



**THE AGA KHAN UNIVERSITY**

**GRADUATE PROGRAMMES  
STUDENT HANDBOOK**

**2017**

The Graduate Programme Student Handbook is a collection of University-approved regulations applicable to all Aga Khan University graduate programmes. The Board of Graduate Studies approved the Handbook for circulation and use by AKU graduate programmes on April 21, 2011. The regulations in this Handbook supersede departmental or programmatic graduate regulations. Amendments to the Handbook approved by the Board of Graduate Studies and / or Academic Council are duly noted.

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## **I. PROGRAMMES OF STUDY**

The Graduate Programmes Student Handbook is applicable to the following (active and inactive) programmes of study. Graduate programmes will be added to this list as the University's Board of Trustees approves them.

### **1.0 DEGREE PROGRAMMES**

Doctor of Philosophy (Education)

Doctor of Philosophy (Health Sciences)

- Biological Sciences
- Clinical Sciences
- Nursing
- Population and Public Health

Master of Arts (Digital Journalism)

Master of Arts (Muslim Cultures)

Master of Bioethics

Master of Education

Master of Health Professions Education

Master of Medicine

Master of Philosophy (Education)

Master of Science (Epidemiology & Biostatistics)

Master of Science (Health Policy & Management)

Master of Science in Nursing

### **2.0 ADVANCED DIPLOMA PROGRAMMES**

Advanced Diploma in Education

Advanced Diploma in Health Professions Education

## **II. STUDENT STATUS**

### **1.0 AUDIT / NON-CREDIT PARTICIPANTS**

Graduate courses are not normally open to “auditors” who attend a course without the usual qualifications and without seeking academic credit. Auditors do not submit papers or assignments nor do they write tests or examinations. Enrolment as an auditor requires the written permission of the course instructor, the department chair, and the appropriate academic entity head. Upon completion of the course, and subject to confirmation from the instructor that the student attended at least 80% of the instruction, the transcript notation “AU” will be recorded. No other grade will be assigned. Once a course is taken for audit the same course may not be taken for credit.

### **2.0 VISITING STUDENTS**

Visiting Students are individuals who are currently registered in a graduate degree programme at another university, and who have made arrangements through both their home university and a graduate programme at AKU to spend some time at AKU as part of their degree programme. Visiting Students are not and may not be enrolled in a degree programme at AKU. Visiting Students may be at AKU to take particular courses, or they may be here to engage in research relevant for their degree under the supervision of an AKU faculty member. Without prior written approval of the relevant Programme Coordinator, the maximum duration for a Visiting Student’s stay at AKU is one year. Acceptance is on the recommendation of the AKU academic entity or programme. The student is expected to pay the appropriate tuition and incidental fees per course fee for the time that they are registered at AKU.

### **3.0 LEAVES OF ABSENCE**

Leaves of absence are normally granted on a term-by-term basis and, whenever possible, should commence at the beginning of a term. During the period of a Leave the student cannot expect to be given guidance on the thesis or be entitled to use the University’s facilities. During a Leave of Absence, no tuition will be charged, nor will the student be eligible for any scholarship support. The length of time for completing the degree and for eligibility for scholarship support will be extended by the duration of the Leave on the resumption of studies. A student should resume studies at the beginning of a term.

#### **3.1 Reasons for Leaves of Absence**

A Leave of Absence for up to one year is permitted for reasons of illness or for reasons related to family responsibilities such as pregnancy and child rearing.

Students who have successfully completed at least one full year in a graduate programme may apply for a Leave of Absence for up to one year for other personal circumstances, including severe financial problems, provided that the student's supervisor and the department support the request.

A Leave of Absence will not be granted to allow a student to pursue another programme of study.

#### **3.2 Discontinuation from a Programme of Study**

Upon notification from the programme coordinator, the Registrar’s Office will discontinue a student from his/her programme of study should s/he not return within the approved Leave of Absence time period, or where other arrangements to continue the Leave are not approved.

