NOP scholars and alums. In 2020, the NOP Center joined hands with the Office of Academic Advising to create the NOP Student Success Initiative, which is designed to maintain the NOP Center's existing services and establish additional resources for admitted NOP students.

We aim to continue supporting Pakistan's brightest minds, who will ultimately become the pillars of our country's future. For any assistance, the LUMS NOP Centre practices an open-door policy and students are

welcome to visit during **office hours (8:30 am – 5:00 pm)** from Monday to Friday or can write to us at helpdesknop@lums.edu.pk.

NOP STUDENT SUCCESS INITIATIVE

(A Joint-Collaboration between the NOP Centre and the Office of Academic Advising and Student Success)

Goals of the NOP Student Success Initiative

The NOP scholarship is a prestigious award given to exceptionally talented scholars from all across Pakistan. Apart from financial benefits, NOP scholarship recipients get access to a range of special skill building and enrichment resources as an exclusive aspect of their membership in the NOP community. Scholars are required to engage with these resources to meet the conditions of their scholarship. The NOP Student Success Initiative launched in 2020, is a joint partnership between the NOP Center and the Office of Academic Advising, seeking to sustain NOP Center's long-standing services for admitted students while also adding additional enrichment resources. The Initiative further collaborates with other offices across campus (CSO, IST, OSA, etc.) on a regular basis on specific projects. Key services and activities include the following:

- **Student Counselling**
  A dedicated NOP counsellor, located in the NOP Center (PDC building, 2nd floor), provides advice and support to students on any issue impacting their LUMS experience (e.g., homesickness, substance use/addiction, stress, social disconnection, time-management, adjusting to university life, interacting with the opposite gender, self-confidence, managing relationships at home/university, harassment, financial challenges, or any other aspect of their life. An important and noteworthy aspect of this counselling is that information shared with the counsellor is handled with utmost respect and discretion, to protect student privacy and to provide a safe environment. To set an appointment, students can reach out to Sadia Babar at sadia.babar@lums.edu.pk

- **Mentoring Programmes**
  All first-year NOP scholars are paired with an NOP peer mentor from the junior or senior class. Sophomore year students will meet their NOP counselor for dedicated academic and wellbeing planning. Students in their junior and senior year have the opportunity to be mentored by respected community members and NOP alumni respectively. In all mentoring programmes, students should remain engaged and responsive to their assigned mentors, share issues, and develop strategies for improving their experience at LUMS and beyond.

- **Peer Tutoring**
  Several skilled-focused peer tutoring, group learning, and ambassadorship programmes are available to NOP scholars. Tutors hold regular office hours and group sessions throughout the year and assist students with skills like verbal communication, class participation, presentations, writing, career-planning, wellbeing management etc.

- **Workshops, panels, and events**
  Throughout the year, the NOP Student Success Initiative organizes workshops, panels and events with faculty, staff, alumni, and other experts. An event to particularly look out for is the **faculty lunch series,** where students can go out for a fully funded lunch with faculty. These various programmes span a

diverse range of topics including study tips, career readiness, graduate schools, as well as skills like writing and communication, etc. These sessions allow NOP scholars the opportunity to connect with experts and learn from their experiences.

- **Access Pathways & Communications**
  Various content is designed for the NOP Center's webpage, NOP Facebook page, weekly email newsletters and the SSI Instagram in order to keep students informed and up to date regarding various opportunities created by SSI.

Contact Information & Location

The NOP Student Success Initiative can be contacted at helpdesknop@lums.edu.pk or +92-42-3560-8000 Extension 2419 (NOP Centre) or studentsuccess@lums.edu.pk (Office of Academic Advising and Student Success, Extension 2154) for any information about the Initiative's various programmes or to give suggestions for additional programmes and resources. Students can also walk into the NOP Centre, located on the 2nd Floor of the PDC Building, and the Student Success Office, located inside the academic block, REDC side entrance, at any time during regular office hours Monday-Friday 8:30 am – 5:00 pm.

OFFICE OF ACADEMIC ADVISING AND STUDENT SUCCESS

Goal of Advising At LUMS

Students at LUMS have a range of options and opportunities available to them, as detailed in this Handbook. The goal of advising is to ensure that all students have access to appropriate support and information needed to facilitate informed decision-making. It is then up to the student to make the most out of these resources and support to optimize their undergraduate experience.

Mechanisms of Advising

Each school at LUMS has designed an advising system that seeks to provide students with the appropriate information and support. Depending on the school, this advising system may involve faculty advisers, staff advisers, Peer ambassadors, group sessions/workshops and online resources. Further, most schools have different advising-expectations and advising-supports depending on the class year (first-year, sophomore, juniors, senior, super-seniors).

The Role of the Office of Academic Advising and Student Success:

The Office of Academic Advising and Student Success (OAASS) is a new central university office that works closely with schools as a thought-partner as well as a standard-setting and capacity-building partner. More specifically, the Office works as a thought-partner with each school's Dean and Advising Unit staff to: i) get input from stakeholders (students, faculty, staff and alumni); ii) identify university-wide standards and goals for advising at LUMS; iii) build capacity within each school's advising system to meet these standards and goals and iv) monitor advising at LUMS to ensure these standards/goals are consistently met. The Office is also collaborating with schools, Career Services Office, and Advancement/Alumni Relations to create digital advising resources for students and advisers. These digital resources are available at: http://portal.lums.edu.pk/advising

Contacting the Office of Academic Advising:
The first point of contact for advising issues should be school advising staff. The details of each school's undergraduate advisement structure are given within the sections for each school within the Handbook. For any issues in connecting with school advisers, or for suggestions for the advising system at LUMS, students, faculty, and staff can email the Office of Academic Advising and Student Success at advising@lums.edu.pk.

Student Success:
The goal of Student Success is to enhance programming and support at LUMS, to ensure that students are able to thrive and succeed. The Student Success team works towards this goal by identifying unmet student needs and collaborates with campus-partners on new initiatives to better serve these needs. For example, in 2020, the Office of Academic Advising and Student Success partnered with the NOP Centre to create the NOP Student Success Initiative. This joint initiative collaboratively develops and implements a range of programmes for the benefit of the NOP community and other student populations. Details about this Initiative can be found under the NOP section. Other examples of Student Success contributions to the campus include the OSA Campus Case Manager (who provides pastoral care to students struggling with severe academic or wellbeing concerns), support for greater peer tutoring across campus, various skill-building programs and events, etc. If you have ideas for improved student support on campus, you can contact the team at studentsuccess@lums.edu.pk

OFFICE OF STUDENT AFFAIRS (OSA)

The Office of Student Affairs (OSA) strives to work with the vibrant student community to deliver programs that define student wellness and new learning opportunities. OSA is responsible for overseeing student societies, clubs, events, leadership programs, health and wellness initiatives, academic advising, career development, and student conduct. OSA aims to enhance the student experience and foster a sense of community and belonging among all students.

The OSA staff consists of professional administrators, counsellors, advisors, and coordinators who are dedicated to helping students succeed academically, personally, and professionally. The staff is available to assist students with any questions or concerns they may have during their time at LUMS. The OSA office is located in Academic Block and is open from Monday to Friday, 9:00 a.m. to 5:00 p.m. Students can also contact OSA by email at osa@lums.edu.pk.

OSA welcomes all students to visit the office and learn more about the services and opportunities that are available to them. OSA also encourages students to get involved in campus life and participate in the various activities and programs that are offered throughout the year. OSA believes that student engagement and involvement are essential for student success and look forward to working with all students and supporting them in their academic journey and beyond.

1. Student Support Services (SSS)

The Office of Student Support Services (SSS) at LUMS provides guidance, support, and administrative assistance to students in various domains. SSS governs its operations based on campus polices as voted by the university-wide Undergraduate Curriculum Committee (UGCC), the Graduate Program Committee (GPC) and the University Council (UC).

Below are the details of key services the office provides:

Undergraduate Students Orientation: Each year, the SSS team organizes and coordinates the Orientation program for incoming undergraduate students. This helps students settle in and adjust to university life.

Missed Instrument Petitions: The team supports students who have missed an academic instrument due to unforeseen circumstances.

University Exceptions Based on Health Reasons or Extenuating Circumstances: SSS provides support to students who seek university exceptions based on health reasons or extenuating circumstances. Support includes requests for withdrawal from all courses, semester off/withdrawals, and rejoining after semester withdrawal. Additionally, the office helps students seeking permission for enrollment in less than 12 credit hours. For further information, please refer to the relevant handbook sections.

Support to Disciplinary Committee (Non-Academic) and Students Going through DC: The office supports the Non-Academic Disciplinary Committee that handles matters related to non-academic violations of the student code of conduct. The SSS team provides assistance to students filing complaints and supports students undergoing the DC process. The office handles all related logistics including communicating decisions, and addressing post DC hearing concerns, for further information, please refer to sections "Important Policies Regarding Code of Conduct at LUMS" and "Student Disciplinary Committee" in the handbook.

Other Supports: The office also helps graduating students with the university clearance process, manages address change requests, and connects students with other university support services such as Advising Units, CAPS, LMC, OAI, etc. Besides this, the SSS provides feedback to the DEAC regarding readmission cases or students seeking university policy exceptions.

SSS Office Location: Academic Block, out-gate entrance, first office on the left.

Contact Information: For petitions, please email petitions@lums.edu.pk. For disciplinary matters, please email dc@lums.edu.pk. For other support, please email osa@lums.edu.pk.

- **Career Services Office**

The Career Services Office (CSO) provides placement and career guidance support to all **undergraduate students** of LUMS, and all **graduate* students (except the graduates of SDSB who are served by SDSB placement office)**.

The CSO office is located in the Office of Student Affairs, Main Entrance facing the out-gate, Academic Block Building. The Career Services Office Team is available from Monday to Friday 9 AM to 5 PM. To book an appointment with a career advisor at CSO, please email your query at cso@lums.edu.pk and a team member will respond to you within two (2) working days.

To get updates regarding CSO events, activities, and opportunities:

- Lookout for emails from cso@lums.edu.pk
- Stay updated via CSO Portal connect.lums.edu.pk

Services CSO can provide you:

- Career Exploration: if you are unsure what career path you want to opt for and want to know what possibilities you can have. You can also visit CSO if you want to pursue a career that is unrelated to your degree, and you want to know what avenues you can explore.
- Mentorship: If you want to get connected to specific people from within the industry, and/or want guidance from a LUMS alumni pertaining to your career prospects.
- Career Readiness: To get guidance on resumes and cover letters to ensure that they are polished and professional, and tips on how to prepare for job and internship interviews to enhance your employability skills.
- Opportunities (Job and internship search): If you require assistance in finding job and internship opportunities based on your planned career pathway.

What CSO events & resources to look out for and when?

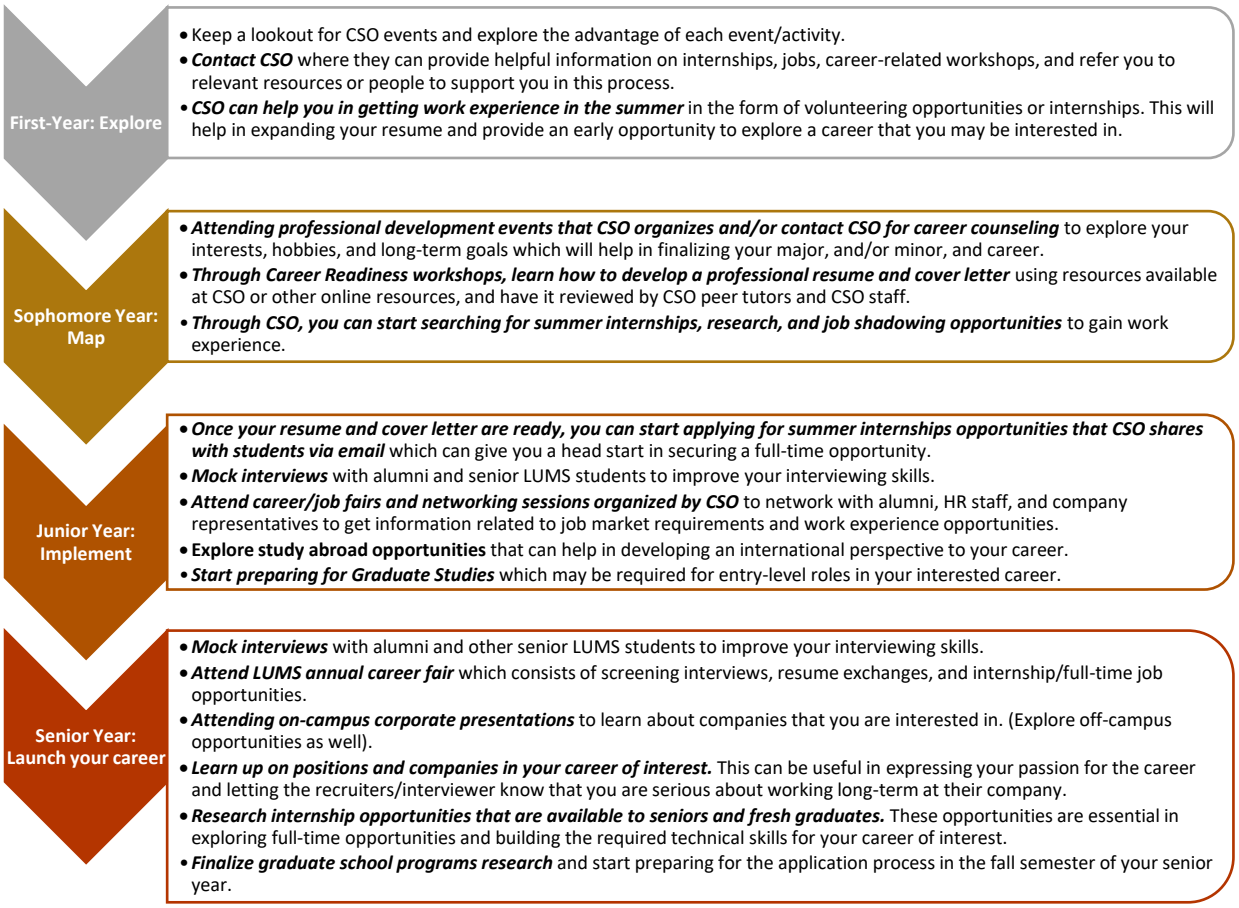
Here is a list of prominent activities/events that CSO organizes for LUMS students, to ensure that they are prepared for their careers, and get the best avenues to connect with industry experts. Please note that this list is not exhaustive and there are many other programs that CSO organizes for students.

Event	Timeline	Who can attend
Career Exploration Workshops	Throughout the academic year	Freshmen, Sophomores, Juniors, Seniors
Career Readiness Workshops	Throughout the academic year	Sophomores, Juniors, Seniors
Online Mentorship sessions	Summer	Juniors and Seniors
Mock Interviews	December – March	Juniors and graduating seniors
School specific Networking Sessions	Fall/Spring*	Graduating Seniors
On-campus Organization Visits for recruitment	December to May	Graduating Seniors
Annual Career Fair	January/February	Entire LUMS student body Substantial for juniors and graduating seniors

*Depending on each school's activity calendar

Other CSO programs & resources	Timeline	Who can use
Alumni Mentorship Program	Spring Semester	Graduating Seniors
Career Peer tutors	Throughout the academic year	Entire LUMS student body
Customized support to job seeking candidates	Throughout the academic year	Graduating Seniors and Graduated Batch
Emails with jobs and internship listings	Throughout the academic year	Sophomores, Juniors, Seniors and Graduated Batch
Online jobs portal (connect.lums.edu.pk)	Throughout the academic year	Sophomores, Juniors, Seniors and Graduated Batch

Recommended road map to your career



* For SAHSOL program: You can expand your mapping and implementing activities for sophomore, junior year, and senior year, whereas use super senior year for launching the career.

Recommended career guidance resources other than CSO:

In addition to CSO, there are other career guidance resources that you may consider:

Career Services Office	All undergraduate students from all schools All graduate students from SBASSE, MGSHSS, SOE
MGSHSS Career Center	MGSHSS undergraduates only
SOE Placement	SOE MPhil graduates only
SDSB Placement Office	SDSB Master's graduates only
Faculty	Reach out to your respective school's and program's faculty for specific queries
Other resources	Family and personal networks, senior year students, alumni, peer tutors

2. On-Campus Residence

The Office of Student Affairs (OSA) supports the academic mission of LUMS by providing a well-maintained residential environment for learning that respects and appreciates individual differences and promotes a sense of community. It deals with all aspects of on campus residence including student housing, accommodation queries, room change requests, repairs and maintenance. The Housing staff ensures that students have a safe and comfortable environment and enjoy their on-campus residence.

- New students apply for on campus residence along with their admission and returning students register for accommodation for the next academic year in May-June.
- Non-payment of hostel fees, failure to check in without prior notice at the beginning of any academic term or ceasing to be a registered fulltime student may result in cancellation of on campus residence.
- On campus residence dues are non-refundable after first day of commencement of classes/hostel check-in. Laundry charges are paid by the students directly to the vendor.
- Space is allocated for one year and rooms must be vacated at the end of the academic year. Students must sign the housing agreement at the time of check in and formally complete a check out prior to vacating their room at the end of academic year.
- The hostel accommodation is renewed every year as per space availability. The University cannot guarantee accommodation on campus for the entirety of the degree program.

LUMS on Campus Residency Policy and Code of Conduct

- On Campus Residence is provided to facilitate out-of-city students. Lahore residents are not eligible for On-Campus Residence at first hand. They can apply only when registration of hostel for Day scholars are announced depending on the availability of spaces in hostels. First priority is given to the outstation residents.
- Only full-time students maintaining a full course load are entitled to On Campus Residence. Students, not maintaining a full course load during any semester forfeit their residence privileges.
- Students who have completed the minimum graduation requirement of their respective programme but are enrolled in further courses will only be considered for accommodation subject to availability of space.
- Students vacating the hostel before the completion of their respective programme forfeit the right to On Campus Residence.
- Students must vacate rooms immediately after the last scheduled exam. Room keys must be returned to the Housing Officer before leaving the campus.
- Students engaging in willful abuse or destruction of the University property will result in being reported to the Residence Office and disciplinary action is taken against such cases.
- Tampering with or modifying electrical, plumbing, cable television, telephone, security systems in rooms or public areas is prohibited. For a detailed Hostel LAN Usage policy, please refer to the Information System Technology (IST) section.
- Misuse of fire extinguishers or other emergency/security equipment including fire alarms and smoke detectors is prohibited and subject to fines and damage charges.
- Drilling, nailing or painting of walls is prohibited.
- Permanent installation of carpets or flooring is also prohibited.
- The possession or use of fireworks, ammunition, hazardous or explosive material, firearms, pellet and BB guns, illegal knives, blades or other dangerous weapons on-campus is prohibited.
- Objects or substance of any kind may not be projected in a manner that may harass or endanger any person or risk damage to any property. Students must occupy the room to which they are assigned.
- Any changes in room assignment must have prior approval of the Residence Office and the responsibility for the assignment of rooms is at the discretion of Residence Office.
- Upon confirmation that the student is not occupying his or her room, the space of that student is reassigned after one week of commencement of classes.
- Ragging of newcomers inside the hostels is strictly prohibited. Any violation is dealt with severity.
- All residents must carry their smart cards all time.

- The residents should take care of their personal belongings. The University shall not be responsible for any loss or damage of the personal belongings of the residents.
- Accommodating overnight guests, day scholars, outsiders and visitors is not allowed. University has zero tolerance policy for illegal stay. This will lead to reporting to the Residence Office for disciplinary action.
- Day scholars are not allowed to stay in the hostels. If found, student is charged a fine as per policy. They can visit hostels from 8:30 am to 10:30 pm.
- Males are not allowed in female hostels and vice versa. Any breach of this policy is considered a serious offence and will result in disciplinary action.
- Keeping pets in the rooms or in the Residential buildings are not allowed.
- Misuse of fire extinguishers will result in a fine penalty and disciplinary action.
- Key Replacement Charges are applicable as per policy.

University Access to Resident Rooms

- The Housing staff may enter into a student's room without prior notice or permission at any time for administrative, safety, and regulatory purposes with the permission of Dean OSA/HOD Housing.
- The lock of the main door of the room may not be changed nor can additional locks be placed on any door of the room, or any other doors within the building. In the event of an emergency, the University may remove students' belongings for cleaning, repair, storage, and/or protection purpose.
- LUMS recognizes the importance of student's privacy of student rooms. Any right of entry shall be exercised only when required for purposes of health, safety, and maintenance, and to regulate the use of its premises in accordance with the University rules and regulations.
- When a student sends a repair and maintenance request to relevant housing officer, it is understood that the Facilities and Engineering personnel have permission to enter the student's room. However, a student may specify in their request that the staff must enter in their presence only.

