FREQUENTLY ASKED QUESTIONS

THE OFFICE OF UNDERGRADUATE STUDENT ADVISING (SDSB)
LAHORE UNIVERSITY OF MANAGEMENT SCIENCES

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Major/Minor Related Queries (SDSB)

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Q. What is the process for declaring/choosing your Major?

The major declaration process generally takes place in April. Student's will be able to choose their major themselves via Zambeel. As for choosing your major, this is a decision that you can make with help from the advising office and relevant faculty. A major declaration and information session is usually held in February or March where students are told about the differences between the two SDSB majors and their different prospects. For further information regarding major choice, students can reachout to the advising office any time.

Q. What is the process for declaring a Minor?

The minor declaration process takes place in the April of the graduating year. Once the Graduation Audit process is activated, the RO will send out a link asking students to fill in the details of the courses they have taken. There, you will also be asked if you intend to declare a minor and what minor requirements you have fulfilled. Once those minor requirements have been verified, it will appear on your transcript. Therefore, until such time, students should only be concerned with making sure that they are meeting the requirements for the minor they wish to have declared.

Q. What is the process for changing one's major from ACF to MGS or vice versa?

The process for major change is applicable to sophomore students who wish to switch from ACF to MGS or vice versa. It generally takes place in April. Please note that juniors are not eligible to apply for a major change within SDSB.

The process itself is as follows:

1) Meeting with Academic Advisor (Mandatory): The first step will involve you setting up a meeting with an academic advisor from the SDSB advising unit. You will have to share your reasons for wanting to change your major. The advisor will work with you to make sure that your reasons for wanting to change are sound. He/she will also make an assessment as to how this decision will tie in with your ability to meet your program and graduation requirements.

2) Meeting with Faculty (Strongly Recommended but Optional): If you feel that you want to change majors within SDSB but are still unsure as to the ramifications of that decision (academic or professional), then you can request your advisor to refer you to the relevant faculty for further guidance.

3) Fill and Submit Major Change Request: You will then have to complete and submit an online request for a major change along with 2 required documents:
   i.   Semester by Semester Plan to ensure timely graduation with the intended major (attached)
   ii.   Reason for Major Change (which you have already discussed with the academic advisor during your initial meeting)

You are required to attach these documents along with the Major Change application. Your application will be submitted to the relevant SDSB authority for review. The application will be approved or denied by the school depending upon your case.

4) Submission of Formal Request to RO: After the verification and approval

from SDSB authority, your request will be forwarded to the RO for final confirmation. At this stage, the change will be official, and you cannot revert your decision once it has been made.

Q. What are the minor requirements for Computational Finance?

Please check your student handbook for updated minor requirements of Computational Finance.

Q. What are the minor requirements for Public Management?

Please check your student handbook for updated minor requirements of Public Management.

Q. What is the process for transferring into SDSB from another school?

The applications for Inter-School transfers generally open in April when an email is sent by the RO. The process for transferring into SDSB is also provided on page. 89-90 of the Undergraduate Student Handbook (2020-21). It is as follows.

There are two ways you can be eligible for a transfer to SDSB.

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(s) 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. Student has taken at least three ACF/MGS courses by the end of First/Sophomore year(s).
**b. Student meets the criterion mentioned in (B.1) and CGPA weightage is > =

3.3. CGPA weightage 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.

Q. What courses can I take in order to transfer into SDSB?
Some suggested courses include:
- o ACCT 100, MGMT 142: Open for enrollment to all years in phase 2 and add/drop.
- o ORSC 201, MKTG 201: Open for enrollment to all years except freshmen in phase 2 and add/drop.

Q. How can I increase my chances of a transfer to SDSB?

There are very limited seats available (especially in recent years), due to higher intake of SDSB students. In 2019-20: Out of 12 student applications, only 2 students. In some years, only straight transfers are opened (transfers based on CGPA requirement).