#### **4.0 VOLUNTARY WITHDRAWAL**

Students who find it necessary to withdraw from a graduate programme of study must officially withdraw from the programme and the University. The request for withdrawal must be forwarded to Programme Coordinator and, once approved, to the Registrar's Office for processing. Once withdrawn from a programme the individual is no longer considered a student and may not attend classes, receive supervision, or have access to any of the University's resources.

### III. EVALUATION OF STUDENT PERFORMANCE

#### 1.0 GRADING

Unless otherwise approved by the Board of Graduate Studies and endorsed by Academic Council, the following grading scheme and grade point scale will be applicable to all graduate programmes <sup>1</sup>.

Letter Grade	Percentage Equivalent	Grade Point
A+	95 – 100	4.0
A	90 – 94	4.0
A-	85 -89	3.7
B+	80 – 84	3.3
B	75 – 79	3.0
B-	70 – 74	2.7
C+	65 – 69	2.3
C	60 – 64	2.0
C-	55 – 59	1.7 *
F	< 55	0.0
P	Pass	‡
I	Incomplete	‡
IP	In Progress	‡
W	Withdrawn	‡
AU	Audit	‡
AG	Aegrotat Standing	‡

\* Not a passing grade.

‡ Grade is not used in GPA calculations.

#### 1.1 Aegrotat Standing

A grade of “AG” grants credit for a course, based on the course work already completed, when no further assessment is considered feasible because of illness or other extenuating circumstances beyond the student's control. Students may only be granted an AG grade with the approval of the academic entity head (Dean or Director) offering the course. The AG grade has no effect upon a student's CGPA.

#### 1.2 Incomplete

An Incomplete (“I”) grade is assigned only in the case where a student who, for illness or circumstances beyond the student's control, has missed a major assignment or examination. The Incomplete grade may be held for 90 days from the time the grade is assigned. If an “I” grade is not made up within 90 days of the completion of the course, an “F” grade will be assigned. Before this grade is assigned, students must obtain approval from the course instructor and the programme director.

#### 1.3 Audit

<sup>1</sup> The Master of Medicine (MMed) programme does not follow this grading scheme. MMed courses are graded on a Pass / Fail basis.



See "Student Status".

#### 1.4 Thesis / Dissertation Grading

The final grade for a student's thesis/dissertation will be recorded as a Pass (P) or Fail (F). A percentage grade for the thesis/dissertation is recorded on the student's transcript. Credits for the thesis/dissertation will be counted towards the number of credits required for the awarding of the degree. The thesis/dissertation grade will not be included in the calculation of the CGPA.

Amended by Academic Council: March 24, 2016

### 2.0 CALCULATION OF AVERAGES

A cumulative grade point average is calculated as an indicator of overall academic performance in a programme and is used as a criterion for academic progression, graduation requirements, for awards and other academic distinctions.

#### 2.1 Cumulative Grade Point Average (CGPA)

Term and overall averages are based on these grade points and expressed as a Grade Point Average (GPA) and a Cumulative Grade Point Average (CGPA).

Course	Credits	Letter Grade	Grade Points	Credits x Grade Point
One	4.0	A-	3.7	14.8
Two	2.0	C+	2.3	4.6
Three	3.0	B	3.0	9.0
	<b>Total credits = 9.0</b>			<b>Sum = 28.4</b>
$\text{CGPA} = \frac{\text{Sum of (credits x grade points)}}{\text{Total number of credits attempted}}$				
Thus,			<u>28.4</u>	
			9	
<b>CGPA = 3.16</b>				

### 3.0 MINIMUM PASSING GRADE

The minimum passing mark in a course is a 'C' (C plain).

### 4.0 RE-SITS

A grade of 'C-' (C minus) is considered unacceptable at the graduate level. A student receiving this grade may be permitted to re-sit an examination or resubmit an assignment. A student will be allowed only one attempt to raise their grade to a passing level. Students appearing in a re-sit will be eligible for a maximum of 'C+' (C plus) grade. If the student still does not pass, he/she will be asked to repeat the course. Transcripts will note that a student has raised his/her grade via a re-sit.