Substance Abuse

- **Smoking**
  Smoking is a hazard to the health and safety of all residents and is prohibited in all areas of the Residential buildings. Violations are considered a breach of discipline and a fine of PKR 5,000/- is levied as per smoking policy.

- **Narcotics/Alcohol**
  The use of any kind of narcotics or alcohol is absolutely forbidden on the University premises. The use or possession of any kind of narcotics/alcohol will result in disciplinary action in accordance with the Student Handbook and the possibility of immediate cancellation of residential space.

- **Sheesha**
  The possession and/or use of Sheesha is forbidden on campus. Possession or use will result in confiscation of the Sheesha and disciplinary action including the possibility of cancellation of residential space.

Note: LUMS and Housing Office reserve the right to On Campus Residence and to modify the On Campus Residence policy as and when it is deemed necessary.

For queries related to On Campus Residence, contact at residence@lums.edu.pk

3. Co-Curricular Activities Office (CCA)

Co-Curricular Activities (CCA) Office: The CCA Office at LUMS organizes and facilitates a wide range of extracurricular activities for students. These activities complement your academic studies and provide opportunities for personal growth and development.

The CCA Office offers a diverse array of student organizations, events, and initiatives for students. Students are encouraged to explore these opportunities and participate in activities that interest them.

One of the critical goals of the CCA Office is to foster a sense of community and collaboration among LUMS students. The office encourages students to collaborate on projects and initiatives and provides opportunities to network and build connections with their peers. Students are encouraged to collaborate with other students and make the most of these opportunities to develop their teamwork and leadership skills. In addition to providing opportunities for personal growth and development, the CCA Office also plays an essential role in promoting the LUMS brand, showcasing the talents of its students and providing opportunities for external participants to explore LUMS. The office also provide opportunities to students to participate in the external competitions and conference to represent LUMS.

Overall, the Co-Curricular Activities Office at Lahore University of Management Sciences is integral to the university's student life experience. It provides students with opportunities to grow, learn, and develop in ways that complement their academic studies and plays a crucial role in creating a vibrant and engaging campus community.

Strategic Focus

CCA is committed to improving student-led organisation management and policy framework. Strategically the department will focus on the following:

- **Involvement Tracking and Reporting**

To start tracking attendance, participation, roster management, and financial reporting. We will create a culture that actively emphasises data gathering and data-driven decision-making.

- **Performance Review**

To have annual performance reviews and give space to new ideas. We will create a culture of evidence by assessing society programming, engagement, and success by ensuring that all societies are active and meet performance criteria.

- **Alumni Engagement & Community Building**

To develop Alumni Engagement Programs and foster interest-based community building. We will work with the students to re-imagine the engagement scope and look beyond LUMS's boundaries.

- **Growth and Development Plan**

To Build a Society Development Model and provide guided pathways for growth to student leaders and student organisations. We will create a culture where student leaders actively reflect on how they can lead their organisation to success.

- **Planning & Communication**

To develop Society Value Statements and nurture annual Scopes & Calendar Planning. We will ensure assessment, planning, and communication of content and intentionally voice it to enhance student experiential learning.

- **Partnership and Collaboration**

To Program a sense of collaboration and service amongst student societies. We will encourage developing and maintaining meaningful relationships and partnerships on and off campus to enhance student learning, community, and support.

CCA Committee

Given the diversity of the student clubs and societies and the varying degrees of shared governance currently operating in the system, practices utilised by student clubs throughout Lahore University of Management Sciences (LUMS) vary widely. The primary function of the Co-Curricular Activities (CCA) Committee is to review, approve, oversee & mediate student clubs and society's activities and ensure coherence.

The CCA Committee will cover various aspects of campus student clubs and societies by ensuring smooth interactions between administration, faculty, students, and external agencies. It will also assist in forming new clubs and societies and evaluating performance. The Committee will monitor the content of the student clubs and societies based on value addition, engagement, collaboration, and community building. It will be the Committee's core responsibility to maintain the balance of interest and accelerate the growth of the student leadership landscape. Effective governance and development require all clubs and societies to utilise standard practices that ensure the highest possible quality of content and value addition within allocated resources.

The mandate of the Co-curricular Activities Committee

The CCA Committee is mandated to supervise student societies and clubs, define student society policies, adjudicate and moderate society conflicts, and recommend best case practices for events and society structures.

Membership

The CCA Committee should contain the following members:

i. Convener
ii. Student Council Representative
iii. Presidents Club Representative
iv. Office of Dean OSA Representative
v. CCA Members

Student Societies

Student societies are at the forefront of extracurricular activities. These societies provide a thriving platform for students to showcase their talents and encourage leadership and professional development beyond the classroom.

The dynamic and diverse range of student societies at LUMS are a testament to the university's commitment to nurturing students' passions and interests. These societies provide opportunities for students to engage in a variety of activities, including events, academic competitions, tournaments, and community service projects.

By joining a student society, students have the chance to hone their leadership and teamwork skills, expand their network, and contribute to the LUMS community. Below is the list of all student societies:

1. Aiesec Society
2. Amnesty International
3. Dramaline Society
4. Debating and Recitation Society
5. IEEE LUMS Student Chapter

6. LUMS Adventure Society
7. Law and Politics Society
8. LUMS Entreprenuerhsip Society
9. LUMS Literary Society
10. LUMS Media Arts Society
11. LUMS Art Club
12. LUMS Culture Society
13. LUMS Religious Society
14. LUMS Model United Nations
15. LUMS Enviornmental Action Forum
16. LUMS Community Service Society
17. LUMS Daily Student Society
18. Lums Photographic Society
19. Lums Students Maths Society
20. Lums Music Society
21. Publication at LUMS
22. The Economics Society
23. Sharing Analysis on Regional Ec
24. SPADES
25. FINTRA - Finance
26. Feministy Society
27. Lums Consultancy Group
28. Psychology society at LUMS
29. LUMS Student Professional Accountancy
30. Index the Design Society
31. LUMS Culinary Society
32. Hum Aahang Society
33. LUMS Society of Chemical Sciences & Engineering
34. Animals and Welfare Society
35. Rizq
36. Better Educational Engagement (BEE)".
37. LUMS Data Science Society (LDSS)
38. Riayat LUMS Chapter (Riayat)
39. LUMS Dance Society
40. Radio at LUMS
41. LUMS Women in Computing
42. Anime and Manga at LUMS
43. LUMS Historical Research Society
44. SCOLAR Lahore HUB
45. LUMS Policy Research Initiative
46. Toastmaster

Membership

Every student is welcome to participate in a student society. However, it is essential to note that maintaining an adequate academic performance is a prerequisite for participating in Co-Curricular and extra-curricular activities.

Each year societies should open membership to induct students through a fair selection process approved by the office.

Executive Council Membership

1. Society Structure and Roles

i. Societies are independent to define their own structures and roles. However, following are the required positions in the structure:

- **a Patron:** The Patron is a faculty advisor of the society. The Patron
  - (a) Shall be a member of LUMS faculty. However, in special case with the approval of Dean OSA a staff member can also be the patron of a society.
  - (b) Supervises and approves all society activities.
  - (c) May direct the activities of the society as deems fit and necessary.
  - (d) May recommend to CCA Office to remove any member from any position if necessary.
  - (e) Shall provide guidance and counsel to promote growth and direction.
  - (f) Will act as the advisor on all items related to students' societies policy, programming & organising operations, and help prevent violation of any policies and procedures.
- **b President:** The President shall be the head of the Society and shall be responsible
  - (a) for all the activities of the societies that happen during his/her tenure.
  - (b) To uphold the Constitution of the Society always.
  - (c) For society planning.
  - (d) To sign every official document for the society and get it approved from the Patron.
  - (e) To represent the society in the Board of Presidents or any other official forum.
  - (f) To follow all University policies and Procedure and make sure all members do it as well.
- **c Vice-President:** The Vice-President shall be the second in command of the Society and shall be responsible
  - (a) Shall oversee and maintain all society email correspondence.
  - (b) Shall maintain a directory of society members and their contacts.
  - (c) Shall keep a track record of volunteer involvement throughout the year.
  - (d) Shall be in charge of authorizing the distribution and proper use of society letterhead.
  - (e) Shall maintain an official record of all external contacts and concerned LUMS Alumni.
  - (f) Shall be responsible for organizing various meetings within the society, including general body meetings, meetings within the Council members and with various departments.
- **d Treasurer:** The Treasurer shall look over the finances of the society. The Treasurer shall:
  - (a) Be familiar with accounting procedures and policies of LUMS.
  - (b) Maintain quarterly budget reports and present it to CCA Office.
  - (c) Maintain financial sheets of the societies.
  - (d) Assign and collect loans to and from other societies; loan to other societies can only be authorised with the approval of the President and recommendation of the Patron.
  - (e) Supervise revenue and management.
  - (f) Prepare annual budget at the start of the term.
  - (g) Ensure all PRs and Financial procedures are completed.
  - (h) Be responsible for any monetary amount in the form of cheques, cash, bank draft etc.

Executive Council Members Selection and Reregistration Process

i. Each year returning societies must select a New Executive Council
ii. The Executive Council must have the following positions:
    a President (Mandatory)
    b Vice-President (Mandatory)
    c Treasurer (Mandatory)
    d Director Events & Operations
    e Director Marketing & External Relations
iii. President of the society should be from the senior batch and Vice President from the junior batch of the graduate program.
iv. After the graduation of the senior batch, position of Vice President will promote to the President of the society.
v. If President of the society decides to step down during his or her academic career at LUMS due to whatsoever reason, he/she must inform the CCA before discontinuing the charge of the society.
vi. President must hand over the charge of the society one month before his or her graduation. It includes all credentials of social media handles, sponsors, and data relevant to the club/society.
vii. The Deadline to submit New Executive Council Member is 31 March every year.
    a The designated CCA Official can provide an extension of 15 Days on a need/request basis.
viii. The interested applicants should submit application through an online form and designated CCA Official should have access to the applications.
ix. Positions for EC will be published via google forms and interviews will be conducted by the President or Vice President of the society (you are encouraged to include members from all graduate degree programmes across LUMS.
x. Additionally, the EC can add the following to selection committee:
    a Society Patron
    b Designated CCA Official
xi. The EC will submit a final report along with the new EC before the deadline.
xii. The final report should contain the following:
    a Application Requirements
    b Eligibility Criteria
    c Applications
    d Selection Committee Member Profiles
    e Minutes of all Interview
    f Feedback on all candidates - Separately of all Committee Members
    g Results
xiii. After CCA office approves the selection, the society will share feedback with all applicants over the email.
xiv. All applicants who are not selected will have an opportunity to appeal for a review.
    a The applicants can appeal within 7 days of the feedback email.
    b All appeal applications will be reviewed by the CCA Committee.
    c The CCA Committee will review the final report and application of the candidate.
    d The CCA Committee can interview any selection committee member if required.
    e The CCA Committee can also request an additional interview of the candidate with the selection committee and at least 3 CCA Committee Members.
    f The CCA Committee can give any of the following decision.
        (a) Approve the Selection Committee's Decision

(b) Request the Selection Committee to Revaluate the Position
(c) Select an Applicant for the Position

g The CCA Committee will have to document the decision and share with the applicant and any other stakeholder.

xv. The society has creative freedom to define selection mechanisms, eligibility criteria of members, application format, and positions in the society constitution. However, the following eligibility criteria for all applicants is necessary:
   a Currently enrolled in a degree programme at LUMS
   b have no disciplinary case against them,

xvi. Following is the timeline of the EC Selection:
   a 15 March: Application Deadline
   b 31 March: Final Report Submission
   c 1-15 April: Extension Period and CCA Review
   d 16-17 April: Feedback Email Deadline
   e 18-24 April: Appeal Period
   f 25 April - 2 May: Appeal Review and CCA Committee Decision
   g 3 May: Final Announcement

xvii. For reregistration the New EC will submit the following documents to the Designated CCA Official:
   a Updated Rooster
   (a) List of All Active Society members and Positions
   b Achievements of the Year and Performance Report
   c Challenges of the Year
   d Society Member Feedback
   e Strategic Goals of the Year
   f Calendar Plan until 15 March
   g KPIs
   h Financial Statements
   i Budget for Next Year and Expected Revenue

xviii. If a society fails to provide requested document within the fall semester the society will be considered inactive and will be dismissed from the final society list.

xix. Any dismissed society will have to follow the new society registration process.

2. New Society Approval Process

To start a new society, please follow the steps below:

a Visit the list of student society to see if the society already exists, if it does not proceed to the next step. If it does, please reach out to the student society and contribute your ideas by joining the existing model.

b Hold a meeting prior to submitting your application with CCA to collect information needed for the application and to discuss the society's mission, leadership structure, events and programs for the year, and potential advisors for the society.

c To register, please submit your application at muslim.iqbal@lums.edu.pk.

d The following information will be required to complete your application:
   (a) Student Organisation name
   (b) Student Organisation Preferred Email
   (c) EC Information
      (i) Name
      (ii) LUMS Email Address

(iii) Expected Graduation
(iv) Position Description
1. All societies must have at least 3 EC members who are currently enrolled in a degree programme at LUMS, have no disciplinary case against them, and have at least 2.5 CGPA.
2. There must be an officer responsible for budgeting and finance and the president cannot have it as a responsibility.

(d) Student Society Logo
(e) Student Society Patron Information
(i) Name
(ii) Profile
(iii) LUMS Email Address
(iv) Expression of Interest from the Patron from official Email Address
(f) Mission/Purpose statement that is unique from current student societies.
(g) A brief Value Statement covering the following:
(i) Value Addition
(ii) Engagement Model and Scope
(iii) Collaboration
(iv) Community Building
(v) Service (If applicable)
(h) Key Performance Indicators and Event Calendar.
(i) Revenue Model
(i) Sponsorship is not a sustainable model and basing financing solely on this is highly discouraged.
(j) If your society has an external affiliation, you must request an authorised letter of approval from the external organisation.
(i) If approved, the society is considered provisional for one academic year and must complete the following requirements by 15 March.
(k) Execute the Proposed Event Calendar
(l) Develop a 3-Years Strategic Plan
(m) Hire the Next Executive Council

e The society will submit an annual performance report to CCA Office.

f CCA Office may deny a request to register a student society:
(a) if it fails to comply with University Policies and Code of Conduct
(b) if it creates a substantial disruption on campus;
(c) to prevent organizational activity that is itself illegal under law;
(d) if it is a duplicate of the mission or purpose of an existing registered student society; or
(e) if it is set up such that any individual benefits monetarily from its existence.

g New Student Society Recognition Appeal Process:
(a) If your student society is denied recognition and you wish to appeal, you must follow the procedures below:
(b) Within one weeks of your denial notification, you must re-submit your application from your original submission with new documentation and/or updates based on the reason for your denial.
(c) If you re-submit your application after this time frame, you will be denied.
(d) If your appeal is received on time and is denied, you must wait to re-apply during the next recognition cycle.
(e) If your appeal is received on time and approved, you will be notified via email.

(f) Any organization that is denied recognition due to university regulations is not eligible to appeal.

For further details about societies, please visit the following webpages:
https://osa.lums.edu.pk/student-society

4. The Counselling and Psychological Service (CAPS)

The Counselling and Psychological Service (CAPS) was founded on the principles which include: "to heal, to care and to educate" the student community at LUMS.

The CAPS team includes a dedicated group of professionals who have chosen to work in a university mental health setting because they know how important it is to support student emotional health and well-being.

The CAPS center provides free and confidential counselling to all students enrolled in LUMS and strives to "help students help themselves". The CAPS therapists listen to students in a non-judgmental manner and are committed to helping them explore areas of concern and working on strategies which can assist them.

The therapists at CAPS are aware that taking care of student mental health is a critical skill that will help students navigate their way through life – both as a student and beyond.

At CAPS attending counselling does not mean there is anything wrong with the student; it simply provides a confidential and neutral place for students to freely express their needs and concerns.

Counselling sessions are not registered on the student's academic record. Counselling is simply a place to get some support and assistance that will help the student get through their studies.

Here are our Official Email addresses to approach:

1- **For Regular Therapy Sessions**: To schedule regular therapy sessions, we need to send an email to student.counselling@lums.edu.pk. Our team will response within 24 hours.

2- **For Assessments and Academic Accommodations**: For all types of assessments, including petitions and requests for academic accommodations, we need to drop an email to assessments.caps@lums.edu.pk. Our dedicated staff will guide the student through the necessary procedures and provide the required support.

3- **Feedback and Complaints:** We value students' feedback and take complaints seriously. If you have any suggestions, feedback, or complaints, please reach out to us at feedback.caps@lums.edu.pk. We are committed to continuously improving our services, and we highly appreciate your input.

Our office hours are structured to accommodate different schedules and ensure accessibility for all students. The following are our current office timings:
Morning Timings: 10:00 AM to 5:00 PM
Evening Timings: 3:00 PM to 9:00 PM
Night Timings: 9:00 PM to 9:00 AM, Monday to Sunday (only for after-hours emergencies)
Weekend Shift: 10:00 AM to 5:00 PM

During the specified office hours, our team is available to address student's concerns, schedule appointments, and provide guidance. For after-hours emergencies, our night shift team is dedicated to assisting you promptly.

Some of the common reasons for students seeking counselling at CAPS include the following:

- Feeling isolated, stressed, or unmotivated
- Adjusting to change
- Feeling overwhelmed
- Managing stress and anxiety
- Handling loneliness or lack of support
- Loss and grief
- Homesick; missing your family and friends.
- Concerns with work or study
- Personal development and wellbeing
- Discover and strive toward full potential.
- Low mood
- Feeling lost or stuck
- Lack of confidence, self-esteem, or body image
- Coping with a crisis
- Procrastination and study issues
- Balancing commitments
- Dealing with family and relationship issues
- Just needing someone neutral and independent to talk to
- Other

The Head of Department for Counselling and Psychological Services is Dr Tahira Haider, and she can be reached at the following email: tahira.haider@lums.edu.pk.

5. Office of Sports, Wellness & Recreation

The Office of Sports, Wellness & Recreation is an integral part of the LUMS community and promotes competitive and intramural sports among the students to create awareness of and encourage physical well-being. The operation and administration of the Syed Maratib Ali Sports Complex and Coca Cola Aquatic Centre fall under the jurisdiction of the Office of Sports, Wellness & Recreation (SWR) at LUMS. The Head of Department for SWR is responsible for the day-to-day operations of the facility. SLUMS, the sports committee of LUMS, consisting of students, faculty, and staff assist the SWR in establishing policies and coordinating the use of sports-related facilities.

Mission

We promote health awareness and also encourage physical well-being by offering a wide range of opportunities for the LUMS community. Significantly, we promote sports culture, intra-mural, regional and national level intervarsity competitive sports for LUMS students. We aim to provide quality sports facilities and offer a blend of sports opportunities to the entire LUMS community.

Key Services

- Wellness and Wellbeing Programs

- One Credit Sports Courses for Beginners (Fitness, Swimming, Basketball)
- Fitness Training under the world-class infrastructure and qualified fitness instructors
- Locker Facilities for Sports Complex user
- Intra-Mural League Competitions for LUMS community
- Inter-Departmental / School Games
- Training camps for beginners

Key Sports Facilities

1. Coca-Cola Aquatic Centre (Swimming Pool)
2. Executive Gym for faculty and staff only
3. Separate Gyms for Males and Females
4. Aerobics and Yoga Room
5. Airconditioned Wooden Floor Squash Courts
6. Both Indoor and Outdoor Basketball Courts
7. Badminton Courts
8. Both Indoor and Outdoor Volleyball Courts
9. Tennis Courts (Australian Open Surface) with Floodlights
10. Grassy Hockey Field with Floodlights
11. Grassy Football and Rugby Fields with Floodlights
12. Grassy Cricket Field

Lifetime Physical Activity and Wellness Programme

One credit hour sports courses

The cardinal purpose of these sports courses offered is to develop a healthy, active, and spirited community at LUMS. Considering the numerous benefits of the program which would yield, 1 credit hour elective sports courses are offered to undergraduate students. The undergraduate student would be allowed to take 1 sports course per semester during their course of study and they can take maximum total 8 credit course, and which count towards fulfilling their degree requirement.

Courses offered:

- Strength and Conditioning for Beginners (Male / Female)
- Swimming for Beginners (Male / Female)
- Basketball for Beginners (Male / Female)
- Walk, Jog and Stretch for Beginners (Combined / Female)

Note: These courses are offered only for beginners so DO NOT opt if you have ever played the game at university /national level. The instructor will assess the individuals at the beginning of the course to evaluate their skills and may ask you to leave the course.