To increase the chances of a transfer students can try the following:

- o While the CGPA forms the most important aspect of the consideration, the committee also considers such variables as the nature of the courses taken by the student and the grades in courses that involved skills relevant to ACF/MGS courses, such as numerical ability, critical thinking, writing and communication skills.
- o Even in the case of those who do have a CGPA greater than 3.5, it would be useful to consider planning to take courses such as ACCT 100 or MGMT 142 in the Spring since they are part of the core requirements of ACF/MGS and might signal to the committee serious interest on the part of the student to choose ACF/MGS as a major.

Q. What is the process for transferring out of SDSB to another school?

Each school has its own transfer requirements. The Office of Academic Advising has a handout pertaining to inter-school transfers which has all the required information. You can find it **here**.

ACCA Related Queries
Q. Can only ACF students avail ACCA exemptions?

Yes. As per the current agreement between SDSB and the ACCA embedded program, only ACF students can avail ACCA exemptions.

Q. When can ACF students avail ACCA exemptions?

SDSB UG ACF students only have the opportunity to opt for the ACCA Embedded Programme upon the closure of their Sophomore year as per the agreement with ACCA following the due registration process. As a result of this registration and upon the issuance of ACCA ID code the students are exempted from the foundation papers of ACCA which are exempted in lieu of the mapped courses which the students would take during the four-year degree programme at SDSB with a **PASS grade**.

Q. Which SDSB courses are mapped against ACCA exemptions?

These courses are as under;

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Serial	ACCA Paper	Mapped LUMS Course	Status
1	Business and Technology (BT)	upon full course completion	Exemption
2	Management Accounting (MA)	upon full course completion	Exemption
3	Financial Accounting (FA)	upon full course completion	Exemption
4	Corporate and Business Law (LW)	upon full course completion	Exemption
5	Performance Management (PM)	Principles of Management Accounting (ACCT130 / ACF121)	Exemption
6	Taxation (TX)	Applied Taxation (ACCT370)	Exemption
7	Financial Reporting (FR)	Corporate Financial Reporting (ACCT221)	Exemption
8	Audit and Assurance (AA)	Auditing (ACCT250 /ACF231)	Exemption
9	Financial Management (FM)	Principles of Finance (FINN100/ACF261) **Plus** Intermediate Finance (FINN200/ACF361) **Plus** Applied Corporate Finance (FINN400)	Exemption
10	Strategic Business Reporting	Corporate Financial Reporting-I & II (ACCT220 & ACCT320)	Embedded
11	Strategic Business Leader	Governance, Risk and Compliance (ACCT482) **Plus** Principles of Management (MGMT142)	Embedded
12	Advanced Financial Management	Applied Corporate Finance (FINN400)	Embedded
13	Advanced Audit and Assurance	Advanced Auditing (ACCT352)	Embedded
14	Ethics and Professional Skills Module		

The courses highlighted in the green are the ones for which the students will take preparatory courses at SDSB, will have to pass them, and then will be allowed to appear for the exams with ACCA to complete the course work requirement.

Q. Is there a fee that students will have to pay to avail the ACCA exemptions? Is there a registration fee?

Students are not charged with any exemption fee for the papers exempted (9 ACCA papers) and year 1 annual subscription. However, there is a time limit during this fee waiver must be availed. Being students of the embedded programme, students will be required to sit the first ACCA professional examination within 6 months of their registration with ACCA. Failure to sit the first exam within this period would result in a withdrawal of the fee waiver.

Q. Is there a time limit to complete the ACCA course-work requirement?

The maximum time limit to complete ACCA course work requirement is **7 years from the date of registration**. In case the student appears for professional exam within six months of registration and passes that exam and then is unable to complete the remaining three courses till the completion of seven years (from the date of registration), in that case the student will be required to appear again for all of the four professional exams with ACCA.

Q. How can students complete the article-ship requirement for ACCA?

The students can complete the article ship requirement with any audit or financial/business organization as per the criteria laid down by ACCA for completion.