Amended by Academic Council: October 27, 2016

## **5.0 REPEATING A COURSE**

A failing grade (F) is assigned to any grade lower than a C- (C minus). Students receiving a failing grade are not eligible for a re-sit but must repeat the course. A student repeating any course will be eligible for a maximum of 'B' (B plain) grade. Transcripts will note that a student has raised his/her grade via a repeat. Where a student is required to repeat a course both attempts at the course will be recorded on the student's transcript; however, the new score will replace the previous score in the calculation of the student's GPA and CGPA.

## **6.0 BOARD OF GRADUATE STUDIES REQUIRED VERIFICATION REGARDING THE SUBMISSION OF PHD AND MASTER'S THESES / DISSERTATIONS**

As part of the University's degree approval processes, academic entities/programmes of study are required to submit a *Final Thesis/Dissertation Verification Form* to the Board of Graduate Studies.

## IV. DEGREE REQUIREMENTS

### 1.0 REQUIRED AVERAGE

In addition to successfully completing all required coursework as prescribed by the student's programme of study, and where applicable a thesis/dissertation, a minimum cumulative grade point average (CPGA) of 2.50 is required to graduate.

### 2.0 AWARDING OF DEGREE WITH ACADEMIC DISTINCTION

2.1 Graduate students completing degree course work with a Cumulative Grade Point Average (CGPA) of at least 3.50 (with no re-sits and no repeats) and a minimum grade of 85% in their thesis/dissertation, will have their degrees conferred "With Distinction".

2.1.1 The thesis/dissertation letter grade will be recorded as Pass/Fail (and thus not used in the calculation of the CGPA).

2.1.2 The percentage grade assigned for the thesis/dissertation will be recorded on a student's transcript.

2.2 Students receiving a sanction for academic misconduct will be deemed ineligible for having their degrees conferred "With Distinction".

2.3 The Policy is applicable to the following graduate degree programmes:

- Master of Arts (Digital Journalism)
- Master of Arts (Muslim Cultures)
- Master of Education
- Master of Health Professions Education
- Master of Philosophy (Education)
- Master of Science (Epidemiology & Biostatistics)
- Master of Science (Health Policy & Management)
- Master of Science in Nursing

Amended by Academic Council: March 24, 2016

### 3.0 RESIDENCY REQUIREMENT

In conferring its graduate degrees, the Aga Khan University verifies that its students have completed specified course work and other degree requirements. To assure this, AKU has established a residency requirement based on the number of academic units required for the degree. In as such, in addition to fulfilling any thesis/dissertation requirement, a student must complete no less than 50% of the required course work to be eligible for an AKU degree.

Amended by Academic Council: September 22, 2016

### 4.0 TIME LIMITS

4.1 Unless otherwise noted, full-time students pursuing doctorate-level degrees must complete all degree requirements in no more than seven years.

- 4.2 Unless otherwise noted, full-time students pursuing master's-level degrees must complete all degree requirements in no more than four years (Pakistan master's programmes: as per HEC regulations, maximum of three years for full-time students; maximum of six years for part-time students).
- 4.3 Requests for extensions to the maximum duration for each of the above degree:
- Student must make a request to her/his supervisor.
  - In support of the extension, the supervisor writes to the Dean.
  - In support of the extension, the Dean submits the request to the Board of Graduate Studies (BGS).
  - If members of BGS support the extension, then a one-year extension is approved.

## 5.0 ACADEMIC PROGRESSION

If at the end of any term a student has a cumulative grade point average (CGPA) of less than 2.50, the student will be placed on academic probation. The students may be allowed to continue their studies with an aggregate CGPA below 2.50. Where a student is permitted to continue on academic probation, evidence of significant academic improvement must be recorded at the end of the subsequent term. Students who fail to achieve the required minimum CGPA of 2.50 following the required academic probation period will be dismissed from their programme of study.