Policy for One Credit Courses

- Each course will be of 28 sessions, 2 sessions per week.
- 80% attendance in the course is compulsory. If the attendance is less than 80% then the participant will not be eligible to take part in final assessment test.
- Students are allowed but not encouraged 4 unexcused absences. Any additional absence will result in failure, from the course. Two unexcused tardy shall constitute one absence.
- To accomplish the objectives of this course, participation in class activities and sessions is essential.

- An excused absence on medical grounds must be accompanied by a medical certificate issued by LUMS medical Officer through OSA.
- Each section of Basketball for beginner and Strength Training and Conditioning Courses will consist of a maximum of 20 students.
- Each section of walk, jog and stretch and Swimming for beginner's course will consist of maximum 30 students.
- Elite athletes are not eligible for the courses.
- In case of physical disability or any medical reason, please do not opt the course.
- Participants must be in sports attire during the classes and training sessions as per course requirement.

Rules and Regulations of Usage of the Sports Facilities

- **Safety of Users**
  The safety of all participants who use the sports facilities is our highest priority. When using the facilities, please consider your own health history, seek counsel from your health provider, and use common sense. In case of an accident or illness, notify an employee at the sport's complex reception desk immediately. He / She will assist you to seek help from EMS or LUMS Medical Centre.

- **Lost and Found**
  The SWR keeps lost items in its custody for a maximum of 24 hours. In case of no claim, the said item is deposited at the LUMS lost and found office (located at the LUMS Security office). The administration of the sports complex is not responsible for lost or stolen items. Lockers are available for students and faculty for day-use.

- **User Conduct**
  All users are expected to adhere to the policies and procedures approved for the Sports Complex as well as LUMS rules and regulations. Lack of cooperation in adhering to the rules governing the center and its programmed activities will result in administrative action and possible disciplinary action, including removal from the Complex and or cancellation of use/membership privileges.

- **Coaching**
  The University provides coaches for most sports; please visit the reception desk for details.

- **Equipment**
  There is a limited quantity of sporting equipment available for users to borrow. These shall not be removed from the premises.

- **Clothing**
  Members are required to dress appropriate sportswear according to the sport they are playing.

The following are mandatory (except for the swimming pool):

- A sweat / T-shirt must be worn to cover the upper body
- Shorts must be mid-thigh or longer.
- Socks must be worn.

- Appropriate non-marking footwear is essential.

The following are strictly prohibited:

- Casual clothing e.g., front open shirts, jeans, jeans shorts.
- Open-toed shoes, open-backed shoes, sandals, or any types of equipment which can damage the facilities – this determination is to be made by the management.
- The Non-marking shoe allowed only inside the main hall.

Note: Specific sports have additional clothing requirements.

- **Disclaimers**

  All exercise and sports sessions are undertaken at the member's own risk. Management will not be responsible in cases of injury or accident. Members are advised to get a medical doctor's clearance before starting any serious exercise program.

  All personal belongings brought into the premises shall be kept at the owner's risk.

  The University reserves the right to remove individuals from recreation facilities and to revoke membership based on that individual's actions.

- **Admittance Policy**

  To access the sports complex or the aquatic center a valid University ID is mandatory. Members shall be given access upon submitting a valid University ID at both points of entry. In case the user is unable to show or possess a valid University ID the SWR staff shall be authorized to refuse the entry. No excuse shall be entertained.

  Please help maintain a secure environment by using your personal LUMS ID Card upon arrival to gain entrance to the sports facilities, watching your valuables carefully, and notifying the staff if you see something out of the ordinary.

Sports Complex Membership

The membership structure for the sports complex is given below. Proof of University affiliation is required at the time of application.

Facility	Students	Employee	Employee Family Member	Alumni	Alumni Family Member	Student Family Member	Eligible Donors
	Membership Fees in PKR (per month unless otherwise specified)						
Swimming Pool (Aquatic Centre)	Free	500	3000	10,000	10,000	10,000	15,000
Regular Gyms + Squash + Badminton	Free	Free	free	10,000	10,000	10,000	15,000
Executive Gym	Not Available	Free	10,000	Not Available	Not Available	Not Available	Not Available
Tennis Courts	Free	Free	5000	10,000	10,000	10,000	10,000
Gad and Birgit Rausing Library	Free	Free	12,000 per year				

Health and Wellness Centre	Free	Free	N/A	N/A	N/A	N/A	N/A
Food Outlets, Play Areas, Walking Track, Mosque	Free	Free	Free	Free	Free	Free	Free
Cricket Ground	Free	Free	40,000 per day				
Football/Hockey Ground	Free	Free	25,000 per day				
Syed Maratib Ali Sports Complex	Free	Free	25,000 for two hours				

Terms and conditions:

- Family members of students and employees include parents, spouse, and children.
- Family members of alumni include spouse and children.
- LUMS reserves the right to bar entry temporarily or permanently for any member due to disciplinary reasons.
- Eligible donors include those whose cumulative donations to date equal or exceed PKR 1M.
- Cricket / Football / Hockey Grounds and the Main Sports Hall can only be booked for sports activities.
- The Medical Facility is available only for students and employees, but in case of emergencies, anyone present on campus may use it.
- All fees are payable in advance via the LUMS Sports Membership Portal
- It should be noted that exclusive booking is subject to availability. The sports facilities are primarily for the usage of the entire community but where possible reservations will be facilitated for recreational Activities for specific programs.
- Day memberships at Rs. 1,000 per day shall be available for the participants of conferences or those on short courses for the usage of all facilities.
- In general, you are advised to book in advance, particularly during peak periods.
- Booking facilities vary across sports, see relevant rules, regulations, and procedures for each sport.
- Children of 12 years and under are allowed but must be accompanied by an adult.

Note: For day pass, alumni will require to make the payment through online portal "sports.lums.edu.pk well in advance. All payment must be made in advance through portal sports.lums.edu.pk.

Sports Facility Timings

- **Sports Complex**
  Sports Complex can be used from 8:00 till 01 a.m. during Summer Season
  Sports Complex can be used from 8:00 till 12 a.m. during Winter Season

Swimming Pool Schedule

- The swimming schedule is available at LUMS Coca-Cola Aquatic center, feel free to contact at 3811 for any queries.
- Children 12 and under are always allowed but must be accompanied by an adult.
- 1 credit hour swimming for beginners' classes are scheduled during the week on given schedules. However, the pool remains available for regular users in the said duration.

Note: The management may close all the facilities or part of the Sports Complex due to repairs, maintenance, or expansion of the facility or in case of special events, without notice. Management can re-adjust the operating hours of the facility without any prior notice.

Facility Usage Policy

- **Operating Hours**
  The Sports Complex will be open from 8:00-12:00 a.m. for the LUMS community. However, a**ll facilities are closed on Government official holidays**. Essential staff may be deputed on duty subject to the needs of the community by Sports Office.

- **Swimming Pool Rules**
  - Pool users will register their names at the reception desk.
  - Showers must be used prior to swimming.
  - The maximum time for swimming shall be 45 minutes per time slot.
  - Pool users must wear swimming suits or swimming trunks upon entry into the pool. Clothing such as cut-offs, gym shorts, and underwear is not permitted as swimwear. Swimwear should not have been worn for exercising immediately prior to pool use and must be colorfast and of lightweight material suitable for swimwear.
  - Swimming caps are strongly recommended and mandatory for those with long hair. Using a cap prevents the pool's filters from becoming clogged with hair.
  - Avoid swimming if you have skin diseases, open wounds, or flu as this may pass the infection to others. Those with skin diseases must provide a certificate from a doctor giving clearance for swimming.
  - Stay out of the water if you have diarrhea.
  - Stay out of the water if you have an open wound (for example, from surgery or a piercing) that is not covered with a waterproof bandage.
  - Vaccinations for Tetanus, Hepatitis A and B and Typhoid is highly recommended.
  - Children under 12 must be accompanied by an adult 18 years or older.
  - Children wearing diapers are not allowed in the pool. Parents are advised that this is a large pool with a minimum depth of 4 feet at both ends and is not suitable for children under 5.
  - No glass, food, drink, or gum in the pool area.
  - Always walk. NO RUNNING! Alongside the pool deck.
  - Excessive horseplay and offensive language/ behavior of any kind is not allowed.
  - Foam or inflatable play apparatus only. (No full-sized flotation devices. Children who need a flotation device must have a parent/guardian within arm's reach)
  - Diving from elevation is not permitted. Use lockers provided for other personal items. Lap lanes are for swimming laps only. Skilled swimmers only in deep water. Water guns are not permitted.

- Programs such as scheduled training camps and competitions will have priority over drop-in at the pool area. If possible, part of the facility will remain open for drop-in participants.
- The use of the pool is considered a privilege. Those who do not cooperate with established policies, use abusive language, are under the influence of drugs or alcohol or act inappropriately toward a university employee is asked to leave and may have their privileges revoked.
- Pool administration will not be responsible for loss due to theft. Secure all valuables in a locker. Locks are available at the equipment desk.
- Personal private contract work, i.e., swimming lessons, personal training, and/or fitness workouts of any kind, are not permitted at the Sports Complex
- Anyone interested in receiving private instruction should be referred to the main office for proper registration procedures.

- **Table tennis / Badminton Rules**
  - Four table tennis tables/badminton courts are available for use.
  - Each table is available for the use of a maximum of four players for a time span of 30 minutes.
  - After the completion of their stipulated time, the players will leave the table for the next waiting member. The 30 minutes' time limit will start from the time of the first service. No extra time for warm-up is allowed.

Gym policy (Male & Female) Rules

- Disrupting or interfering in the workout of other members are not allowed.
- Members should bring their own towels; the Management does not provide them.
- Bags, coats or personal items are not allowed in the gyms.
- Rack users should wipe away sweat left on the apparatus.
- Only gym/fitness instructors are allowed to provide instruction on exercise techniques or equipment preparation and adjustment.
- Gym/fitness room participants should report all malfunctions in equipment, personal injuries and specific concerns immediately to the staff.
- Proper Sports Wear is to be worn in the Sports Area; this includes Tracks Suits, T-Shirts. Jeans, pants with belts, cut-off jeans and shalwar kameez are prohibited in the workout areas.
- All participants are to comply with the gym/fitness instructor's directive regarding enforcement of policies related to safety, programming, exercise techniques, and policies.
- All footwear, except for canvas or sports shoes with rubber soles is prohibited.
- Non-marking athletic shoes are required. Closed-toe athletic shoes and shirts are required in all fitness areas.
- Dropping weights on the floor can cause injury to yourself or others and can also damage the equipment itself. Always set it down as gently as you can.
- At the peak time, the maximum time to use the machines is 30 minutes. Always switch off the treadmill after use and wipe off the sweating from the equipment for other users.
- Paper towels are provided for personal and equipment hygiene. Please wipe down equipment after use.
- Keep hands and feet clear of moving parts while the machine is in use. Please use machines and equipment only for their intended purpose.

- Do not operate the equipment if it has loose or damaged parts. If a machine fails to operate correctly, do not attempt to repair it. Notify the gym staff or front desk of the problem immediately so that, they can coordinate for the necessary repair.
- Participants exercise at their own risk, and they are responsible for their own health and safety.
- All free weight users must have at least one spotter. Staff members are not required to spot. Squats done outside the rack require two spotters.
- Return weights to proper storage racks.
- No equipment is to be removed from its designated area except by gym staff.
- Individuals who are not able to safely or properly use the equipment are asked to leave.
- All users must remain at least 5 feet away from mirrored walls during exercise. Please do not touch mirrors.
- Please turn treadmills completely off before getting off.
- Children under the age of 16 are not allowed to go into the weight room or the cardiovascular area
- It is the user's responsibility to follow and obey all rules posted by sports complex staff. Please ask the staff on duty if you have any questions.
- Must clean your sweat after the usage of machines.

Aerobic Room Rules

- Equipment provided for different exercises (hand weights, slides, steps, etc.) may not be taken out of the designated aerobic room or area.
- There are class size limitations.

Sports Complex (Main Hall) Rules

- Grabbing the basketball ring (hanging on) the rim or nets is prohibited.
- Do not move any equipment set up on the courts.
- Ask the equipment desk for assistance with equipment setup or removal.
- Full-court basketball games are broken into half-court games if participants are waiting to play.
- Use appropriate sportswear and wear non-marking shoes at the basketball court.

Squash Courts Rules

- All courts are kept under lock and the key is placed in the front office of the sports complex.
- Squash courts can only be used with the appropriate footwear (Squash Shoes Transparent sole shoes). This footwear must be carried to the court to avoid soiling the wooden surface. Members in incorrect footwear will not be allowed to use the facilities and are barred from using the courts in the future.
- Please adhere strictly to the 40-minute time slot so that court time may be used fairly by all members.
- The start time of the game should be written on the whiteboards placed outside each court.
- Four Squash Courts are available. A maximum of three players can use one court for a time span of 40 minutes. After the completion of their stipulated time, the players will leave the court for the next waiting member.
- The 40 minutes' time limit will start as soon as the members enter the court.
- Members must enter the courts with clean soles he/she must ensure that the sole of the shoe is properly dusted off.

- Do not clean your hands with the back door or glass or walls, please bring your own towel.

Lawn Tennis Courts Rules

- Two Tennis Courts are available. A maximum of four players can use one court for a time span of 30 minutes. After the completion of their stipulated time, the players will leave the court for the next waiting members.
- The 30 minutes' time limit will start as soon as the members enter the court to play.
- Members must enter the courts with clean shoes.
- Footwear must be non-marking (transparent rubber sole) rubber-soled / tennis shoes.

Lockers Policy

- **Sports Complex Lockers**

  Locker storage is provided for users of the sports complex. Users are strongly advised to secure a locker on six month or annual rental basis, to store their personal belongings. You may contact the reception desk for membership. Office of sports, wellness, and Recreation at LUMS is not responsible for any damage, theft or loss of personal items stored in the lockers.

  Rental fee for lockers is as follows:

One Year	Rs. 14 per day
Six Months	Rs. 20 per day
Quarter	Rs. 30 per day
One Month	Rs. 40 per day

- Lockers are assigned on a first-come, first-served basis.
- All locker rental transactions take place at the equipment desk.
- Annual and semester lockers are renewable. Lockers not renewed within the two-week period are cleared and the contents stored for 30 days. After 30 days, they are sent to MTSU's Lost and Found.
- The user is charged for any damages to a locker or loss of lock or towel.
- Users should immediately report any damage or loss of these items to the equipment desk.
- Renewals of locker rentals must be paid in full before the last day of the rental, or the locker may be reassigned.
- Children over the age of six years must use the appropriate locker room.
- Only Sports Complex locks are used for overnight storage in the locker rooms. Participants may use personal locks on any day-use lockers in the locker rooms. All locks that do not belong to the Sports Complex are cut off each night after closing.

Swimming pool lockers

- Locker keys are provided upon the submission of original University Smart Card and is returned upon returning the locker's keys.
- The Sports Complex staff will remove any personal items left in a locker. Items confiscated may be claimed at the equipment desk. If not claimed within seven days, the items are sent to LUMS Lost and Found.
- The pool lockers are provided for a short period and are free of charge. All pool users shall be eligible to use the locker for 55 minutes maximum. Upon leaving the pool area after the use of the pool he/she shall be bound to empty the lockers and return the keys to the reception desk.

Floodlight Booking

- In accordance with the decision made by the sports committee LUMS, the following procedures are applicable for floodlights:
- Daily on /off timing are from 6:00 p.m. to 12:00 a.m. The operation after midnight must go through a sports committee / sports officer who will request the facilities and engineering department.
- The lights are kept off if no one is playing or practicing. In case any team or group wants to play, the facility is provided. In that case, students are required to inform the Asst. Manager sports or sports staff, who will inform the electric department to switch on the floodlights.
- The floodlight facility shall be available during the competition/matches organized by SLUMS. SLUMS should inform and provide the schedule to related personals beforehand by filling booking forms available at the sport's complex reception.
- In accordance with the decision made by the sports committee LUMS, the following procedures are applicable for grounds:
    - The floodlights are provided on a needy basis.
    - The representative of the relevant sports/event is responsible to intimate the front desk to switch off the light at the completion of the event.
    - If s/he fails to inform us they will not be provided with the facility in the future. The Sports Office may impose fines on the users in case of violation.

Court Booking

- Squash courts (number 3 & 4), Badminton courts and tennis courts are available for advance booking. Members can reserve the courts through e-mail or phone a maximum of two days in advance through swr@lums.edu.pk or extension 3801.
- Bookings are on a first come first serve basis.
- If members do not report within five minutes of their allotted time the booking will automatically be considered canceled
- Members can also book courts in person at the Sports complex reception.
- A valid LUMS Smart Card or Alumni Card is required.
- Booking of courts is available a maximum for two days a week per person.
- Time slots are limited to one per member per day.

Summer Sports Programme

LUMS Sports Office not only facilitating the community but also helping their children grow in their respective physical games. For this purpose, we organized annual summer Sports Academies to promote competitive and intramural sports among the students to create awareness of and encourage physical well-being. This is done by offering a range of fitness and recreational activities to the students belonging to faculty, staff, students, alumni, and the general public. Now, under SWR, LUMS has well-maintained, state of the art sports facilities and highly trained coaches in the following sports:

- Badminton (rubberized coated indoor dual courts with side angle alleviated lights).
- Basketball (rubberized coated indoor dual courts with side angle alleviated lights).
- Cricket (floodlight nets and field with grassy pitches).
- Football (densely grassed field with floodlights).
- Gym Sports/Activities (state of the art gyms with separate rooms for
- Treadmills exercise cycles, stepper, cross trainer, etc.).
- Karate/Taekwondo.
- Rugby (densely grassed field with flood lights);

- Squash (four wooden courts with synthetic front wall and glass back wall);
- Table Tennis (imported tables and partitioned playing space in the main hall);
- Tennis (outdoor courts with rubberized floor and flood lights facility);
- Volleyball (indoor court and outdoor beach courts).

➢ **Scholarships**

Scholarships for Underprivileged students are offered. Application in writing or via email needs to be submitted to the sports office. 50 % discount for LUMS community including Faculty, Staff, Students and Alumni Families.

➢ **Policy for Individual**

- Sports academies are organized during the summer break when the facility is free.
- Age-appropriate instruction is offered in classes such as aerobics, taekwondo, tennis, squash, cricket, football, and conditioning.
- Instructional sessions are designed to motivate and develop skills that lead to a lifelong participation.
- Participants shall dress in sports clothing and tennis/gym shoes (non-marking soles).
- Participants shall not wear sandals or other open-toed shoes. Each participant shall bring a kit bag carrying a towel, shampoo, comb, deodorant, an extra shirt, socks, and their own mineral water bottle daily.
- A refreshment stand is arranged during the training program. Participants can avail juices on-demand at concessional rates.
- Participants shall not wear jewelry. University and its employees shall not be responsible for any items that are lost or stolen during the sports training.
- A child may not leave with anyone other than the person authorized on the registration form.
- The child is handed over to the authorized person carrying the security card issued by LUMS SWR Department.
- Parents admitting more than one child may be given a discount on the fee upon tendering a formal application to SWR Office. Approval of said discount is subject to the condition.
- A child may not leave the program early unless written notice is received from the parent/guardian.
- SWR reserves the right to revoke the registration of any child who consistently disrupts normal activities. While this is a rare occurrence, it is important to note that consistent disruptions diminish the experience of the other participants. No refund shall be made if a child is dismissed from the program. Children missing the program for reasons other than medical will not be allowed to make up missed sessions. Split sessions are not available.
- Families of alumni, students, faculties, and staff children shall be given first preference for participation.
- The participants are required to make the payment through an online portal which will be shared with the student/parents.
- LUMS Currently enrolled students' brothers and sisters are eligible to register in the summer camp.

First Aid Disclaimers

- First aid and emergency medical services are available in the sports complex by student volunteers subject to their availability on campus.

- A doctor is also available at LUMS Medical Centre Near to Super Store 24/7.
- All exercise and sports sessions are undertaken at the member's own risk. Management will not be responsible in cases of injury or accident.
- Participants are advised to get a medical doctor's clearance before starting any serious exercise program.
- All personal belongings brought into the premises shall be kept at the owner's risk.
- All Students representing LUMS outside of campus need to submit disclaimers signed by everyone to the Sports office prior to departure.

Students Participation in International / National Sports Competitions

LUMS Encouraging its students to participate in World Universities Sports Leagues, Higher Education Commission, Higher Education Departmental games. Only those players are eligible to represent LUMS who attend training/practice sessions conducted by SWR coaches and selected during annual trails held by Sports Office. Moreover, LUMS Students can only participate in any Sports-related competitions after the necessary approval from Office of Sports, Wellness and Recreation. Sports at LUMS (SLUMS) nominations can be rejected in case players are not as per playing standards of game rules. Any form of supplements/muscle enhancement medicines are prohibited for players.