Q. Where can I get the required documents for ACCA registration?
  1. **ACCA Qualification Declaration Form**

This may be obtained by contact Nabeel Ahsan at ACCA Global at the following email address Nabeel.Ahsan@accaglobal.com

2. ACCA Student Details Form

This may be obtained by contact Nabeel Ahsan at ACCA Global at the following email address Nabeel.Ahsan@accaglobal.com

3. Official transcript issued by LUMS
Students can download an unofficial transcript from zambeel and share it with ACCA
4. Authorization Letter issued by LUMS)
This will be provided by the PCO.

Q. What kind of exemptions apply to ACF students who want to pursue an ACCA or CA? (you may list set of possible exemptions?)

For ACCA, financial and ACCA foundation courses exemptions serve as an incentive but are valid if the student appears for one professional course exam within six months of registration

with ACCA. In terms of course work exemption for higher studies, there is no exemption available bearing an ACCA professional qualification.

For ICAP, being a certified CA is equivalent to a Master's Degree as chartered by HEC. In terms of course work exemption for higher studies, there is no exemption available.

Q. Are there any exemptions for ACCA that are available to MGS students?

There are no exemptions for MGS students. Both ACCA and CA agreements mention SDSB UG ACF students as the eligible category to claim exemptions.

Q. Is it advisable or possible to take ACCA exams in tandem with our undergraduate degree?

For ACCA, it is mandatory for an ACF student to appear for at least ONE ACCA professional exam (the ones highlighted in green above) within the next 6 months once registered with the ACCA Embedded Programme. Failure to sit the first exam within this period would result in withdrawal of the fee waiver.

Q. How does availing the pass/fail policy at LUMS affect the exemptions?
For ACCA, the minimum grade requirement is a **Pass** grade.

CA Related Queries
Q. What are the LUMS courses against which CA (ICAP) exemptions can be mapped?

For ICAP, the process/details are available at the ICAP website under SDAI (specified degree awarding institute) category for claiming CAF module exemptions **after successful completion of the ACF Programme.** The course-mapping for CA (ICAP) exemptions are as follows:

Course Mapping			
ICAP		**LUMS**	
CAF	**Course Title**	**Code**	**Course Title**
1	Introduction to Accounting	ACCT 100	Principles of Financial Accounting (POFA)
2	Introduction to Economics and Finance	MECO 111	Principles of Microeconomics (Micro)
		MECO 121	Principles of Macroeconomics (Macro)
3	Business Law	MGMT 260	Business Law
4	Business Management and Behavioral Studies	MGMT 142	Principles of Management
		ORSC 201	Organizational Behaviour
5	Financial Accounting and Reporting I	FINN 100	Principles of Finance
		ACCT 220/ACCT 221	Corporate Financial Reporting-I OR Corporate Financial Reporting

6	Principles of Taxation	ACCT 370	Applied Taxation
7	Financial Accounting and Reporting-II	ACCT 320/ACCT 221	Corporate Financial Reporting-II OR Corporate Financial Reporting
8	Cost and Management Accounting	ACCT 130	Principles of Management Accounting
9	Audit and Assurance	ACCT 250	Auditing
PC SC	Presentation & communication Skills	SS 100	Writing and Communication
		MGMT 212	Business Communication
PV EA	Professional Values, Ethics & Attitude	MGMT 242	Business Ethics and Corporate Social Responsibility
	Quantitative Methods	MATH 101	Calculus I (Cal)
		DISC 203	Probability (Prob) and Statistics (Stat)

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Q. Is there a minimum-grade criterion for availing ICAP exemptions?

ICAP has a minimum grade (60% aggregate marks in a course) requirement for SDSB UG courses mapped against CAF (Certificate in Accounting & Finance) module courses. Failure to achieve the required grade percentage may require the student to reappear for the CAF module courses as determined by ICAP during claiming of exemptions.