## 6.0 TRANSFER CREDIT

- 6.1 The Dean/Director is responsible for:
- 6.1.1 Specifying whether transfer of credits will be allowed in relevant programmes of study.
  - 6.1.2 Providing academic unit-specific procedures for prior approval for transfer of credit from other institution.
- 6.2 Only credits from those institutions which the University recognizes are transferable directly.
- 6.2.1 Credits earned at other institutions or AKU academic units/programmes must be certified to be equivalent to the level and number of credits in the programme of study to which the credits are being transferred.
  - 6.2.2 Individual programmes of study will determine a stale dating policy for transfer credits. That is, whether a course will be accepted for transfer credit if older than the stale date noted. For example, a programme may determine that a course completed in 2005 cannot be used for transfer credit in 2016 as the programme has a five-year stale date rule.
- 6.3 Transfer credit is permissible only if the candidate has fulfilled all requirements of the course.
- 6.4 The transfer of credits is permissible for credits earned by the candidate before admission at AKU.
- 6.5 Transferred credits may not be used to meet practicum, lab, internship or thesis requirements.

- 6.6 As the University has no control on the awarding of grades and criteria for pass/fail at other universities. Therefore,
- 6.6.1 Only credits with a grade B (or the percentage equivalent) or above are transferable.
  - 6.6.2 The grades obtained at other institutions will be listed on a student's transcript and noted as transfer credit, but these courses will not be included in the calculation of the CGPA.
- 6.7 The maximum number of credits that may be transferred will not exceed 50% of the total number of coursework credits required for the student's degree.
- 6.8 The University allows recognition of prior learning through transfer of credits for diploma-, bachelor- and master-level qualifications.
- 6.8.1 For accreditation of prior learning from other institutions the candidate will be required to do a qualifying exam/paper or fulfil other requirements as specified by each programme.

Amended by Academic Council: September 22, 2016

## V. TRANSCRIPTS AND GRADE REPORTS

### 1.0 TRANSCRIPTS

Official transcripts will be issued at the student's request, subject to reasonable notice. Requests should be submitted on a Transcript Request Form in person or by writing (including email) to the Registrar's Office. The student's signature is required on the form. A charge will be levied for each official transcript requested. Transcripts issued directly to the student will be stamped "Issued to Student". Details regarding the issuing of transcripts can be obtained from the Registrar's Office. Transcripts will not be issued to students who have an outstanding account with the University.

### 2.0 GRADE REPORTS

Following the submission and recording of final grades to the Registrar's Office, grade reports will be issued to students. Grade reports will not be issued to students who have an outstanding account with the University.

### 3.0 DEGREE, DIPLOMA AND CERTIFICATE PARCHMENT REPLACEMENT

3.1 The Aga Khan University, on the endorsement of Academic Council, issues degree, diploma and certificate parchments for presentation to those individuals who have successfully completed the required programme of study.

3.2 In cases where a graduate's parchment is damaged, destroyed, lost or stolen, the graduate may be eligible for a replacement parchment.

#### 3.3 Damaged Parchments

3.3.1 This set of regulations addresses parchments that have been damaged and the graduate is applying for a new parchment to replace the damaged parchment.

3.3.2 The damaged parchment must be returned with a request for a replacement parchment.

3.3.3 The Registrar's Office representative at each of the University's campuses will determine whether a replacement is warranted.

3.3.4 If it is determined that a replacement parchment should be provided to the graduate, a request will be made to the University Registrar to do so.

3.3.5 For the replacement of damaged degree parchments, as the Chancellor personally signs degree parchments, the University can only request/deliver degree replacement parchments at the time of Convocation.

3.3.6 For the replacement of damaged diploma and certificate parchments, as diploma/certificate parchments are signed by the University Registrar and Dean, these replacement parchments can normally be delivered approximately 45 days following the approval of the request for a replacement parchment.

3.3.7 Replacement parchments are not distributed at Convocation but delivered separately to the requestor.

3.3.8 A replacement parchment will have the word "Replacement" on the parchment.

3.3.9 Fee for replacement parchment is: Kenya (KSh 1,000); Uganda (US\$ 30,000); Tanzania (TSh 20,000); Pakistan (Rs 1,000); United Kingdom (£ 10.00).