- **Sports Competitions Participation**
  - All events participation will be approved by the Head of Sports, Wellness & Recreation at least 7 days prior to the competition subject to the availability of facility / required resources.
  - Sports Officials will accompany the teams at outstation competitions.
  - One disclaimer will be submitted to the relevant game coach or Sports office at the time of trails.
  - One Disclaimers will be submitted to Sports Office at least 3 days prior to the departure for every competition separately.
  - LUMS will follow the international playing rules for competitions at LUMS. However, for competitions at other universities, HEC, HED, International and National Levels, hosts rules will be applicable to disqualify the player.
  - Players need to submit original educational documents to the Sports Office for necessary verification if needed by HEC, HED or any other tournament organizers.
  - Participation
  - in Sports Competitions is voluntary and honor for students so no player can seek any favors from LUMS administration on account of his / her participation in Sports Competitions.

- **Petitions for Sports Players**

  Petitions will be forwarded to OSA for only the approved list of players for the specific dates and classes after necessary documentation. Late submission at students' end will not be acceptable. OSA will be the final authority to approve or reject the petitions based on the recommendation of the Sports Office.

  The verification of participation is the responsibility of SWR. If a student did not participate in the event, they must inform Student Support Services to participate in the event, they must inform Student Support Services (OSA. CCA/SWR will attach all the supporting documents with the request form.

1. Travel tickets or proof will be required for events outside of Lahore.
2. Proof of participation is mandatory if a chaperone/coach is not accompanying. It may include a certificate of participation, event photographs or videos, souvenirs, etc.
3. Students are expected to manage their participation in such a way that it does not clash with the academic requirements.
4. For SWR, a three-step approach will be followed for petitions:
    1. Pre-approval two weeks prior to the event
        a. If the event is not covered under the policy, the petitions team will forward the case to the Associate Dean for approval.
    2. SWR staff must immediately inform SSS when the petitioner or team exits the tournament.
    3. Students should be informed to send petition forms within 3 days of the missing instrument.

B. Please communicate to the students that they should notify their instructor via email in advance about the instruments they will miss.

C. Students need to submit their petition(s) at petitions@lums.edu.pk within 3 days of missing the instrument.

Policy for participating in extra-curricular activities:
In the case of an international event, one extra day before and after the event to account for travel logistics can be petitioned for. Extra days spent on private extensions of the trip will not be permissible.

In the case of sports events, students participating in the following may file a petition:

1. HEC inter-varsity events,
2. Games organized on a national, regional, or international scale.

All sports events other than those prescribed in this policy will not be processed.

Contact Details:

Name	Designation	Contact Information	Ext
Babar Asad Khan	Head of Department	asadk@lums.edu.pk	8165
Shehryar Khawar Latif	Sports Administration Lead	Shehryar.latif@lums.edu.pk	8534
Amir Hussain	Pool Administrator	amir.hussain@lums.edu.pk	3811
Bilal Shahid	Receptionists	Bilal.shahid@lums.edu.pk	3801
Swimming Pool	Staff on Duty	swr@lums.edu.pk	3811

OFFICE OF PROGRAMME ENHANCEMENT (OPE)

The Office of Programme Enhancement is LUMS institutional research office with a mission to support quality assurance and to assist in the evaluation and planning efforts of the university's senior administration. The office aims to achieve its mission by supporting internal quality assessment mechanisms that involve periodic review of academic programs as well as collection, analysis and reporting of institutional data for various stakeholders. OPE acts as the university's primary interface with the Higher Education Commission on matters related to quality assurance. In addition, it is responsible for coordinating with organizations like QS and Times Higher Education for placement of LUMS in world university rankings.

OPE can be reached at ope@lums.edu.pk and on 2269, 2113, 2248, 2289 and 2165.

OFFICE OF ACCESSIBILITY AND INCLUSION (OAI)

LUMS takes pride in the diversity of its community. With students, staff and faculty coming from all corners of the country and beyond, the University is an intellectual and cultural hub rich with varying perspectives and transformative ideas. The LUMS community welcomes members of different ethnic and religious minorities, the transgender community, those who struggle with physical, cognitive and learning disabilities and aims to make the learning environment not only safe but inclusive and accessible for all.

The Office of Accessibility and Inclusion (OAI) has been set up as a mean to fulfil this commitment and is dedicated to the inclusion of all members of the community thereby upholding the core values of LUMS which include merit, academic freedom, integrity, diversity, tolerance and excellence. It aims to provide every member of the LUMS community an equal opportunity to participate in the University's programmes, and benefit from the all the available services, just like their peers and empathetically addresses any issues that might be causing a hinderance in their learning journey here.

Work at the Office is informed by conversations, input and perspectives from students, staff and faculty throughout the University resulting in initiatives that are impactful and bring members of the community closer together.

The University recognizes that each individual is unique with a specific set of challenges and continues to evolve into a campus that is accessible and accommodating for everyone. From scholarships for women to accessible restrooms, academic accommodation, and assistive technologies, LUMS aspires towards a No-Borders agenda; a commitment that no obstacle should come in the way of any individual, from fully experiencing LUMS and the opportunities it has to offer.

Focus Areas

Gender Sensitization

Women, men and members of the transgender community, all experience the campus differently. A female student, a male member of the faculty or a transgender staff member might all move through the campus with completely different vantage points. In order to create understanding and empathy for each other's experience and the challenges it entails, the Office of Accessibility and Inclusion plans to expand on existing gender sensitization trainings on campus and organize relevant seminars and workshops for everyone on campus.

Accessibility

The Office is determined to make all spaces on campus accessible to people with disabilities. Each disability has its own unique challenges which is why the work being done in this regard is two-fold. OAI is working on making the campus more accessible to people with physical disabilities; we are also looking into assistive technology to help students with learning disabilities excel in their classes and facilitators for students with visual or hearing impairments. Currently, OAI has provision for facilitators to help any student who may require help in moving across campus, taking notes in class, or other hurdles that may become easier with the help of a friend. Please email us at aaa@lums.edu.pk for more information on how to arrange a facilitator.

Academic Accommodations

The Academic Accommodation & Accessibility (AAA) wing at the Office of Accessibility & Inclusion (OAI) aims at providing the LUMS community a non-discriminatory environment for their academic careers. AAA caters to students with long-standing disabilities which can be visible or invisible in nature. The process for accommodation is initiated at the time of admission and is managed throughout the completion of the degree program. However, students may also reach out at any point during their degree program to apply for academic accommodations concerns, if they have been met with a long-standing physical, medical or mental health condition that hinders their regular ability to function. At AAA we ensure that the students are guided and accommodated according to their individual needs based on their disability.

Students must submit their complete disability record when requesting for academic accommodations for which they may be asked to visit relevant medical or mental health professionals for assessment. After reviewing and verifying all documentation, AAA creates a reasonable accommodations plan for each student and addresses their accommodations concerns, all depending on their specific symptomatology. Additionally, confidentiality is a fundamental value at OAI, therefore, when accommodation plans are shared with concerned instructors and/or relevant departments/schools, the disability of the student is not disclosed. For academic accommodations requests and/or queries students can email us at aaa@lums.edu.pk

Awareness and Dialogue

A free exchange of ideas is at the heart of the educational experience at LUMS and results in life-changing collaborations, ground-breaking research and transformative initiatives. Building on the University's culture of genuine conversations and dialogue, **t**he OAI plans to have students, staff and faculty interact and engage with each other in a safe and supportive environment. The aim of these initiatives is to provide the LUMS community with the space to share their experience, challenges and concerns as they navigate their life at the University. The hope is that these conversations will further foster awareness and empathy within the community members for each other's varying experiences and individual struggles. One such effort includes conducting university wide Sexual Harassment Awareness Trainings. The purpose of these trainings is to encourage conversation on important matters like sexual harassment, gender, consent, bystander intervention and role of a first responder to create a more informed, respectful, aware, and responsible culture on campus.

Sexual Harassment Inquiry Committee (SHIC)

The members of the LUMS community are governed both by LUMS' own harassment policy as well as the Protection Against Harassment of Women at Workplace Act, 2010. The Sexual Harassment Inquiry Committee (SHIC), which is housed in the Office of Accessibility and Inclusion, follows the rules and guidelines outlined by these two.

A victim of sexual harassment has the right to bring either an informal or a formal complaint to the committee. Informal complaints are usually resolved through mediation, while formal complaints can include penalties from community service and mandatory counseling to expulsion or ban from campus, depending on the circumstances of any given case.

The SHIC works to resolve cases as quickly as possible, and ideally (assuming full cooperation of all parties) within 30 days. The procedure for a formal complaint looks something like this:

The complainant first fills out the official sexual harassment complaint form and questionnaire and submit it to harassment@lums.edu.pk. Along with the form, they should provide as much relevant evidence as possible, such as text communication, photos, or videos, that document the harassment or its impact, as well as a list of potential witnesses to any harassment.

The SHIC will contact the accused and inform them of the complaint, and request they respond to the charges. The accused can provide their own evidence or witnesses and a written statement addressing the charges. They may choose to send cross-examination questions for the complainant and the complainant's witnesses, which will be conveyed by the committee. The SHIS will gather as much evidence and witness testimony as possible. Both the complainant and accused will be given a chance to respond to the evidence and testimony presented by the other side.

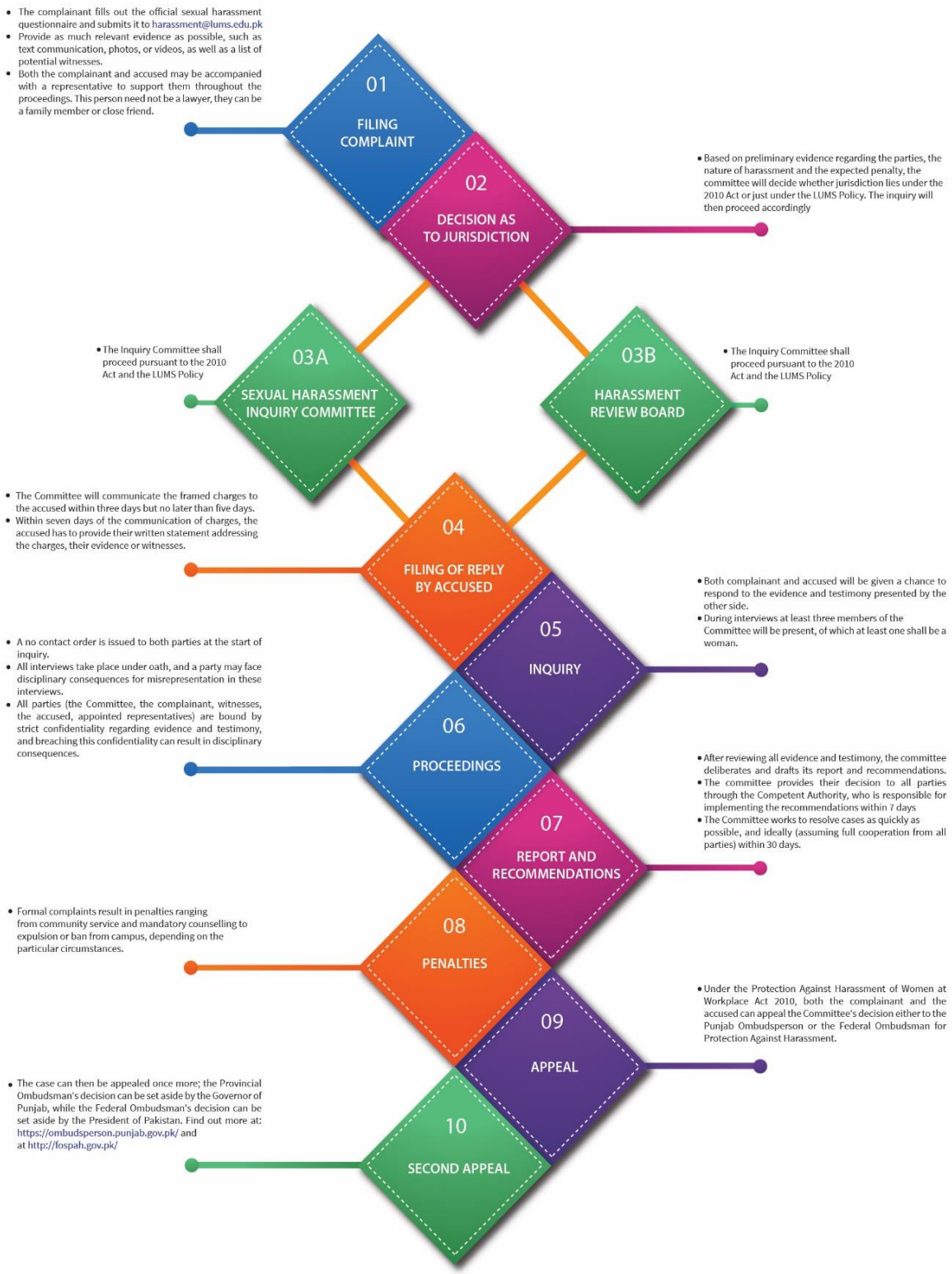
After reviewing all the evidence and testimony and consulting among themselves, the committee provides their decision to all parties and their relevant departments on campus (e.g., HR, Dean of Students). If there are any penalties these are carried out.

Filing a Complaint: Things to Know

- An informal complaint can be turned into a formal complaint at any time.
- It is paramount that you provide as much and as complete evidence as possible regarding your case. This may include digital communication (not just with the accused, but with others you may have discussed the case with), photographs, videos, audio files, notes from healthcare providers and counsellors, or any other thing you can think of that is relevant.
- Both the complainant and accused can appoint a representative to support them throughout the proceedings. This person need not be a lawyer, they can be a family member or close friend.
- A case cannot be filed on someone else's behalf, nor should any person be pressured into filing a case.
- During an inquiry, involved parties are under a no contact order and must not communicate with each other, even indirectly or through a third person.
- In a formal complaint, all interviews take place under oath, and any party may face disciplinary consequences for lies or misrepresentation in these interviews.
- During interviews at least three members of the Committee will be present, at least one of them shall be a woman. An interviewee can request only male or only female Committee members to be present if desired.
- All parties (the Committee, the complainant, witnesses, the accused, representatives) are bound by strict confidentiality regarding evidence and testimony, and breaching this confidentiality can result in disciplinary consequences.

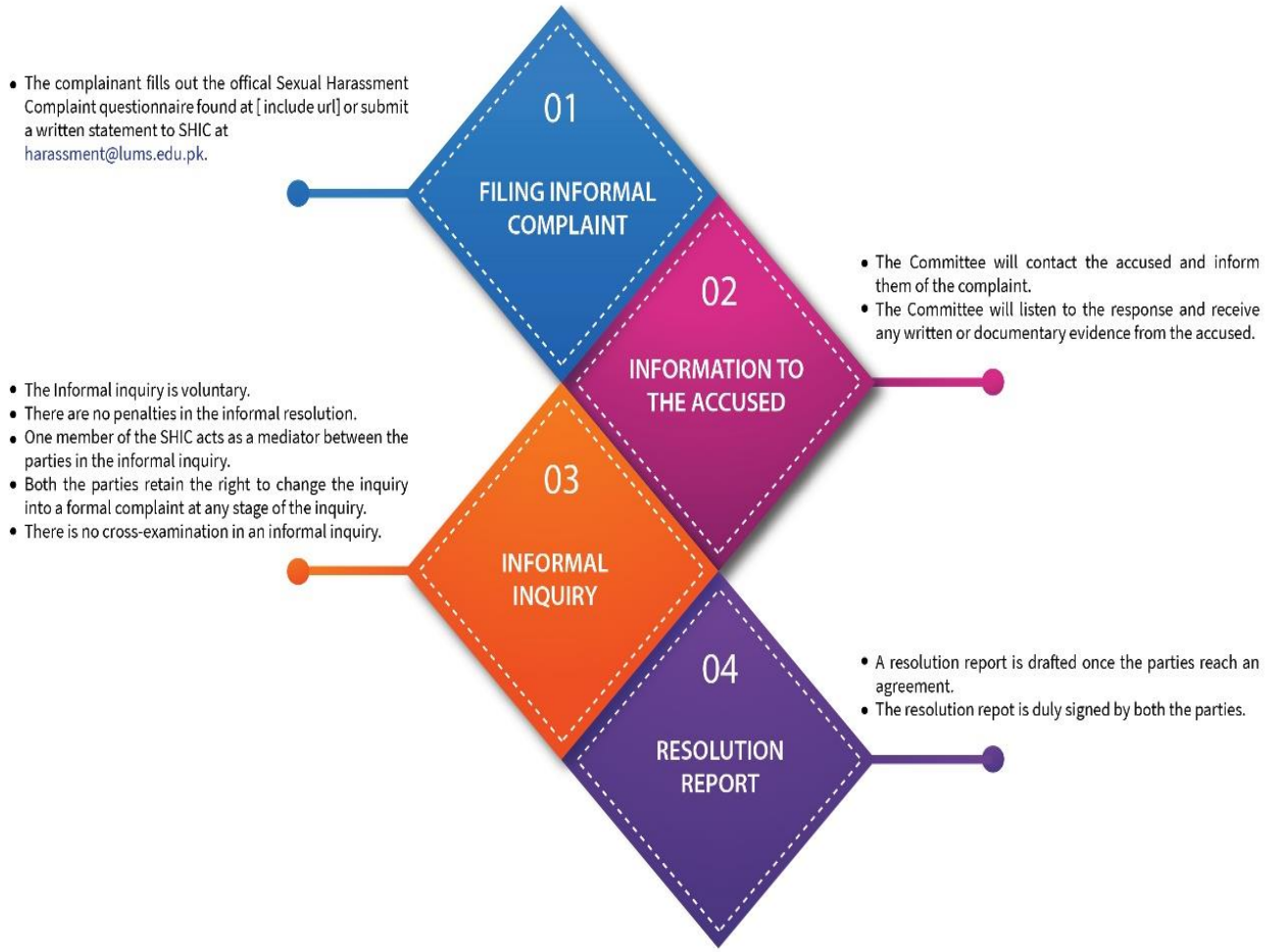
FORMAL COMPLAINT PROCESS CHART

OFFICE OF ACCESSIBILITY AND INCLUSION – LUMS



INFORMAL COMPLAINT PROCESS CHART

OFFICE OF ACCESSIBILITY AND INCLUSION – LUMS



OFFICE OF INTERNATIONAL AFFAIRS (OIA)

OIA is responsible for coordinating, developing, and expanding the scope of the university's global footprint and international initiatives. The Office acts as a liaison between internal and international entities, facilitates international collaboration in line with global standards, and serves as the source of international opportunities, information and resources. OIA also consults and advises at all stages of partnership development, including identifying funding opportunities, hosting visitors and delegations, and coordinating exchanges with internal and external institutions.

Vision/Mission

The Office of International Affairs (OIA)'s mission is to give strategic and operational direction to LUMS' continuing internationalization. It is focused on building sustainable and mutually beneficial international partnerships that promote quality education and research by initiating and facilitating individual and institutional connections between LUMS and international students, faculty, and staff.

Through greater global engagement the OIA aims to increase the visibility and impact of LUMS around the world. OIA's goal is to create global learning opportunities on campus and abroad, bring international resources on campus, cultivate partnerships and connections with global institutions, and engage its alumni across the world. It is vital for institutions in today's world to maintain a committed, meaningful interaction with the world as a whole and that is what the OIA aims to practice and endorse.

Key Services

The Office of International Affairs is a hub for information about LUMS' international activities. In particular students should contact the OIA for information on study abroad programmes, international exchanges, and summer programmes.

In particular OIA:

1. Provides information about potential international exchanges and other international mobility opportunities.
2. Delivers guidance and support on international exchanges and international mobility; OIA works with students who are interested in participating in a **non-LUMS term time or summer for-credit study abroad** experience.
3. Oversees and manages LUMS' global partnerships, and supports and facilitates global activities for students, faculty and staff.
4. Ensures engagement in all areas of international student affairs, ranging from recruitment and admissions to student support.

Important department specific information

The OIA currently manages 55 student exchange programmes with leading international universities around the world. Through these programmes LUMS students can attend exchange programmes and study abroad for a semester or the summer, sometimes on partially or fully funded scholarships.