Q. Is it advisable or possible to take CA exams in tandem with our undergraduate degree?

For CA, the process to claim exemptions begins is only possible the completion of ACF Undergraduate from LUMS and then appearing for other modules exams while being a registered candidate with ICAP.

Q. How does availing the pass/fail policy at LUMS affect the ICAP exemptions?

For the mapped courses which have been converted to a PASS category, ICAP will require certification from RO that the student's aggregate score in that course was above 60% for exemption to be awarded.

Q. Are there any exemptions for CA that are available to MGS students?

There are no exemptions for MGS students. Both ACCA and CA agreements mention SDSB UG ACF students as the eligible category to claim exemptions.

<center>**Graduation Related Queries**</center>

Q. My graduation requirements are still being shown as incomplete on Zambeel, even though I have met all my requirements. How can this be fixed?
Or
My courses are being counted in the wrong bin. What can I do to fix this?

The graduation requirements can sometimes appear as incomplete on Zambeel because of courses being counted in the wrong bin. Unless some requirement is actually missing or incomplete, what this means is that a required course(s) is showing up in the UFE bin for some reason and is not being counted towards satisfying a particular program requirement. Corrections for these errors have to be done manually during the GAF.

In such cases, students should bring the issue to the notice of OUSA. They will verify the graduation requirements. In case there is a requirement that is missing, the student will be notified of what that is. In case all requirements are indeed complete, the advising office makes a note of that student and passes the information along to the Program Coordination Office at SDSB for manual correction during the Graduation Audit.

Q. I am a graduating senior and need less than 12 CHs to graduate but Zambeel won't let me go below that number. What do I need to do in this case?

Since Zambeel does not allow students to go below 12 CHs required to maintain an active student status, graduating seniors who have less than 12 CHs remaining will have to notify OUSA who will then inform the RO that the student's remaining graduation requirements fall below 12 CHs. The RO will then allow the student to enroll in less than 12 CHs.

Q. How and when do I apply for graduation?

A link is sent by RO, usually in April, asking graduating seniors to apply for the GAF. It asks them what requirements they have fulfilled as well as what minors they wish to have shown on their transcript.

Q. My graduation has been delayed to next summer/next fall etc. Should I be applying for graduation with this batch?
No. Such students will apply for graduation with the next batch.
Q. I am a graduating senior. What is the process for declaring a Minor?
See Minor related queries section above.

Q. I really wish to take an elective course that is clashing with one of my core courses. Can I be force enrolled in a different section of the class?
Or
Can I be force enrolled in an SDSB course?

No. The option for force enrollment into a different section due to a clash is available only in rare cases to graduating seniors. And even in that case, there must be no other course available which does not clash and will allow the student to meet their graduation requirements.

Q. What is the process for swapping a course?
Q. What is the force enrollment policy?

Force enrollment is an extreme measure taken to accommodate students for whom no other option or course is available. It usually only applies to graduating seniors who need a particular course to meet their graduation requirements and only applies given that no other course was available to satisfy that requirement.

Q. What is the limit for the number of credits that can be taken in the form of DCW?
12 credit hours in the course of an undergraduate career.

Q. Does an SPROJ count as free elective if all my bins are complete?
Yes, in such cases, the SPROJ will be counted as a free elective.

Q. I am an MGS major and want to do an SPROJ to satisfy Bin 1/Bin 2 requirement. What kind of SPROJ will satisfy either?

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

In order for an SPROJ to satisfy a Bin 1 requirement in place of a course, it needs to be equivalent to the course load falling under Accounting, Finance, Economics, Organizational Sciences & Marketing Stream

In order for an SPROJ to satisfy a Bin 2 requirement in place of a course, it needs to be equivalent to the course load falling under Operations Research/Information Technology/Mathematics stream.