3.3.10 The fee for the replacement parchment may be changed without notice.

3.3.11 While an application for a replacement parchment may be submitted by an individual other than the degree, diploma or certificate recipient, without prior

written and legally authorized notification, the replacement parchment will only be presented to the graduate.

### 3.4 Lost Parchments

- 3.4.1 This set of regulations pertains to requests for a replacement parchment because the parchment has been lost, stolen, destroyed or otherwise is not available to the graduate.
- 3.4.2 The graduate must make an application to replace the lost parchment.
- 3.4.3 The graduate must make a police report stating the parchment has been lost. An original copy of the police report must accompany the application for replacement of the lost parchment.
- 3.4.4 The graduate must place an advert in the newspaper stating that the parchment has been lost. A copy of the newspaper advert must accompany the application for replacement of the lost parchment.
- 3.4.5 In accordance with local legal requirements, the application to replace the lost parchment must be accompanied by a notarized/court affidavit attesting to the parchment being lost. (For example, in Pakistan, an affidavit on judicial paper worth Rs 100/= giving the reasons for the issuance of a replacement parchment will be endorsed by a First-Class Magistrate's signature and the seal of the court.)
- 3.4.6 A copy of the graduate's national identity card or passport must accompany the application.
- 3.4.7 In addition, as part of the application for the replacement of a lost parchment, the graduate must include a statement that obligates them to return the replacement parchment if the original parchment is found.
- 3.4.8 For the replacement of lost degree parchments, as the Chancellor personally signs degree parchments, the University can only request/deliver degree replacement parchments at the time of Convocation.
- 3.4.8 For the replacement of lost diploma and certificate parchments, as diploma and certificate parchments are signed by the University Registrar and Dean, these replacement parchments can normally be delivered approximately 45 days following the approval of the request for a replacement parchment.
- 3.4.9 Replacement parchments are not distributed at Convocation but delivered separately to the requestor.
- 3.4.10 A replacement parchment will have the word "Replacement" on the parchment.
- 3.4.11 Fee for replacement is: Kenya (KSh 1,000); Uganda (US\$ 30,000); Tanzania (TSh 20,000); Pakistan (Rs 1,000); United Kingdom (£ 10.00).
- 3.4.12 The fee for the replacement parchment may be changed without notice. While an application for a replacement parchment may be submitted by an individual other than the degree, diploma or certificate recipient, without prior written and legally authorized notification, the replacement parchment will only be presented to the graduate.

### 4.0 STUDENTS WITH OUTSTANDING ACCOUNTS WITH THE UNIVERSITY

- 4.1 This policy is applicable to all University students with the exception of those students sponsored by an AKU-approved Memorandum of Understanding/Agreement.
- 4.2 A student with an outstanding account with the University:
  - Will be permitted to continue studies and to write his/her final examinations.

- Will not receive his/her examination results.
  - Where applicable and directed to do so by the head of a student's programme of study, the Office of the Registrar may issue appropriate letters of academic warning/dismissal.
  - Who has met all certificate/diploma/degree requirements and has been approved by Academic Council for the awarding of the credential/graduation, will have his/her academic record indicate that s/he has successfully completed programme requirements.
  - Will not be given his/her certificate/diploma/degree parchment, transcript, grade report or any other "University-owned" documentation (for example, the student's original admissions certificates).
- 4.3 The Office of the Registrar will release certificate/diploma/degree parchments, transcripts, grade reports, or any other documentation only upon receipt of written correspondence from the Finance Office stating that all fees have been paid or satisfactory arrangements have been made.



## **VI. POLICY ON THE CONFIDENTIALITY OF STUDENT RECORDS**

(Approved by Academic Council: May 22, 2009)

### **1.0 ACCESS TO STUDENT RECORDS**

By applying for admission to Aga Khan University and by enrolling in a programme at the University, students accept the Office of the Registrar's right to collect pertinent personal information. The information is needed to establish a record of their performance in programmes and courses, provide the basis for awards and to assist the University in the academic and financial administration of its affairs. Students also agree that all documentation that they submit to the University in support of an application for admission, residence accommodation or financial assistance, or any petition or appeal, becomes the property of the University.