A selection of our partner universities:

- Cardiff Metropolitan University, UK
- Queen Mary University of London, UK
- Sciences Po, France
- Excelia University, France
- FH Joanneum University of Applied Sciences, Austria

- University of Regina, Canada
- Huazhong University of Science and Technology (HUST), China
- Koç Üniversitesi, Istanbul, Turkey
- Middle East Technical University – METU, Turkey
- Ozyegin University, Turkey
- Seoul National University (SNU), South Korea
- Universiti Putra, Malaysia
- University of Ulsan, South Korea
- University of Malaya (UM), Malaysia
- Universiti Teknologi Malaysia (UTM), Malaysia
- University of Passau, Germany
- Universiti Brunei Darussalam, Brunei
- ADA University, Azerbaijan
- Tashkent State Transport University, Uzbekistan

By promoting internationalization, the OIA helps LUMS to develop global citizens who can positively contribute to making our world a better place. Through global engagement LUMS students gain invaluable insights into world affairs and international problems, as well as perspectives and skill set that set them apart from other Pakistani graduates. Students are graduating into an increasingly integrated international environment that, while offering exciting opportunities, also presents many challenges. Through internationalization LUMS creates educational environments where students fully appreciate the complexity of global integration and develop skills to navigate it successfully.

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OFFICE OF ADVANCEMENT

The Office of Advancement integrates the operations of Marketing, Communications, Alumni Relations, and Development, and works towards a unified mission 'to communicate a compelling narrative, strengthen relationships with key internal and external stakeholders of LUMS, and facilitate sustainable growth for the University'.

Communications

The Communications department is committed to sharing the LUMS story in a manner that informs, inspires, and engages audiences. As a strategic partner to the University, the team works collaboratively with multiple collaborators, to curate and shape messages into stories and experiences that elevate the University's reputation and maintain its unique identity. The department reaches out to the LUMS leadership, students, faculty, staff, prospective students, donors, parents, visitors, and alumni to foster active engagement with the University and build a concrete relationship with them. As the official voice of LUMS, the team liaises between these groups and identifies the appropriate style, tone, messaging, strategies, and platforms to best highlight the University's global impact.

The team works collaboratively with campus partners to provide several targeted communication services, both print and digital. The department also ensures that all internal and external communication – from standees and posters to official correspondence, reports, and brochures – are consistent in terms of approach and messaging. Annual publications such as the Academic Report, the University's Profile and others are also developed by the department, in addition to a fortnightly e-newsletter, LUMS Connect, that is circulated to internal and external stakeholders and covers the latest happenings at the University.

For more information or in case of any queries, feel free to contact communications@lums.edu.pk

Marketing

The Marketing department seeks to broadcast and amplify the incredible culture of collaboration, learning, and development at LUMS. Every year, the Marketing team leads several efforts across multiple platforms to elevate the University's profile. It works collaboratively with other stakeholders within the University to tell the LUMS story through both conventional and digital media. As the brand custodians of the University, the Marketing team strategizes, designs and executes different campaigns that elevate the brand, engage multiple demographics, and showcase the University's impact on society and industry. The Marketing department also provides a variety of targeted marketing and digital solutions to stakeholders within the university.

In addition to highlighting the achievements of LUMS and its students, alumni, faculty, and staff through mainstream media and publishers, the Marketing team also uses digital platforms like Facebook, Twitter, LinkedIn, Instagram, Google, and YouTube. The Marketing department spearheads marketing programmes for all five Schools at LUMS, educates and informs prospective students about different university initiatives, and guides applicants through the admissions process.

For Fall 2023 admissions, the Marketing department conducted information sessions in 178 schools across Pakistan, participated in various expos for potential students and their parents, organized open days, and helped LUMS amass millions of interactions across different social media platforms, with 1.7 million views on YouTube alone.

Alumni Relations

The mission of Alumni Relations is to ensure sustainable and meaningful engagement with the alumni body. It aims to continuously establish new ways of connecting, which will better meet the needs of alumni, students, and the University. Engaging the alumni involves fostering a relationship with this ever-growing community, strengthening their connection with their alma mater, including them in the University's countless initiatives, and providing them with opportunities that help enhance their professional and personal lives.

To facilitate networking, Alumni Relations has formed alumni chapters in various cities and countries all over the world. In addition to providing a forum for socialising, these chapters are a source of great support for newcomers to the area. They also help the University with its marketing, placement, and fundraising efforts. To facilitate even closer networks amongst the alumni, Alumni Relations has also formed affinity-based alumni associations such as the SDSB Alumni Association, the CSS Alumni Association and the Law Alumni Association and aims to create more in the future.

Alumni Relations communicates with the alumni community through the alumni website, the Connect portal, the annual alumni magazine, alumni social media pages, and a quarterly alumni e-newsletter. Through these channels, alumni can get the latest information on LUMS, job openings, alumni benefits, corporate discounts, faculty research, alumni success stories, activities of LUMS alumni chapters, and general news and announcements. A major part of the engagement with alumni focuses on reunions and events. Batches and chapters get together for different kinds of reunions throughout the year from batch teas and mentorship workshops, to guest speaker sessions and class reunions. In addition, the flagship event of the year for the alumni community is Homecoming where alumni are welcomed back to campus for all kinds of knowledge sharing and entertainment.

Alumni can also avail several privileges through the LUMS Alumni 'Smart' Card. These include LUMS car parking stickers, discounted accommodation at REDC, access to LUMS sports and library facilities, and a range of corporate discount offers. Alumni Relations provides a programme of events and activities to help graduates make the most of the global network of more than 17,000+ alumni. It generates opportunities for alumni, friends, and supporters to stay involved with the University.

For more information or in case of any queries, Alumni Relations can be contacted at alumnirelations@lums.edu.pk.

Development

Development aims to create and foster relations between LUMS and donors two portfolios: donor outreach and donor stewardship. The donor outreach team maximises the grants received for the National Outreach Programme, student scholarships, infrastructure, and research. Stewardship works towards building and maintaining productive relationships with donors and creating a mutually beneficial relationship.

Funds are solicited from donors that include international agencies, public sector organisations, corporates, high net-worth individuals, and LUMS alumni. Through the efforts of the Development team, generous scholarships are offered to students every year through the National Outreach Programme and Financial Aid. Currently, 35% of our students are receiving some sort of scholarship, ranging from 20-140% of tuition. Donors are kept well-informed about the progress of sponsored students.

Renowned for academic excellence, LUMS is also a leader in sponsored research projects. To support research, the development team works towards partnership opportunities with various corporates by setting up named endowed chairs. Development also facilitates naming opportunities for infrastructure within LUMS.

For more information or in case of any queries, please contact the Development team at giving@lums.edu.pk

LUMS LEARNING INSTITUTE (LLI)

The LUMS Learning Institute (LLI) was established in 2019 as a state-of-the-art centre for teaching and learning. Inspired by successful models from universities around the world, the Institute engages students as partners in educational development, supports faculty with instructional skill development and critical inquiry on the impact of their teaching on student learning, and promotes an environment for sustained effort and shared responsibility for quality enhancement.

Mandate

The LLI's core mandate is to strengthen teaching and learning communities, cultures and practices at LUMS university. The LLI provides leadership in teaching and learning by encouraging and, supporting scholarly exploration, innovation, implementation, evaluation and dissemination of teaching and learning practices. LLI's focus is on four key areas:

1. Supporting evidence-based pedagogical practice
2. Purposeful collaboration with students
3. Strategic growth and enrichment in both the human and technological resources supporting excellence in teaching and learning at the university and beyond.
4. Innovative pedagogical research that enhances and responds to teaching and learning practices.

Core Programmes

The LLI core programmes are co-led by LUMS faculty, LLI staff and student partners. The Institute engages students, individual faculty and departments in conversations and collaborations on teaching and learning through four inter-connected programmes.

1. Faculty Support

➢ Faculty certificate in teaching and learning

LLI launched the Faculty Certificate in Teaching and Learning FCTL for the faculty at LUMS to support and empower them in their on-going growth to become world-acclaimed higher-ed faculty. FCTL caters to different faculty needs and interests through customized school-specific interventions and offers differentiated routes to completion for faculty at different points in their career. The modules of the certificate enable participants to hone their instructional skills, offer useful insights about course design, cultivate observation as well as feedback for professional growth, and develop learning communities. An advanced level of the certificate offers support to the faculty in developing a teaching dossier, which involves designing and assembling evidence to support their teaching excellence. Some of our offerings included in the certificate are as follows:

- **Instructional Skills Training Workshop:** To date, the 3-day Instructional skills training (IST) workshop is one of the most popular teaching development opportunities at the LI. In the IST,

participants work in small groups to learn how to implement lesson design and increase student engagement in learning. Each day they design and deliver three 10-minute lessons and receive verbal, written and video feedback from their peers and trained facilitators. Since May 2019, over 300 participants from across the 5 schools have participated in the workshop.

- **Course Design Express:** This is a self-paced course where participants work through a series of five flexible blocks, working their way up to building their course outline. Optional prescheduled check-ins and group discussions are provided to those who want support and feedback. The CDE was piloted in December 2020 with 10 instructors and will continue to be offered several times in 2021.

- **Instructional Skills Implementation Course:** An extension of the IST, the ISI is a blended course that provides opportunities for instructors to develop their lessons and practice evidence-based instructional skills in courses currently in session. Instructors interact with their peers online and use a combination of video and online annotation tools to offer feedback on their lessons. This course is offered over 6 weeks each semester and is highly focused on giving and receiving feedback on teaching.

➢ **Learning Communities**

LLI arranges peer-led conversations on teaching and learning, inviting faculty members to lead discussions on topics related to teaching, learning, research, and mentorship. Additionally, various talks and panel discussions are organized for audiences at and beyond LUMS with an aim to build a learning community and network of faculty, students, and educational developers to share evidence-based knowledge and professional and educational practices.

➢ **Scholarship of Teaching and Learning**

LLI leads and collaborates on research that informs their work in supporting evidence-based pedagogy, contributes to institutional teaching and learning priorities, and develops new knowledge about teaching and learning. We aim to support and recognize teaching and learning research through future programming and by creating opportunities for scholarly discussion, dissemination, and recognition.

➢ **Vice Chancellor's Award for Excellence in Teaching and Learning**

The Vice Chancellor's Award for Excellence in Teaching demonstrates the value LUMS attributes to the core function of teaching and learning. Each Award recognizes the contributions of individuals who, through innovation, commitment, and continued excellence in teaching have significantly enhanced the quality of their students' learning experiences. The Award recognizes sustained achievement with weight given to evidence of continuing effort and outstanding contributions in teaching and learning over several years. Outstanding contributions capture the intellectual growth of students and enhanced student learning that results from innovative teaching in the classroom, the mentorship of students through involvement in research or practical experience, the development of novel and effective educational materials, and leadership that promotes teaching and learning at LUMS. 5 Awards have been awarded this year to faculty members across schools.

2. Student Support

➢ **Pedagogical Partnership Programme**

The Pedagogical Partnership Programme is a LUMS-wide initiative which aims to establish meaningful partnerships between students and staff/faculty to work on a range of teaching and learning projects. The programme provides compensation for students to work as full members of project teams with faculty and/or staff. The visioning work for the programme began in Fall 2019 with a core group of faculty staff

and student advisors from across LUMS. It was inspired by similar partnership programmes from institutions worldwide who have shared widespread benefits of involving students as partners in diverse educational projects.

The Pedagogical Partnership Programme has successfully completed three years at LUMs. The programme was piloted over the summer and fall of 2020 and has supported pedagogical partnerships with more than 38 student partners and 27 faculty/staff partners to date.

- **TA Development Programme**

TA Development is one of LLI's successfully running initiatives that caters to the needs of LUMS TAs. Held once in each semester, it comprises of three webinars (on Effective Communication, Feedback and Course Management) and an in-person Panel Discussion. The sessions provide a platform for the TAs to bring into discussion various frequently faced situations during their role as a TA at LUMS and connect them to a community of faculty as well as fellow TAs. A Guidebook for TAs was also launched this year to provide TAs with tools and support to help them maximize their experience as a TA at LUMS. The guidebook is currently under revision and an updated version will be shared with the LUMS Community by Fall 2023

3. Technology-enhanced Learning

In this technology and AI-driven age of learning, LLI offers support to the faculty and students to build and sustain engaging and technologically advanced learning experiences. By identifying gaps in the classroom experience of teachers as well as students, LLI is aiming to develop support programs like workshops, guidebooks and other teaching resources that will cater to the growing needs of the learning community of the present age. These offerings and resources will be piloted this summer and will be available for faculty and student use by the next academic year.

4. Strategic Initiatives

LLI collaborates with the community at LUMS to extend our mutual teaching and learning initiatives beyond our borders. We have been working extensively with the Centre for Continuing Education Studies (CES) to launch joint offerings that have been designed to benefit the teaching and learning community.

Signature Pedagogy series is one such umbrella offering through the CES platform, constituting multiple workshops led by the LUMS faculty. Leading with the idea that each discipline demands a unique pedagogical approach, the faculty at LUMS are invited to share proposals that aim to offer discipline-specific training to the teaching community at large. Our current offerings under the Signature Pedagogy series include '*Designing and Delivering Data Sciences Courses at Scale'*, a 2-day workshop by Dr. Ihsan Ayub Qazi. The workshop will enable participants to develop data science courses and create inter-disciplinary data science programs.

CES and LLI also piloted the first round of LLI's Instructional Skills Training (IST) workshop, rebranded as '**Mastering the Art of Teaching and Training**,' to the external community, which received a tremendous response from the participants. Round two of the same workshop will be offered in June.

LLI has been invited by the district government of Gilgit Baltistan to design a **STEM-inspirer Bootcamp** for the highschoolers of Gilgit, and we are happy to collaborate with the students at LUMS to launch this bootcamp. The students will be designing a two-weeks training program contextualized in nine STEM-related topics and will be traveling to Gilgit in July as instructors to teach and inspire high school students in this remote area to pursue STEM-related fields as their academic and professional careers.

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Faculty Lead Tech-enhanced Learning	Dr. Ammar Ahmed Khan	ammar.ahmed@lums.edu.pk

CENTRE FOR CONTINUING EDUCATION STUDIES (CES)

The Centre for Continuing Education Studies (CES) at LUMS is dedicated to extending educational opportunities to diverse learning communities in Pakistan. Our programmes, designed and delivered by highly acclaimed industry experts and academics, are tailored to the needs and expectations of learners from various walks of life.

Through an extensive range of online and on-campus courses offered in various fields, CES seeks to support students, professionals, and non-traditional learners to pursue their newly found interests, rediscover old passions, develop professional expertise, or expand their intellectual horizons. The Centre for Continuing Education Studies (CES) offers courses of flexible durations ranging from weekend-long workshops and short courses in the evenings to semester-long programmes. These courses are taught by LUMS alumni, faculty, and leading industry professionals.

Most courses are open to all and don't need any prerequisites to register. The courses are primarily geared towards individuals who are not necessarily looking to enrol in a degree programme but are curious about a new subject or want to pursue their lifelong passions and develop their skillset in a particular subject area.

Highlights of FY 2023-24

- **2500+** participants enrolled in courses at CES this year. Courses were offered both online and in person.
- **80+** courses including over 10 new and exciting offerings such as "Artificial Intelligence for Managers," "Microsoft Power BI Bootcamp," "Investing in the Stock Market," "Introduction to Marketing," and "Digital Journalism," among others.
- Through the 'Teach at CES' initiative, LUMS alumni have been actively involved in teaching as instructors. At present, they constitute over 50% of the instructors at CES and are teaching courses in diverse fields and sectors.
- CES programmes have gained a wider global audience with the proliferation of online courses, attracting participants from various countries, including the United States, Canada, the United Kingdom, and the United Arab Emirates.
- CES developed customised courses tailored to the specific needs of various companies, including Artificial Intelligence for Managers for Allied Bank Limited and Digital Journalism for City 42.
- CES has launched a series of weekend courses and workshops on Entrepreneurship, Artificial Intelligence for Managers, AI for Education Leaders, and Microsoft Power BI Bootcamp.
- We have partnered with the LUMS Learning Institute to offer training programmes on Teaching and Training.

Pre-College Programmes

LUMS Summer/Winter School

The LUMS Summer/Winter School provides students with a platform to learn in an intellectually stimulating environment and experience the social and academic opportunities a college education has to offer. Designed for high school students, this programme offers courses from diverse disciplines as well as guidance regarding college applications and preparation.

Young Learners Programme

The Young Scholars Programme was offered for the first time in 2022. It was curated for children between the ages of 9-12 to attend to their creative and academic needs, with courses ranging from Debates and Mathematics to Communication Skills.

In light of the first cohort's success, the Young Learners Programme 2023 is being offered as two distinct sessions, with a variety of courses to choose from. These include Personal Effectiveness, Contemporary Debates, Coding, and Graphic Design among many others.

Contact Details:

Email: ces@lums.edu.pk

Contact Numbers: 0300-8496861, 0300-4027198

THE GAD AND BIRGIT RAUSING LIBRARY

The Gad & Birgit Rausing Library at Lahore University of Management Sciences serves as a centre for information resources and knowledge for the faculty, researchers and students through its wide range of collections, competent staff and high-quality infrastructure, and innovative services. Currently, the Library has a collection of over 294,000 books and documents, access to 229,553 online books, 2500 Audio Visuals, CDs & DVDs, and subscriptions to 250+ print journals. It also provides campus-wide and off-campus access to over 45,000 full-text online research journals published between the 1800s and the present. The Library maintains press clippings from leading national newspapers on 51 broad subject areas related to Pakistan's business and economy. It also indexes more than 25 major Pakistani business & social science periodicals in the Pakistan Periodicals Index database.

In line with the Library's mission to excel in supporting the academic and scholarly endeavours of its users' core instructional and research requirements, the Library continuously strives to introduce user-focused innovative systems, services and resources.

Library Services

The Library offers a variety of services to assist the faculty in their teaching and research. These include but are not limited to the following:

- **Course Guides:** The Library has developed these guides on core subject areas using state of the art content management system, LibGuides. This service enables library users to find their required content on specific subject areas through a customized interface. Guides on all subject areas and their relevant courses have been developed and are regularly updated by the relevant library staff.
- **NaviBook Application:** The NaviBook, a navigator application kiosk is the first-ever facility introduced by Gad & Birgit Rausing Library in Pakistan; it facilitates the visitors to search and navigate through

150,000 books available in more than 1000 racks housed on two floors of the Library. The navigation path to the desired book rack can also be imported to NaviBook Android through a QR code.

- **Self-Check Service:** Self-check kiosk enables users to checkout/ check-in and renew library material without any intervention from the Library staff. This service saves the time and effort of the users.
- **Digital Scanning Service:** Two digital scanners are available on both floors of the Library. Users can digitize their required content (within copyright limits). This service is environmentally friendly and saves time and paper.
- **Kindle e-readers Issuance:** Kindle e-book readers have been made available for issuance (for Fourteen days). Kindles are pre-loaded with classics, fiction and course packs, and these readers are also configured to access more than 35,000 online journals and over 150,000 e-books.
- **Book and Article Alerts:** Alerts are sent to the concerned faculty according to their interest areas determined by the librarians during library orientation and through the circulation of the list of subscribed journals. Lists of fresh arrivals are circulated to users and posted on the library portal at https://library.lums.edu.pk/book-list
- **Document Delivery Service:** If an article or a document is unavailable in the Library, arrangements are made to acquire it from other libraries through interlibrary loans and international document delivery services.
- **Virtual Private Network (VPN):** It provides off-campus access to Library's full-text resources at: https://vpn.lums.edu.pk/remote/login?lang=en
- **Teaching Resource Centre:** Teaching Resource and Circulation librarian (mnadeem@lums.edu.pk) helps get instructor manuals, tutorials, PowerPoint presentations, test banks, course outlines of other universities, student handouts, and solution manuals.
- **Reference and Research Support Services:** Specialized helpdesks have been set up to provide in-depth reference and research support. Users can visit these helpdesks, seek assistance through telephone, fax, and email, and live chat with library professionals through the web chat facility at https://library.lums.edu.pk/live-chat-library. The Library also facilitates its users in searching for relevant literature to support their academic and research endeavours.
- **SMS alerts:** Library has initiated an SMS alert service for its users. Now the users receive SMS alerts from LUMS Library two days before the due date of issued items.
- **Plagiarism Detection Support:** The Library facilitates LUMS faculty access to Turnitin's online plagiarism detection service. It provides training to use this tool and helps faculty members interpret similarity reports of the publications scanned through Turnitin. Dr. Muhammad Safdar (muhammad_safdar@lums.edu.pk) can be contacted for any assistance.
- **Multimedia Services:** The Library provides access to audio-visual material, including DVDs, CD-ROMs, and videos, which can be borrowed or watched in-house. The services section has Cable TV, VCR, and CD/ DVD players.
- **Wireless LAN:** The Library is a Wi-Fi-enabled area providing Internet connectivity to its fast-growing smartphones, notebooks, and laptops.
- **Donating Books:** The Library has initiated the campaign "Love your books, then share them" among the LUMS community to spare the knowledge. A donation shelf has been placed near the newsletter section. There are some terms and conditions to accepting the donation; donated books should be in good condition, and do not accept dirty, yellowing or torn — loose, or missing pages.