(For a full list of courses, see page 80-82 of the student handbook)

Q. What is the difference between a DRP and an Independent Study?

The major difference b/w a DRP and an independent study is that a DRP involves a group of students whereas an individual study can be done alone. A DRP can be done by juniors/seniors whereas an Independent study can only be done by seniors. Both are of 1-2 credit hours. Which of these might suit a particular type of project best can only be answered either by the program coordinator or by a relevant faculty member.

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Pass/Fail or Pass/NC Related Queries

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Q. What is the process for converting a course to 'Pass' instead of receiving a letter grade?

The deadline for availing the Pass/Fail or Pass/NC policy is given by RO each semester. Students should strictly adhere to the deadline as no requests will be entertained once it has passed.

Q. Can we pass/fail an SDSB core course?
No.

Q. Can we pass/fail an elective course?
Yes, but only non-SDSB electives can be declared as Pass/Fail.

Q. If I repeat a course more than once, when is a grade counted and when is it not?

The policy related to repeating courses for the purposes of grade replacement is given on page. 33 of the handbook.

When you repeat a course with a grade below C, both grades will appear on the transcript but only the best grade is included in CGPA calculations. This is the repeat and replace policy.

When you repeat a course with a C or above, all grades will count in the calculation. This is the all grades count policy. So, the final grade will be the average of the grades which are above a C.

In case a student repeats a course and receives a grade lower than a C the next time, only the original grade will be counted and the replace policy will not be applicable.

Q. Do pass/NC courses count towards the maximum limit of 10 credits allowed in the regular pass/fail policy?

No. they do not. As per the official communication from RO, courses declared as Pass/NC based on the Covid-era policy will not be counted in the regular limit of 10 credits allowed under the Pass/Fail policy applicable in normal semesters.

Q. What is the process for going on an exchange semester under the LUMS Exchange Program?

The process is laid out on page 43 of the UG handbook (2020-21) as follows:

"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.

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 department(s) 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 selfservice."

In addition, students are also required to have a meeting with their respective Advising Office to ensure that their graduation schedule and requirements will not be disrupted in any way by the exchange.

Q. Is the meeting with an Academic Advisor necessary before going an exchange?

Yes. The meeting is not only necessary but also useful for students planning to go on exchange. Ideally, students should have the meeting AFTER they have received confirmation of the exchange and have had their courses evaluated by the OIA and the relevant departments.

Q. Is there a minimum grade required in order for courses to be counted as Transfer Credits?

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

Q. What is the maximum number of credits that can be transferred while on an exchange?

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.

Q. Do exchange semester credits count towards End of Year Awards?

Credits taken during 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.

Q. Is it possible to apply for an exchange semester at an Institution with which LUMS does not have an exchange program?

Apart from the LUMS Exchange Program, students may apply at instituions other than ones that LUMS has an exchange program with but only after having obtained prior approval from their school's Dean's Office, in addition to the approval process outlined for the LUMS Exchange Program. For details, please see pg. 43-44 of the UG handbook.

Q. For other queries related to exchange semesters, which office should I contact?

For more information, students may contact the Office of International Affairs at international@lums.edu.pk

Misc. Queries

Q. Do credit hours for repeated courses count towards DHL requirement? (maybe no. see handbook)

According to pg. 58 of the UG handbook (2020-21) section titled 'Academic Honours at LUMS', "…repeated courses do not count towards honours and awards, throughout the degree tenure."

Q. I was interested in applying to graduate school and had some questions about the process. Who can I speak to regarding this?

If your queries are related to the general process of applying for graduate school, you may contact Ms. Rida Fayyaz in the Career Services Office for assistance at rida.fayyaz@lums.edu.pk

If you have questions pertaining to academic and professional prospects of a particular graduate school degree (for e.g. whether to pursue an Msc. in Marketing etc.), then you may send your query to the OUSA who can refer you to relevant faculty.

Q. I wish to apply for/have been trying to apply for on campus accommodations but my request has not been approved. Who can I contact regarding this?

The OUSA is the SDSB's advising unit and cannot answer such queries. They must be directed to the Office of Student Affairs or residence@lums.edu.pk