Organization of Collections

The Library is spread over two floors. The ground floor houses collections on Business, Computer Science, Pure Sciences and Engineering, as well as popular books and magazines, theses and dissertations, graduate

students' projects, multimedia, course reserves, photocopiers, self-check machines, e-kiosk, digital scanner, digital access center, finishing corners, bookshop, and circulation counter. The first floor (Khalid Ishaque Wing) houses books on Economics, Humanities and Social sciences, Law, Politics, History, Languages and Literature, Rare Books and the Oriental collection. It also has a scholar's common, researcher's common, digital scanner, photocopier, finishing corner and coffee reading lounge, where hot beverages are allowed. The books and other reading materials are put into various sections according to the specific nature of the collection. The Library uses the Dewey Decimal Classification Scheme to classify and shelve its knowledge resources. It starts from 000 and goes to 999 in decimal order.

Electronic Resources

The Library's electronic resources are growing at a fast pace. It provides access to a wide range of electronic resources, including e-databases, e-journals, and e-books are accessible on-campus and off-campus through VPN. Some important resources are:

- **SCOPUS** - http://www.scopus.com/: Scopus is the largest abstract and citation database of peer-reviewed research literature, with over 20,500 titles from more than 5,000 international publishers. Scopus offers researchers a quick, easy and comprehensive resource to support their research needs in the scientific, technical, medical, and social sciences fields, arts and humanities.
- **Grammarly**- https://www.grammarly.com/signup: Grammarly is an automated tool that corrects contextual spelling mistakes, checks for more than 250 common grammar errors, enhances vocabulary usage and provides citation suggestions. Grammarly will not edit your work for you; it is up to you to incorporate Grammarly's feedback and decide what suggestions are most appropriate. Grammarly can be used through the web interface as well an add-in for MS Word can be download from https://www.grammarly.com/office-addin
- **Science Direct** -http://www.sciencedirect.com: it is the world's leading electronic collection of journals and provides access to the full text of the last ten years. Subject areas include business, management, mathematics, computer science, and economics
- **Art Full Text** -http://search.ebscohost.com: Art Full Text is a comprehensive resource for art information featuring full-text articles from more than 300 periodicals dating back to 1995, high-quality indexing and abstracting of over 600 publications dating as far back as 1984, including 280 peer-reviewed journals, as well as indexing and abstracting of over 13,000 art dissertations. Indexing of almost 200,000 art reproductions provides examples of styles and art movements, including works by emerging artists. The database covers fine, decorative, and commercial art, folk art, photography, film, and architecture and includes a database-specific thesaurus.
- **Wiley Interscience** - http://onlinelibrary.wiley.com: It has over 1400 leading journals. It covers the full spectrum of science, technology, engineering, medicine, business, social sciences, and humanities.
- **CAS SciFinder -** https://scifinder-n.cas.org**:** CAS SciFinder is a comprehensive Chemistry and chemical engineering Database. SciFinder focuses on the literature in chemistry. It is produced and published by CAS: Chemical Abstracts Service, a division of the American Chemical Society. It also covers the subjects of biology and bioinformatics. Note: New users need to register for CAS SciFinder with their school email address using the following registration as a NEW USER. After registration, you will have a username and password to access CAS SciFinder. Please click the above CAS SciFinder and log in to access the platform. (The registration process is only once required)
- **HSTalks** - https://hstalks.com/: Henry Stewart Talks Ltd (HSTalks) is a leading provider of specially prepared, animated, online audio-visual lectures, seminar-style talks, and case studies for business and management schools, universities, and commercial enterprises in over 60 countries around the world. It also covers business and management journals.

- **SpringerLink** - http://www.springerlink.com: One of the world's leading online information services databases for scientific, technical, and medical books and journals. Over 1100 peer-reviewed journals are available with back files starting from different dates.
- **Business Source Premier** - http://search.ebscohost.com: Business Source Premier is the most popular business research database that features the full text of more than 2,150 journals. The full text is provided for journals published since 1886; searchable cited references date back to 1998. Additional full-text and non-journal content includes market research, industry, country, company profiles, and SWOT analyses.
- **Emerald Insight** - http://www.emeraldinsight.com: Emerald Insight provides full text of all 150+ Emerald online journals available, with full-text back-files, many going back to the 1990s, with abstracts going back in some cases to the 1980s.
- **Informs Journals** - http://journals.informs.org: It has 12 scholarly journals, including the flagship journals Operations Research and Management Science. It provides full-text access to the current four years' content.
- **IEEE Xplore** - http://ieeexplore.ieee.org: IEEE Xplore provides full-text access to 132 IEEE and 45 IEE journals, magazines, transactions, conference proceedings, and active IEEE standards.
- **ACM Digital Library** - http://portal.acm.org: ACM Digital Library includes full-text articles from all ACM journals and magazines – from 1985 to the current issues and ACM conference proceedings for the same period.
- **American Chemical Society (ACS)** - http://pubs.acs.org provides full-text access to more than 40 ACS journal titles, some of which date as far back as the 1800s.
- **JSTOR** - http://www.jstor.org: It is an online archive database with complete back files of over 1100 journals covering business, economics, mathematics, law, humanities, social sciences, and education.
- **LEXIS ADVANCE** - http://advance.lexis.com/ It provides access to over 3.5 billion public records, including state and federal case law; codes and statutes; court documents, and extensive secondary materials.
- **ProQuest e-books Central:** It offers an increasing selection of more than 40,000 e-books in business, economics, computers, engineering and technology.
- **Oxford English Dictionary**- http://www.oed.com/: The Oxford English Dictionary is the accepted authority on the evolution of the English language over the last millennium. It is a guide to the meaning, history, and pronunciation of over half a million present and past words. It traces the usage of words through 2.5 million quotations from a wide range of international English language sources. The OED covers words from across the English-speaking world. It also offers etymological analysis and listings of variant spellings.
- **World Bank Global Development Finance (GDF Online):** GDF (online) contains statistical data for the 138 countries that report the public and publicly-guaranteed debt to the World Bank Debtor Reporting System. The database covers external debt stocks and flows, major economic aggregates, key debt ratios, average terms of new commitments, currency composition of long-term debt, debt restructuring, and scheduled debt service projections.
- **IMF E-Library:** The International Monetary Fund's (IMF) e-Library simplifies analysis and research with direct access to the IMF's periodicals, books, working papers and studies, and data and statistical tools. It provides information and perspective on macroeconomics, globalization, development, trade and aid, technical assistance, demographics, emerging markets, policy advice, poverty reduction, and more".
- **EastLaw:** EastLaw.pk is a collection of over 100 databases, with more than 1 million documents and over 10.4 million pages; our legal research tool provides top-quality information with an interface

which makes the research a quicker, easier and more effective process. EastLaw.pk provides its users with the opportunity to research their preferred area of practice and the option to save it in their dashboard.

- **HeinOnline:** HeinOnline is a premier online database containing more than 173 million pages and 270,000 titles of historical and government documents. HeinOnline bridges an important research gap by providing comprehensive coverage from the inception of more than 2,700 law-related periodicals and contains the entire Congressional Record, Federal Register, and Code of Federal Regulations back to 1754. Complete databases are dedicated to treaties, constitutions, case law, world trials, international trade, and foreign relations.
- **Oxford Bibliographies:** https://www.oxfordbibliographies.com/ Developed cooperatively with scholars and librarians worldwide, Oxford Bibliographies offers exclusive, authoritative research guides across various subject areas. Combining the best features of an annotated bibliography and a high-level encyclopedia, this cutting-edge resource directs researchers to the best available scholarship across multiple subjects.
- **Passport by Euromonitor:** https://www.portal.euromonitor.com/ Passport is Euromonitor International's global market analysis software platform, which analyses the industry in countries around the world. Access more than 115 million internationally standardized statistics.
- **Project Muse:** https://muse.jhu.edu/ Project MUSE provides access to 430 full-text journals from 108 humanities and social science publishers. MUSE pricing meets Library needs around the world.
- **ProQuest Social Science Premium Collection:** https://www.proquest.com/ This collection provides access to databases covering the international literature in social sciences, including politics, public policy, sociology, social work, anthropology, criminology, linguistics, library science, and education. Featured databases include IBSS, Sociological Abstracts and Worldwide Political Science Abstracts. Together, they provide abstracts, indexing and full-text coverage of journal articles, books, book chapters, dissertations, working papers, and more.

Information Retrieval System

The Library is continuously introducing user-focused innovative information access and retrieval systems. The library uses state-of-the-art Integrated Library System VIRTUA, which provides remote and free access to its library catalogue, secure access to user accounts, and other personalized services. Multiple access points are available for users to search and download full-text resources. They are:

- **The Library Website** (http://library.lums.edu.pk) provides a comprehensive gateway to a wide range of online and print library materials. It is a primary source of information about library collections, services and facilities. User self-sufficiency and ease of access are promoted by designing a single, coherent, remotely accessible service.
- **CHAMO Library Portal** (http://libraryportal.lums.edu.pk/) provides access to the library catalogue and secure access to patron accounts. Users can conduct many transactions like reissuing books online, reserving checked-out items, viewing fine details, initiating book purchase requests, exporting bibliographic records, and reviewing, ranking, and tagging library items. Patrons can save a search query for future retrieval, set alerts by email, and use RSS for books and journals of interest.
- **Web Discovery Service** (https://search.ebscohost.com) The Web Discovery Service searches seamlessly across a wide range of local and online resources, including the library catalogue, online journals, e-books and other contents through one window interface.
- **Course Guides:** Library Course Guides enable the users to find their required content on specific subject areas through a customized interface. Guides on all disciplines related to the courses offered at LUMS are developed and regularly updated by the relevant library staff.

- **Full Text Linking from SCOPUS and Google Scholar:** The Library has enabled full-text linking of subscribed contents from the world's most popular search engine Google Scholar and the largest peer-reviewed indexing source SCOPUS. Users can get the required full text while searching from these sources.

Library Environment

The Library is a pollution-free area – no eatables, mobile calls, loud discussion, and drinks (except soft water) are allowed in the Library.

Interlibrary Loan

The Library also supports research through electronic document delivery services, interlibrary loans, and cooperation arrangements with leading local and international libraries and information centers.

Citation Management Tools

Providing access to various citation management tools like Endnote, Mendeley, and Zotero through the Library is another step towards augmenting research activities at LUMS. This software facilitates keeping track of research resources and inciting these resources in one's research. The library website also presents a comparative analysis of various citation tools, thus facilitating the selection of the most suitable one. Moreover, the Library facilitates in utilizing of the plagiarism detection and management tool Turnitin. As part of publishing support, the Library provides its services in creating book indexes through various software.

Information Literacy Sessions

LUMS library imparts information literacy among its users through Research Skills Enhancement Sessions, orientations of new entrants, and in-class sessions. These sessions help enhance library users' understanding of library resources and services.

The professional staff is available seven days a week to render efficient lending and reference services. Online databases are accessible from the terminals in the Library and the campus-wide network.

Opening Hours

The Library is open seven days a week and around the clock during exams.

Monday – Friday	0830 hrs to 0200 hrs
Saturday	1000 hrs to 1000 hrs
Sunday	1000 hrs to 1000 hrs

The Library remains open around the clock during exams.

Helpdesks on both floors provide proactive services from 0830 hrs to 2000 hrs (Monday to Friday).

The Library remains closed on public holidays

Library Usage Policy

- Users can bring their personal belongings, such as handbags, briefcases, etc., inside the Library at their responsibility.
- Submit any book for inspection when requested by the library staff.

- Do not write, underline or mark any book. Library books are carefully examined on return, and the borrower is held responsible for any damages.
- Please leave books on the table or the book trolley after reading. Please do not shelve the books.
- Complete silence should be observed except for brief and subdued talk with the library staff.
- Drinks and eatables are not allowed in the Library.
- Smoking is strictly prohibited in the Library.
- Keep your mobiles switched off/silent within the Library premises.
- Students wearing shorts are not allowed inside the Library.
- Do not change the configuration of computers or any other equipment in the Library. LUMS IT code of conduct must be observed while using IT applications.
- The Library is not responsible for any losses; please do not leave your belongings unattended.

Lending Rules

Students become members of the Library upon their admission at LUMS. However, they must sign the "Relationship Form" to activate their membership. All registered users are entitled to borrow materials from the Library. Borrowing privileges may differ depending on the membership category.
The borrowing privileges for course reserve* and general books are:

MEMBERSHIP CATEGORY	BORROWING PRIVILEGES	DAYS
Undergraduate Students	8 books	14
Graduate & Postgraduates	15 books	14
Teaching Assistants	8 books	14
Research Associates	15 books	14
Faculty	30 books	120
Staff	4 books	14
External Members	4 books	14

**Course reserve is issued for three hours.*

- Presentation of a valid library card is necessary for any checkout at the circulation desk.
- The loan may be renewed if another user has not reserved the desired book. Overdue books will not be renewed online.
- Books already checked out by some other user can be reserved. You can also request to reserve the book through iPortal.
- Reference material, CD-ROMs, annual reports, pamphlets, current and bound periodicals, IA (industrial advisory) reports, thesis/dissertations, student projects and newspapers cannot be checked-out. They can only be consulted within the library premises.
- A photocopying facility is available where copyright rules permit. Patrons can get photocopying cards @ Rs.60/- per card from the Library after making payment in the Bank.
- If you accidentally misplace a book and cannot find it after a thorough search, report this to the Circulation Desk immediately to avoid an overdue fine.
- Mutilation of library material can lead to disciplinary action against the perpetrator. Books accidentally damaged should be reported so that suitable assessment can be made and damages can be collected/imposed.

- Library material borrowed by any member is subject to recall if needed by the Library. A fine may be imposed if the recall request is not entertained.
- Any material not returned or renewed within 60 days of the due date is considered LOST.

Fines

To encourage the timely return of library materials and to provide optimal sharing of the collections, fines are charged for overdue items. Borrowers are responsible for returning or renewing items by the due date. If items are not returned within the due date, fines become retroactive to the first overdue day at the following rates.

- Overdue Books: Rs.10/- per book per day.
- Lost Books: In case of loss or damage, the patron is charged three times the item's current price.
- Course Reserve: This material is issued for three hours only. If the material is not returned within the allocated time, a fine of Rs.50/ for each extra hour is charged.
- Disciplinary Fine: Rs. 500/- on the first-time violation, Rs. 1000/- on the second-time violation. If the patron continues, the case is referred to the Disciplinary Committee.
- Overdue and fine notices are sent through official email. The Accounts department only pays all library fines. Library account is blocked if the fine exceeds Rs. 5,000/-

INFORMATION SYSTEMS AND TECHNOLOGY (IST)

Teaching and Learning at LUMS is technology – intensive. LUMS offers a rich and diverse computing environment that effectively meets the productivity requirements of its students, faculty and staff. Information Systems and Technology (IST) supports academic and administrative computing systems and spearheads IT-initiatives to ensure adequacy of the technology infrastructure.

Each day, the LUMS community plugs into a vast campus network. Those who are off-campus have secure, web-based access to online course support services such as enrollment, assignments and grades, message boards, and e-mail. Wireless access is available in all the buildings, covered areas, and some of the selected outdoor points such as outside of the Law School, SBASSE, SDSB, Library buildings, and student sitting area outside of KHOKHA, PDC and EDH. Internet access at LUMS is fast and reliable. The campus currently consumes a total of 2 Gbps of internet bandwidth across its labs, offices, and residences.

Computing Labs

There are eight general-purpose computing labs with approximately 498 PCs at LUMS. Four computing labs are located on the second floor of the library building, one lab with 82 computers in the SDSB building (“Trading Lab”), one lab with 60 computers in the SBASSE basement ("Sohail Aslam Lab"), one lab with 102 computers in SBASSE ground floor ("Programming Studio"), one lab with 20 computers in LAW School ground floor ("UBL Lab"). Computing resources, printing facilities and support in the library building labs are available 24x7. All the computing labs are equipped with high-end workstations, document scanners and high-speed laser printers.

Apart from the general computing labs facility, there are four computing labs in SBASSE, having a seating capacity of 25 computers each. These labs are located on 1st, 2nd, 3rd and 4th floor of the SBASSE building. A student may reserve a PC in the lab with custom installation of required software or hardware. Computing labs may also be reserved for a fixed period exclusively for specific group at the request of a

faculty member, authorized staff and president of society. Lab reservation hours are posted by the lab staff and students are expected to observe them.

Email

Every student is provided with a LUMS email account, hosted on Microsoft Office 365 cloud services. Webmail is accessible via https://outlook.office365.com/. Students are strongly advised to check their emails regularly as communication between most departments and students is through this channel. At times homework is also assigned over email.

Printing Services

Laser printing facilities are outsourced to vendors. Printers are spread throughout the campus. Contractor shops are located alongside the visitor's car parking where you can pay and get the printing quota. You can also top up your printing quota from the IST labs as well.

Academic Software

Academic software that IST provides in computing labs are:
Microsoft Office, MS Visio, MS Project, Matlab, Mathematica, STATA, WinRAR, Adobe Acrobat Professional, Adobe Photoshop, Adobe Illustrator, Microsoft Publisher, SPSS, AMOS, Eviews, Scientific Workplace, Maple, MicroC Pro, Palisade decision tool suite, ChemDraw Ultra, Data Stream, OSIRIS, Softech, Bloomberg databases, Abby fine reader, ArcGIS, Endnote, Graphpad, Prism, Inpage, Math type, Maxqda , NVIVO, PSIM, Snap Gene, SAP GUI Client, TSP, and AspenTech.

LUMS has also subscribed to the Microsoft Developer Network (MSDN). Any software that is available through the MSDN subscription can be installed per request on the computing lab per class requirement.

Student Information System (Zambeel)

Zambeel is a consolidated online platform used by the LUMS community to access information and record transactions related to:

- Student Personal Information
- Sole Medium of Student Record
- Semester Registration and Enrollment
- Term Schedules
- Student Financials
- Academic Advising
- Grading
- Graduation Requirements

Students have to use their respective campus ID and password to access Zambeel self-service from the web (https://zambeel.lums.edu.pk)

Important: *It is vital that you do not share your password with anyone.*

Learning Management System (LMS)

Sakai, the learning management system used at LUMS, provides a convenient online environment for teaching and learning, as well as student-faculty collaboration. Features include assignment management,

course material upload, course websites, online discussions, as well as the ability to conduct online quizzes and to grade them.

Students have to use their respective campus ID and password to access LMS via https://lms.lums.edu.pk

Video Conferencing Facilities

Video conferencing facilities are also available on-campus, enabling students and faculty to effectively collaborate with researchers and scholars across the globe. The University has conducted thousands of successful video conferencing sessions with national and international groups and individuals during the last few years.

The LUMS has subscribed for Zoom and Microsoft Teams to facilitate our valued faculty and students for Lecture Delivery/Meetings and conduct online webinars, talks, conferences, and open houses. These are Audio/Video Conferencing solutions that allow real-time sharing of audio, video, slides and chat. The University has successfully conducted online and hybrid semesters through these platforms.

Lecture-Capture and Streaming

Many lecturers choose to use lecture-capture technology where class lectures are recorded and placed online as soon as the class completes, providing students a great resource to refer to while preparing for exams or in case they skipped a lecture. IST offers live streaming/broadcasting of events through the Facebook pages. LUMS has successfully broadcasted a number of events including the Convocation Ceremonies.

Information Security

(InfoSec@lums.edu.pk)

Information Security team at LUMS is responsible for incidents such as password theft, compliance against Government regulations, unauthorized access etc.

However, instead of relying entirely on information-security professionals to prevent infiltration and minimize vulnerabilities, this team facilitates behavioral change and develops a culture of continuous learning and security awareness.

Queries/concerns about Information Security Policies are also managed by this team.

LUMS IST Helpdesk

The LUMS IST Helpdesk is a technical support team that provides prompt, knowledgeable and courteous desktop computing support services over the phone, in person, and via web and email to LUMS. The Helpdesk aims to resolve all interactions with at least 80% or above satisfaction. If this is not possible, the inquiry is escalated to provide alternative referrals or resources. If the problem or request concerns an unsupported operating system, hardware, software or service, staff will do their best, given call volumes, to suggest other avenues of support. The helpdesk mission is to ensure a positive experience and a speedy resolution resulting in the efficient use of technology tools for our academic setting.

Computer Lab Usage Policy

LUMS computing facilities are designed to be used in connection with legitimate, University-related purposes. The following are considered as rules of computing lab usage. Failure to abide by these can result in the offender's account being disabled for a certain period, plus a monetary fine or a referral to the Disciplinary Committee.

General:

- Access to computing labs is only allowed to students with identification. Lab staff may request students to produce their LUMS student ID card and may request to leave the lab otherwise.
- IST strives to maintain a quiet, work friendly environment in its computing labs in order that lab users can use their time productively and with minimal distractions.
- Computing Labs are a work area; therefore, no food or drinks (including water) are allowed.
- Students are responsible for ensuring the confidentiality of access rights under their control. For instance, release of a password, whether intentional or inadvertent, invites misuse by others may be subject to disciplinary action.
- Damaging or misusing the lab equipment and furniture can result in penalties.
- Putting feet on the chairs and sleeping in the labs is not allowed.
- Installation of any software without permission of the IST staff is not allowed.
- Playing games is strictly not allowed in any of the computing labs.
- Use of computing and communication resources to support a profit entity (including any personal business) is strictly forbidden.
- Illegally downloading any copyrighted material (e.g., software, music, videos, books, photographs, etc.) is prohibited.
- Students should not leave papers, trash, books or bags on computer terminals/desks.

Hostel LAN/Wireless Usage Policy

The campus network is a facility that is to be used responsibly at all times by all members of the LUMS community. Hosting and transmitting material which is designed or likely to cause annoyance, inconvenience or needless anxiety to anyone is against usage norms and will lead to action against individuals and groups involved in such activities.

- Internet Browsing from Hostels is monitored, and students are advised to avoid accessing pornographic material or any objectionable site. In case a student is found browsing through objectionable site, serious action leading to the termination from the registered programme is taken.
- Password sharing of any server of LUMS is considered as violation of the computer usage from the hostel. In case any attempts or activity is recorded from the login of a student, his/her account is disabled along with that of one whose password was used.
- Use of hacking tools and attempts to hack campus equipment will lead to disciplinary action including termination of the room computer node for indefinite period.
- Disabling of room nodes is made in case the activity falls under hacking, scanning etc. or the log in shows access to objectionable sites, or attempts to compromise other internet sites from the hostel LAN.
- Access to P2P sites is limited as they consume a lot of internet Bandwidth and may contain illegal material.
- Setting up personal or any wireless access point or routers without IST's prior written permission.

Note: In case of a violation, disciplinary action is taken against the student as per university rules and regulations.

Violations & Fines:

- Penalty for sending out mass emails can range from a fine of Rs. 5,000 to Disciplinary Committee referral.
- Allowing a fellow student to use your account will result in a penalty of Rs. 3,000.
- Violating lab rules for the second time will result in a penalty of Rs. 3,000.

Disciplinary Action:

- The use of computing resources to disseminate obscene, pornographic, or libelous materials, to threaten or harass others, or otherwise to engage in activities forbidden by this Code.
- Tampering with the lab surveillance system
- Email spamming and email wars
- Dropping malicious code using methods like Phishing emails etc.
- Use of another individual's identification and/or password
- Placing or offering any kind of commercial or indecent services from individual web pages
- Misbehaving with lab support staff and other IST staff
- Installing personal Wireless Access Points (APs)/Wireless Routers without permission anywhere in the campus will be subjected to appropriate disciplinary action and the devices will be confiscated.
- Manipulating with wireless devices will be subjected to disciplinary action; the actions include moving the antennas direction, relocating APs, or manipulating AP power.

Important:

- LUMS maintains a comprehensive log of all user activity performed on workstations in computing labs. These user logs can, and are, referred to when an event of misuse of resources is reported.
- In case of these violations, even first-time offenders are referred to the Disciplinary Committee.
- In case of any query your first point of contact is the lab support staff available on-site. You may also email your concerns to helpdesk@lums.edu.pk.

Contact Information

General Email	helpdesk@lums.edu.pk
Phone	042 3560 8000 Ext:4150 / 4149/ 4140
Hours	Monday to Friday 8:30 am till 10 pm
	Saturday and Sunday 9 am till 6 pm
Head IT Operations	Khubaib Nazir (khubaib@lums.edu.pk)
Director IST	Faisal Kheiri (faisal.kheiri@lums.edu.pk)

GENERAL ADMINISTRATION SERVICES DEPARTMENT (GAS)

The General Administration & Services department is responsible for providing support to all the activities of the university in coordination with other departments. Key responsibilities include the implementation of all General Administration & Services policies. Following are the areas:

- Security of Community, Campus & Assets.
- Facilities & Engineering (HVAC, Electrical & Civil)
- Dining facilities for the community i.e. PDC, EDH and Food Courts.
- Transport services.
- Campus traffic, vehicle entry & parking system.
- Travel Services (road/air)/National/International/Visa Services & Hotel Reservations.
- Smart card & its implementation.
- Venue bookings for events.
- Mail & courier services.

- Classroom staff in terms of services & maintenance of auditoriums & classrooms.
- Janitorial services ensuring neat & clean campus.
- Horticulture for maintaining Sarsabz LUMS & green campus.
- Space allocation & accommodations.

Smart Card Usage Guideline for LUMS Community

Scope and Applicability

LUMS smart card is an official ID of each community member, which will provide its owner authorized access to key University facilities including office blocks, student hostels, library, computing labs, sports complex and the aquatic center.

The policy is applicable to:

- All LUMS Community.
- Alumni.

The LUMS smart card will only grant access during the hours of operations of the different facilities on campus.

Applicable Policies

- It is mandatory that each student and alumnus obtain their LUMS smart card from the main security office of the University.
- It is mandatory to carry your smart card all the time when on campus. A University security representative can ask you for identification, and without the card you will not be able to access various locations on campus.
- The issued smart card will be valid for the entire duration of user's degree period.
- Cards are not transferable from one person to another. Only the person pictured on the card is authorized to use the card.
- For graduating classes, student's smart card would be returned to security office for issuance of Alumni card. Returned smart card will be de-activated right after the issuance of Alumni card on their graduation ceremony.
- In case card is lost or stolen, the card owner must inform Security office immediately through an email at campus.security@lums.edu.pk so that access privileges can be timely revoked to prevent any untoward security incident.
- Once issued in a working condition, the protection of the smart card is a sole responsibility of the user. In case of non-functional or worn-out card, the decision of the issuing authority will be considered as final. The cardholder will be charged a card replacement fee.
- Student user profiles are retained by LUMS for a period of three months after graduation.

Note: Students on financial aid can file their appeal for smart card fee reduction through Financial Aid Office. LUMS reserves the right to withdraw the card at any time.

Policy Violations

Extending access rights by lending card to someone else or helping other people to gain unauthorized access to facilities (tail gating).

Tampering with access control hardware and surveillance devices, theft and damage to University property e.g. door, glass, access control hardware, surveillance cameras etc.

User Forgets to Bring Card

In case a user forgets to bring his/her card at work, he/she should visit LUMS security office adjunct main IN Gate. However, there would be a usage limitation applicable in order to discourage people from making this a habit.

Penalties and Fines

If violations are proved against a person, his/her Smartcard would be immediately deactivated, and fines up to 20,000 PKR (Twenty Thousand Pakistan Rupees) could be imposed. In case of theft and damage to University property additional fines may be imposed.

Serious violations of the policy will be referred directly to the appropriate Disciplinary Committee, and could result in severance from degree programme.

Lost or stolen card

The loss or theft of a smart card must be notified to the LUMS security office immediately in person. The cardholder credentials can also be verified from the LUMS active directory through his campus ID.

In case the cardholder is not able to visit the said office, he must inform security by sending an email from LUMS account on campus.security@lums.edu.pk and reconfirming status via telephone within next twelve hours (Ext : 2560).

It is not possible to prevent the unauthorized use of a lost or stolen smart card until it has been reported by the registered cardholder to the security office for deactivation. Until it is deactivated, the user will be liable for the unauthorized use of the smart card.

Replacement Cards

A replacement smart card will be issued at a charge of 1,500 PKR (One Thousand, Five Hundred Pakistan Rupees). The replacement smartcard will have the same validity. Students on financial aid will be expected to file their appeal for relief through the Financial Aid Office.

Note: Relief of 850/- PKR can be extended to a student

Penalties related to violating the Security System.

The following penalties are in effect to make the access control system effective. All charges will be backed by material evidence.

Students are informed via email and penalties are charges along with the fee/hostel charges.

Violations	Description	Penalty
Tail gating	Helping others intentionally to gain access, on your smart card	Warning + 1000 & on second attempt card is blocked.
Door Held Open	Holding the door open physically for a longer duration, in access with the standard allowed time i.e., 7 seconds.	500

Door forced open	Using any material/ item to block/break or open the door, so the door remains unlocked	Warning + 5000 & on second attempt case is sent to DC
Tampering/ damaging the hardware	Interfere with the access control hardware with intention to harm / disable/damage its function	10,000 to 20,000 with DC
Unauthorized access	Lending your smart card to the unauthorized person /outsider to gain access in your absence	20,000 + DC (Offence)

Examples of Violations that will lead to referral to DC

Violation	**Penalty**		
	1st violation	**2nd violation**	**3rd violation**
Possession, sale or consumption of Alcohol or any narcotics / drugs	Suspension	If found guilty, the penalty will be expulsion	Not Applicable
Public Indecency	Written reprimand	If found guilty, the minimum penalty will be suspension, while the maximum penalty will be expulsion, depending on the severity of the violation	
Physical abuse or fighting	If found guilty, the minimum penalty will be Suspension, while the maximum penalty will be expulsion, depending on the severity of the violation		
Theft			
Possession of firearms, weapons, explosives or other dangerous objects			

Examples of Violations that will lead to fines, loss of privileges, and/or suspension without referral to DC

Violation	**Penalty**		
	1st violation	**2nd violation**	**3rd violation**
Smoking outside of designated spaces	PKR 5,000 fine and written reprimand	PKR 10,000 fine	Suspension
Illegal Parking/ Speeding	PKR 3,000 fine	PKR 5,000 fine	Loss of car sticker and car entry
Littering	PKR 3,000 fine	PKR 5,000 fine	20 community hours cleaning up litter

Misuse of smart card, unauthorized access or facilitation of unauthorized access	PKR 10,000 fine	Suspension	Suspension
Unauthorized Use or Alteration of Emergency or Safety Equipment (including fire alarms and fire extinguishers) or False Reporting of Emergency			
Members of the opposite gender trespassing in hostels	Suspension	Suspension	Suspension
Destruction, Misuse, Damage, Defacing of University or individual's Property; Arson or Vandalism	Fine up to PKR 30,000 and cost of replacement	Suspension	Suspension
Creating excessive noise such as blaring music, or significant nuisances such as large gatherings outside of residences	PKR 3,000 fine	PKR 5,000 fine	Suspension

In case of any query, feedback, information or help please contact the security office (Near in Gate) or at telephone +92-42-111-11-5867 (ext. 2560) or email us at: campus.security@lums.edu.pk
IN CASE OF ANY EMERGENCY, PLEASE CALL 042-35608877

Campus Parking Policy

This policy applies to the use of University parking facilities by faculty, staff, students and visitors. The overall responsibility of parking rests with the General Administration & Services Department (University administration). Vehicle entry stickers have been redesigned as per parking lots.

Parking fees and conditions are established by the University administration, which are as follows:

- Parking stickers can only be given to LUMS community holding smart cards.
- Valid vehicle documents must be in possession while getting the sticker issued.
- The sticker will be pasted by the respective staff on the vehicle.
- The stickers will be issued as per financial year and design / colour will be changed every year
- Two vehicle stickers can be issued on one smart card.
- Parking is permitted in designated parking spaces only. Parking along campus roadways, interior paths, or on campus landscaping is prohibited.
- Sleeping overnight in vehicles on campus is prohibited.
- No vehicle repair or maintenance will be made on campus except under emergency conditions with the approval of the LUMS General Administration and Services.
- LUMS Security Office must be informed in case of temporary parking of a vehicle on campus for longer duration. The University administration reserves the right to cancel any parking privileges as deemed necessary.

- In exceptional circumstances, such as for handicapped faculty, staff, students and visitors or special University guests, the University administration reserves the right to authorize the use of specific parking place at its discretion.
- The University administration reserves the right to close parking facilities when conditions warrant.
- The University administration is authorized to examine upon request, the contents of all vehicles on University premises in the presence of the owner. Refusal to submit to such examination may result in the immediate loss of parking privileges.
- The LUMS community must adhere to the parking policy, park the vehicles as per parking stickers and observe traffic signs. Failing which, a warning will be served by pasting a slip on the vehicle and subsequently a repetition will result in a fine, as follows:

Speeding	3000/- PKR	2nd	5000/-PKR	3rd	Suspension
Wrong parking	3000/- PKR	2nd	5000/-PKR	3rd	Suspension
Blowing horns	500/- PKR				

- The campus speed limit is 20 km per hour.
- Overnight parking is prohibited except campus residents unless authorized in advance by the General Administration Department.
- The University assumes no responsibility for loss, theft or damage to vehicles parked in University parking premises. Owners are expected to lock their vehicles.

LUMS Entry Policy / Visitor Policy

Policies and Procedures The following guidelines cover the policies and procedure for all users:

- Visitors shall be required to cooperate with the Security staff while undergoing entry procedures.
- The entry timing for visitors shall be from 8:30 am to 10:30 pm. The visitors related to students, faculty and staff shall be allowed to visit the campus within the defined visiting hours only. The visitors shall leave the campus at or before 10:30 pm and no later than that.
- The concerned student shall come to the security office and deposit his/her Smart Card.
- Before entering LUMS, any member of the LUMS community (faculty, staff, students and alumni), without possession of the Smart Card shall be verified through the System in the control room for the satisfaction of the security.
- Drugs and weapons are not permitted on campus; therefore, a visitor carrying such items will not be allowed to enter the University.
- A visitor will only visit the office/individual that has been registered with the security control room. If he/she is found in an unauthorized area/office by the security staff, the visitor will be asked to immediately report to the security control room.
- A visitor shall be issued a Visitor Pass after endorsement of credentials and confirmation from the LUMS community member who he intends to meet. This pass must remain in the possession of the visitor for identification within the campus and should be returned upon exit.
- On arrival of guests, students are required to submit their University Smart Card with the security supervisor on duty. The guest's CNIC or authorized legal driving license (original) shall be submitted with the security supervisor at the main gate. Guests not in possession of any valid identity will not be able to enter the premises.
- The Visitor Pass will be returned to the issuing authority after signing out.

- The visitor will not be allowed to stay overnight on campus, without prior approval from the authorities nor visitor cannot enter the classrooms/labs/hostels/library/Sports Complex/ discussion rooms.
- The visitor will not be allowed to stay overnight on campus without a prior approval from the authorities.
- The Visitor Pass will be returned to the issuing authority after signing out.
- The visitor will park his/her vehicle at the visitor parking area only.

OTHER FACILITIES AVAILABLE AT LUMS

Student Lounges and Common Rooms

Student lounges are built within all the school buildings at LUMS, and common rooms are made in the main dining center building for all students. These designated areas offer students a space to interact outside of study time and the lounges are devoted to enhancing the student experience and campus life.

Common rooms and lounges are also present in each of the male and female hostels. Each residential facility features common rooms with large screen TVs and comfortable seating. All common rooms are air-conditioned and open 24 hours. Students should keep in mind the following rules:

- Residents are only allowed to sleep in the lounges during the summer months.
- Personal belongings should not be left unattended in common spaces.
- The university cannot be held responsible in case of loss of personal property.

The SDSB building houses the Student Lounge for the MBA students on the second floor of the building, while the PhD students have working spaces allotted to them on the second and third floor. There is a separate student's lounge in the PDC building on the first floor, which is open to all undergraduate students.

Dining Services

- **Cafeteria**
  The Pepsi Dining Centre (PDC) provides three meals and snacks on a daily basis. The operation starts at 7am and ends at 10:30pm. PDC caters a variety of snacks and meals to the community.
  For information on the Pepsi Dining Centre please visit http://pdc.lums.edu.pk/
  The Green Olive: The Green Olive provides a variety of authentic Lebanese cuisine.

- **Food/Commercial Outlets**
  There are 10 different food outlets and 7 commercial shops including a pharmacy, salon, superstore, bookstore and photocopier within the campus, where edibles and everyday routine stuff are available to the students.

Banking & ATM

- **Campus Banking**
  Allied Bank digital branch in commercial area building provides consumer banking services to LUMS community. We have four ATM machines on campus:
  - Allied Bank ATM (Infront of PDC & Superstore Area)
  - MCB ATM (School of Law)
  - Askari Commercial Bank ATM (Suleman Dawood School of Business)

- **Student Payments**

  Students and parents can make student account payments through the online payment system: https://admission.lums.edu.pk/student-payment-options-0

Emergency

LUMS Emergency Services are available round the clock at Emergency Direct Number: 04235608877

Pharmacy

LUMS also provides a 24/7 operational pharmacy on-campus which helps the community in procuring essential medications.

LUMS Medical Center

The LUMS Medical Center is a 24 hours emergency medical treatment center on campus. Manned by one doctor, supported by one male and female nurse at all times, this is a four-bed facility equipped with most major equipment, such as ECG machines, Glucometers, Oxygen provisions and other vital signs apparatus, providing life-saving treatment to our campus community, including a diverse community of 5000 students, faculty, staff and guests.

Masjid

The campus has a beautifully designed, community masjid, which is open 24 hours a day. Daily sermons are delivered in both Arabic and Urdu. The spacious mosque offers separate prayer facilities for men and women and is operational in all seasons of the year.

USEFUL CONTACTS

Department	Email / Web Address
Centre for Continuing Education Studies	ces@lums.edu.pk
Co-curricular Activities	cca@lums.edu.pk
General Administration Services	campus.security@lums.edu.pk
Gad and Birgit Rausing Library	http://library.lums.edu.pk
Information Systems and Technology	helpdesk@lums.edu.pk
National Outreach Programme	helpdesknop@lums.edu.pk
NOP Student Success Initiative	studentsuccess@lums.edu.pk nop@lums.edu.pk
Office of Academic Advising	advising@lums.edu.pk
Office of Accessibility and Inclusion	aaa@lums.edu.pk
Office of Admissions	helpdeskao@lums.edu.pk
Office of Advancement	communications@lums.edu.pk alumnirelation@lums.edu.pk giving@lums.edu.pk
Office of Finance	helpdeskfinance@lums.edu.pk
Office of Financial Aid	helpdeskofa@lums.edu.pk
Office of International Affairs	https://oia.lums.edu.pk/
Office of Programme Enhancement	ope@lums.edu.pk
Office of the Registrar	https://roservice.lums.edu.pk helpdeskro@lums.edu.pk
Office of Student Affairs	osa@lums.edu.pk
Office of Sports, Wellness & Recreation	swr@lums.edu.pk
On Campus Residence	residence@lums.edu.pk
Student Support Services	cso@lums.edu.pk

SUBJECT AREAS AND COURSE CODE PREFIX TABLE

Subject Area	Code Prefix
ACCT	Accounting
ACF	Accounting and Finance
ANTH	Anthropology
AST	Astronomy
BIO	Biology
CHEM	Chemistry
CHE	Chemical Engineering
CLCS	Comparative Literary and Cultural Studies
CMPE	Computer Engineering
CS	Computer Science
DISC	Decision Sciences
ECON	Economics
EDU	Education
EE	Electrical Engineering
ENGL	English
ENV	Environmental Studies
FINN	Finance
GSL	General Studies Law
GSS	Gender and Sexuality Studies
HIST	History
LANG	Language
LAW	Law & Policy
MATH	Mathematics
MECO	Managerial Economics
MGMT	Management
MKTG	Marketing
ORSC	Organizational Sciences
PHIL	Philosophy
PHY	Physics
POL	Political Science
PSY	Psychology
SALT	South Asian Literature
SOC	Sociology
SS	Social Sciences
SWR	Sports, Wellness & Recreation

GLOSSARY

Academic Advisor
A faculty member or a trained advisor assigned to a student, who, through regular meetings, helps the student plan and implement immediate and long-term academic and vocational goals.

Academic Holiday
Day when no classes are held but administrative offices remain open.

Academic Probation
A period or duration of observation/evaluation applicable to a student whose academic performance falls below the LUMS requirement for good academic standing. A student is placed on probation if his/her CGPA falls below 2.0 at the end of any regular semester. Upon not meeting the University defined conditions, a student placed on probation may be separated from the programme.

Academic Programme
A course of study to which a student applies, is admitted and graduates.

Academic Warning
A period or duration of observation/evaluation applicable to a student whose academic performance falls below the defined LUMS requirement. A warning letter is issued to students on the following basis: If semester GPA in any regular semester falls below 2.00, regardless of CGPA. - If CGPA is below 2.5.

Academic Year
The Academic year comprises of two regular semesters, the Fall and Spring semesters. Each semester is of 16 weeks, comprising 15 teaching weeks including reading and review period and a final examination week.

Active Student
An undergraduate, graduate or postgraduate student who is pursuing a degree at LUMS whether enrolled or on leave in a particular semester/academic year will be considered as an active student.

Administrative Staff
A " professional, executive, or administrative" staff position that meets the labour laws for executive, administrative, or professional status. Individuals in these positions are not eligible for overtime compensation.

Admission Cancellation
Cancellation of admission of a student at any point in time by the University.

Admission Fee Waiver
A waiver given on admission fee.

Admitted Student
Applicant who has accepted the admission offer after meeting all the stipulated conditions of offer. The candidate who has met the LUMS admission criteria, has accepted the admission offer and the requisite terms and conditions.

Alumni Card
A LUMS identity card given to alumni for access across campus and to avail discount offers at major retail outlets and eateries across Pakistan.

Alumni
Alumni are defined as individuals who have completed requirements for a degree programme at LUMS.

Applicant
A person who applies and successfully submits his/her admission application through the LUMS Online Admission system.

Audit Student
An external or LUMS' student who takes a course without the benefit of a grade, credit or certification.

Bachelor's Degree
An award that normally requires full-time course work of at least four years but not more than six years for all undergraduate programmes except BA-LLB. For a five-year BA-LLB degree, maximum allowed completion time is seven years.

Bona-fide Letter
Bona-fide letter is a certificate which is issued by the University to students, which could include details pertaining to their admitted/graduation year, adherence to discipline, level of study, major field of study, medium of instruction and CGPA/SGPA as required by different officials i.e. recruiters, higher education institutions, funding organizations and for visa purpose etc.

Bona-fide Student
A student who is/was pursuing a degree programme at LUMS and has never been dismissed on disciplinary grounds.

Class Enrolment
The number of students enrolled in a class.

Closure
A closed activity that is not active at this moment.

Conditional Admission Offer
Admission offer made to an applicant where s/he is yet to meet the stipulated conditions for the confirmation of admission.

Consultancy
Consultancy is defined as an activity that a member of LUMS community carries out within or related to his or her professional field through which expertise is exchanged against some consideration with an external organization i.e. client. Work is classified as consultancy when: 1. The project involves purchase of the existing skills, knowledge and expertise of University staff and equipment by a client; and 2. The client expects to own the intellectual property (IP) arising from the paid consultancy and also expects complete confidentiality on the part of the University. Consultancy work normally includes short-term investigations.

Course Audit
A course taken without the benefit of a grade, credit or certification.

The purpose is self-enrichment and academic exploration only.

Course Catalogue
A repository which is maintained in Student Information System (Zambeel) to view all courses and related information.

Course Enrolment
Course enrolment is the process of adding/dropping/swapping of courses each semester within the pre-defined enrolment phases using Student Information System (Zambeel).

Course Load
The number of credit hours that each student takes in a regular semester. The University defines the programme and level wise requirements for minimum/ maximum credit hours in a semester.

Course
A unit of teaching that normally lasts one semester, is led by one or more instructors and has a fixed number of students. It is typically described in course catalogue. Courses can contain multiple components such as lecture, recitation, tutorial, lab etc.

Credit Hour
A unit of measuring educational CREDIT, usually based on the number of contact hours per week throughout a semester. "A credit hour means teaching a theory course for 50 minutes each week throughout the semester. One credit hour in laboratory or practical work/project would require lab contact of 03 hours per week throughout the semester".

Credit Transfer
Successfully transferred credits of courses taken by a student at any other university during an exchange/visiting semester.

Credits
Recognition of attendance and performance in an instructional activity (course or programme) that a student is given credit to meet the requirements of a degree.

Cross Listed Courses
A single course which is offered with two or more course codes for the relevant areas. A student may register for the course with only one prefix that is pertinent to his major/minor field of study. The course will count towards the chosen area for the duration of the programme.

Cumulative Grade Point Average (CGPA)
Sum of all grade points divided by total credit hours attempted.

Dean of School
The dean of the school is the academic and administrative head of all departments within a School (i.e. MGSHSS, SBASSE, SAHSOL, SDSB) with the responsibilities of faculty hiring, implementing academic policies & standards, overseeing the budget and other administrative functions.

Dean of Student Affairs
The dean of student affairs is responsible for the student well-being and experience at the university including the extra-curricular activities.

Dean
The Dean of School brings together all aspects of the student experience. He is responsible for overseeing the curriculum, especially the aspects related to general education, as well as all non-curricular components of student life.

Dean's Honour List
The students are placed on the Dean's Honour list upon successful completion of at least 32 credit hours in a year and attaining cumulative GPA of 3.60 or above.

Degree Before Convocation (DBC)
Degree before convocation may be issued prior to graduation to the students who have completed all the degree requirements for their programme and their name has been approved in the faculty plenary.

Degree
An award conferred by LUMS at the time of graduation, as official recognition, for the successful completion of a programme of study.

Department Chair
The department chair is responsible for delivery of effective curriculum, facilities management and related services in an academic department. This person provides a key communication link between the administration and the departmental faculty.

Doctorate (PhD)
A degree that requires advance work beyond the master's level, including the preparation and defence of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement.

Double Major
An additional major chosen by a student in the junior/senior year of study, subject to availability of seats and fulfilment of requirements. In order to complete a double major degree a student is required to complete at least 160 credit hours.

Drop a Class/Course
The process of dropping a course/class that a student is enrolled in within the stipulated period.

Dropout
A student who leaves the university prior to completion of degree. Following conditions apply:
1. Un-authorized withdrawals;
2. University withdrawal;
3. Administrative Withdrawals.

Enroll
The process to register for courses in a semester.

Enrolled Student
An undergraduate, graduate or postgraduate student who is pursuing a degree at LUMS and is enrolled in a particular semester/academic year will be considered as an enrolled student.

Executive Courses
Courses offered for professionals by Rausing Executive Development Centre (REDC) at LUMS.

Extracurricular Activities
Activities undertaken by students that fall outside the realm of the normal curriculum of school or university education.

Faculty Member
Faculty members who are responsible for planning, directing and undertaking academic teaching only, research only or both teaching and research at LUMS. A faculty member can also hold an administrative position as designated by the University. Only adjunct faculty members are counted as part-time faculty members.
This includes: vice-chancellor, Deans, professors, heads of academic departments, associate professors, assistant professors, teaching fellows, research fellows or postdoctoral researchers, adjunct, visiting faculty members who contribute to teaching or research or both at your university for a minimum period of at least three months.

Faculty Workload
"Faculty Workload" refers to all faculty activities that contribute to the accomplishment of School related activities and responsibilities: research/creative activity, teaching and service.

Fee Paying Student
An undergraduate, graduate or postgraduate student who is paying fee (irrespective of fee source) to the University in a particular semester/academic year will be considered as a fee paying student.

Fee Waiver (Hostel)
A waiver given to a student on hostel fee.

Fee Waiver (Tuition)
A waiver given to a student on tuition fee.

Fee waiver
A fee waiver is a form of financial aid made by LUMS to a student on a need/merit basis.

Fees
The pre-defined charges for educational and other related services by the University.

Final Exam
A final examination is a graded instrument given to students at the end of a course offered in a semester.

Final Separation
A student who has been permanently separated from the programme based on academic performance and is not eligible to apply for readmission.

Financial Aid (Loan)
Financial support from University's side to students for paying LUMS Fee which needs to be returned after graduation.

Financial Aid
Need based monetary support to a student to help pay tuition, fees and other educational expenses. This can include loans, grants, scholarships.

Financial Awards
Financial award is any grant or scholarship, loan, or paid employment offered to help or encourage a student. Such aid is usually provided by various sources such as federal and state agencies, foundations, corporations, donor organizations or University.

Foreign National applicant
An applicant who is not a Pakistani citizen and does not hold a Pakistani passport/NICOP/CNIC. Applicants holding dual nationality out of which one is Pakistani are not considered as foreign national.

Free Elective Course
A course which student can freely choose to fulfil overall degree requirements. The requirements for free electives vary across degree programmes.

Freshman (First Year Student)
An undergraduate student in the 1st year of university study. At LUMS, student levels are categorized according to the number of credits earned during their academic career. The level of student remains freshman if the earned credits are within 1 - 30 credit hour range.

FTE-Student (in a semester)
Number of students who have taken full course load of 12 credit hours for undergraduate and 6 credit hours for a graduate level academic programme in a given regular semester.
Formula to calculate FTE in Undergraduate Programmes: (FTE = full-time headcount + (part-time headcount/(full credits i.e., 12/average of credit hours taken by part-time personnel)) Formula to calculate FTE Graduate Programmes:
(FTE = full-time headcount + (part-time headcount/(full credits i.e., 06/average of credit hours taken by part-time personnel))

Full-time TAs
Full-time TA is a graduate from LUMS or any other HEC recognized University. A full-time TA must have a CGPA equal to or greater than 3.20. S/he can have a maximum workload of 40 hours per week. The contract for full-time Teaching Assistants is for ONE-year (renewed on semester basis) extendable to a maximum duration of TWO years.

Grade
An alphabet that indicates student's work quality and performance evaluation in a course e.g. A+ (Exceptional) and F (Fail) etc.

Grading
The act of classifying something on a scale by quality, rank, size, or progression.

Graduate
Someone who has successfully completed the degree programme requirements and has been awarded a degree.

Graduating Senior
'A student in the final semester, enrolled in courses which confirms that s/he will be completing the required credit hours and graduation requirements for the respective degree programme.

Graduation
The formal process of receiving a degree, often at a graduation ceremony.

Honours and Awards
Honours and awards can be given to student, faculty and staff by LUMS or external party as recognition of an outstanding achievement.

Internal Grants
Sponsored research initiatives supported by LUMS

Internship
The internship is an important practical experience allowing students the opportunity to synthesize their in-class academic learning with the real-world organizational practice. Internship can be a mandatory requirement for the completion of a degree at LUMS.

Interschool transfer
A student who was initially enrolled in another School/Major at LUMS and after following the University defined process is transferred to another School/Major.

IP Rights
Intellectual Property Rights (IPR) of a researcher. IP refers to creation promulgated by the human mind which are considered as a controllable resource and can be utilized to obtain future benefits e.g. patent, copyright, trademark etc.

Joint Major
Joint major provides the richness of two undergraduate pre-defined joint major areas in which degree programmes are offered at LUMS. In order to complete a joint major degree a student is required to complete minimum 130 credit hours.

Junior (3rd Year Student)
An undergraduate student in the third year of study at the University.
The students are categorized according to the number of credits earned during their academic career at LUMS.

Lab
An academic period defined in the class schedule devoted to work or study for Laboratory work. (Lab session are usually scheduled to compliment lectures and have some required experimental work. Usually, labs have a percentage of the final grade allocated to them. However, labs are also offered as a separate graded course particularly for SBASSE students).

Leave of Absence
An authorized time out from studies for reasons such as ill health, extenuating circumstances or exchange programme.

Lecture
An exposition of a given subject delivered before an audience or class, for the purpose of instruction.

Letter of Recommendation
A letter of recommendation is a document in which the writer assesses and provides the detail of the qualities, characteristics, and capabilities of the person being recommended in terms of that individual's ability to perform a particular task or function.

Loan
A monetary amount paid to a student (with or without interest) which needs to be paid back within stipulated time frame.

LUMS Smartcard ID
LUMS smartcard is the standard identification for the faculty, staff, students and alumni.

Major Core
Major core curriculum is the set of common courses which are mandatory for a student pursuing a particular major.

Major Elective
The major elective curriculum is the set of common courses which are mandatory for a student pursuing a particular major.

Major
The principal field of study of a student at LUMS.

Merit Scholarship
Merit scholarship is an award of Financial Aid to students who perform exceptionally well and maintain top position in their School as per policy and criteria defined by the University.

Midterm Exam
A midterm exam is a graded instrument near the middle of an academic semester.

Minor
Study/qualify in a subsidiary subject which could be adjacent or distinct from the major stream of study.

National Outreach Programme (NOP)
LUMS Scholarship Programme to provide the talented yet financially challenged youth of Pakistan a chance to study at LUMS on full financial aid.

National Student
A permanent resident of Pakistan whose record is registered with National Database and Registration Authority (NADRA) and does not require a visa to enter Pakistan.

Official Transcript
A transcript printed on special transcript paper with security features, provided in a sealed and stamped envelope.

Open day
A day planned for prospective students to get oriented with the university.

Orientation (O-week)
Orientation is a period of time at the beginning of the academic career at LUMS, during which a variety of planned trainings, events and activities are conducted to orient and welcome new students.

Part-time Programme
The flexibility of completing a programme of study in a longer duration than the regular time specified by the University to complete that particular programme/degree.
Applicable only, in case of students who for medical/beyond human control reasons, as verified by the University are unable to undertake full-time load.

Part-time TAs
Part-time TA is a LUMS graduate level active student or a graduate from any other HEC recognized University. The student must have a CGPA equal to or greater than 3.20. S/he can have a maximum workload of 20 hours per week. Part-time (internal) graduate TAs require an active, full-time student status.

PhD Supervisor
A Full-time faculty member, under whom the students are admitted into a PhD programme and is associated with the research area most relevant to the student's interest.

Plagiarism
Plagiarism is the use of the intellectual work of other people, without acknowledgement, and the act or representing the ideas or discoveries of another as one's own in written work submitted for assessment. Plagiarism could lead to strict disciplinary action against the individual.

Portal
Website that can only be accessed by University students and staff and provides a range of personalized tools and information.

Pre-requisites
The requirements that must be met, in order to be eligible to enroll in a course. This may include passed course, registration in a specific programme or plan, specified academic level or academic standing.

Primary Nationality
The first nationality attained by an individual regardless of birthplace.

Prospective student
A candidate who is interested in studying at LUMS.

Quiz
A quiz is a brief assessment used in education and similar fields to measure growth in knowledge, abilities and skills. Quizzes can be taken during any teaching session of a course for students' assessment about the topic being covered in the session and are usually a graded component of the course. Quizzes can be announced/un-announced.

RA-(Research Assistant/Associate)
A research assistant/associate is a researcher employed, often on a temporary contract, by LUMS for the purpose of assisting in academic research. Assistant is usually a junior level position whereas, Associate is an experienced researcher.

Recitation
Recitations are conducted to reinforce the concepts delivered in the lecture. Recitations supplement the course material, and are conducted in small groups for individualised engagement by teaching assistant (TA) or instructor.

Registrar's Office (RO)
Registrar Office (RO) is the custodian of LUMS student records and transcripts, degree progress and graduation audit, in addition to serving as a clearinghouse for course enrolment and other related activities e.g. assigning majors and swapping or changing them subsequently, posting of grades etc.RO also serves as the transparent implementer of approved University policies and functions as the secretariat to University Committees.

Research
Research can be defined as an activity involving a creative programme of systematic investigation which:1. Typically carries on for a considerable period; 2. Involves potential innovation and risk. With research, it is not possible to predict whether a given objective can be achieved; 3. Leads to publicly verifiable outcomes that are open to peer appraisal; and 4. may be initiated by a research proposal and funded by a sponsor.

SCGPA (Specialization Cumulative Grade Point Average)
Sum of all grade points divided by total credit hours attempted in the particular stream/major of study which includes major cores, major electives and relevant free electives.

Semester Withdrawal
Withdrawal of a student from the semester on his/her own will following a formal procedure.

Semester
At LUMS each semester consists of 16 weeks, comprising 15 teaching weeks including reading and review period and a final examination week.

Seminar
A group meeting in which participants and trainer/faculty discuss information on a chosen topic.
Senior (4th Year Student): An undergraduate student in the final year of university study. The students are categorized according to the number of credits earned during their academic career at LUMS

Senior Project
Senior project (Sproj) is a collaborative task that may be taken in the senior year according to the requirements specified for a particular academic programme.

Separation (Low CGPA)
If CGPA of the student remains below 2.0 for two consecutive regular semesters (Fall and Spring), then s/he will be separated from the programme.

SGPA (Semester Grade Point Average)
Sum of all grade points divided by total credit hours attempted in a particular semester.

Sophomore (2nd Year Student)
An undergraduate student in the 2nd year of university study. The students are categorized according to the number of credits earned during their academic career at LUMS.

Student
An individual who is pursuing an undergraduate, graduate or postgraduate degree at LUMS.

Student Loans
Loans from University to help university students pay their living and study costs.

Teaching Assistant (TA)
Teaching Assistant is an active student of graduate level at the University or an externally hired alumnus/graduate. S/he provides teaching support and is responsible to grade, monitor/invigilate, lead labs and/or discussion sessions, recitations and tutorials. A TA is required to work during specified office hours in order to provide assistance to the students. His/her work assignments are carried out under the close supervision of course instructor
Exchange, visiting or auditing students are not eligible for this position.

Thesis
A thesis is a document submitted in support of candidature for a graduate/doctoral degree presenting the author's research.

Transcript
The transcript is an inventory of the courses taken, grades obtained, CGPA and credit hours earned by a student throughout his/her academic career.

Transfer Student
A student who was initially enrolled in another accredited institution and after following the University defined process is admitted to LUMS.

Unauthorized Withdrawal
Withdrawal of a student from the University/Semester on his/her own will but without following a formal procedure.

Undergraduate Exchange Student: Inbound
International students who study at LUMS for one/two semesters according to the terms and conditions defined for a bi-lateral exchange programme. The exchange programme must be academic in nature and acknowledged by a formal agreement through LUMS.

Undergraduate Exchange Student: Outbound
LUMS students who go abroad to study for one/two semesters according to the terms and conditions defined for a bi-lateral exchange programme. The exchange programme must be academic in nature and acknowledged by a formal agreement through LUMS. The international exchange programme must be between LUMS and a university, NOT between LUMS and a company OR corporation.

Undergraduate Student
A student pursuing a Bachelor's level or equivalent degree at LUMS.
This includes programmes designed to provide intermediate academic and/or professional knowledge, skills and competencies leading to a first tertiary degree or equivalent qualification.

Undergraduate TA
Undergraduate TA is an active undergraduate student at LUMS, who can take a maximum workload of 20 hours per week. The minimum cumulative GPA available in Zambeel must be equal to or greater than 3.2 (Candidates having semester GPA greater than 3.2 and Cumulative GPA less than 3.2 cannot be considered for TA-ship).
An Undergraduate TA's responsibility is to provide assistance and mark minor course instruments (e.g. quizzes, MCQs, Lab reports etc.) as assigned by the course instructor and/or TA. However, s/he is not eligible to upload marks in Zambeel and invigilate examinations. S/he can sit through the class upon the discretion of course instructor and nature of the course. An undergraduate TA should not have any Disciplinary Committee decision against him/her for violation of the university rules and regulations. Exchange, visiting or auditing students are not eligible for this position.

University Academic Honours and Awards
University Academic Honours are bestowed as recognition of outstanding
academic achievement and to further encourage sound scholarship. They are awarded to every undergraduate student attaining the required proficiency. For some awards, students also receive certificates.

University Core Requirements:
he core curriculum is the set of common courses required to be successfully completed by all undergraduate students irrespective of their allocated major.

University Holiday
Days when Administrative and Academic Offices are closed.

University Withdrawal
Withdrawal of a student from the University on his/her own will following a formal procedure. This could be categorized as withdrawal from programme prior to or after the commencement of classes.

Unofficial Transcript
A transcript with a watermark "unofficial" and without the signature of the Registrar. It is not provided in a sealed and stamped envelope.
In case an official transcript is opened, and the seal is broken, then it should also be treated as unofficial.

VC
Vice Chancellor is the chief executive of the university for both academic and administrative affairs.

Visiting Student
A student who takes courses at LUMS after due University defined

process on fulfilment of admission requirements.

Year Admitted

The year in which an admitted student joins the degree programme. The students at LUMS joins the degree programme in either of the regular semesters of that particular academic year i.e., Fall OR Spring. Example: The Academic Year 2017-2018 at LUMS comprises two regular semesters, the Fall 2017 & Spring 2018. If a student joins the programme in Fall 2017-2018 or *Spring 2017-2018 (*only in case of transfer students), the academic year of admission will be 2017.

Year Graduated

The year in which a student completes all the degree requirements from LUMS and is eligible to convocate. In order to mark graduation year in Zambeel, the submission of Graduation Audit Form (GAF) and inclusion of name in the faculty plenary for that particular semester is requisite.

Example: If a student completes all the degree requirements in Summer 2017, Fall 2017 or Spring 2018, the year of graduation will be marked as 2018 on the regular degree.

On the transcript, the year of graduation for the Summer Semester may vary from the degree and will be according to the date when completion has been assigned to the student. Please also refer to definition of "Degree Before Convocation

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