Aga Khan University is committed to taking every reasonable step to protect the confidentiality and privacy of the information contained in the records of students. Unless compelled to do so by law, or authorized by the student in writing, the Office of the Registrar will not normally disclose the confidential contents of student records to any party outside the University.

An electronic record of students' achievements at the University is preserved permanently, but all other documentation contained in students' files may be destroyed when no longer required.

### **2.0 ACCESS TO CONFIDENTIAL STUDENT RECORDS AND DISCLOSURE OF INFORMATION**

#### **2.1 Public access**

It is the Office of the Registrar's practice to make a minimum of information freely available to all inquirers. This information includes the student's active registration status, current field of studies and degree(s) that have been conferred by the University and the date(s) of conferral.

#### **2.2 Student access**

Students have the right to inspect all documents contained in their own record, with the exception of evaluations and letters of reference supplied to the University with the understanding that they be kept confidential.

Students have the right to request that erroneous information contained in their records be corrected and that recipients of any information found to be in error be advised of the correction.

Students wishing to inspect their record must make an appointment with the senior staff member in the Office of the Registrar on their campus.

#### **2.3 Employee access**

Employees of the Aga Khan University are permitted access to information contained in student records, if they need to know the information in order to perform their official duties. As a general rule, only employees involved in some aspect of academic administration or student affairs are given access to the contents of student records.

## VII. GENERAL GUIDELINES FOR PHD AND MASTER'S THESES / DISSERTATIONS AT AKU

(Approved by the Board of Graduate Studies: June 5, 2008)

### 1.0 PREAMBLE

These guidelines have been developed with the aim of bringing about uniformity in the preparation of Theses/ Dissertations with respect to graduate programmes at the University. All students are expected to follow these guidelines when submitting their respective thesis/ dissertation for evaluation. However, in the case of theses/ dissertations which are submitted to external certifying bodies, the guidelines of the respective certifying body will be followed.

### 2.0 GENERAL REGULATIONS

- 2.1 Include documentary evidence to show that the Thesis Evaluation Committee has approved the thesis.
- 2.2 The thesis must be printed in black ink. Only highest quality of print and duplication will be accepted. Broken, uneven, blurred or light print will not be accepted.
- 2.3 Copies which are disfigured by correcting fluid or correcting tape will not be accepted.
- 2.4 The paper should have a vertical/ portrait orientation.
- 2.5 Text should appear on one side of the paper only.
- 2.6 All photographs and reproduction of photographs must be of excellent quality. Photocopies must not be used.
- 2.7 The pages of the thesis should be complete, numbered and properly collated. If the thesis is missing pages it may delay the awarding of the degree.
- 2.8 The spelling, grammar and syntax of the thesis should be carefully checked and errors rectified. It should be noted that AKU follows the British style of spelling.
- 2.9 The paper selected should be of international standard A4 size (i.e. 210mm by 297mm), white, acid free paper (of about 80 gsm), and must be used throughout each copy of the manuscript. Acid free paper is required to be used to preserve the quality of the manuscript.

### 3.0 ORDERING OF ITEMS FOR THE THESIS

- 3.1 Title page [*see template*]
- 3.2 Signed Committee Approval Page [*see template*]
- 3.3 Dedication (optional)
- 3.4 Copyright Agreement Page (if applicable)
- 3.5 Abstract
- 3.6 List of abbreviations and symbols used (if applicable)
- 3.7 Preface (optional)
- 3.8 Acknowledgement (Any special assistance given should be stated) [*see template*]
- 3.9 Declaration [*see template*]
- 3.10 Table of contents
- 3.11 List of tables
- 3.12 List of figures (if any)
- 3.13 List of illustrations (if any)
- 3.14 List of maps (if any)
- 3.15 List of terms, symbols or abbreviations (if any)
- 3.16 Body of text
- 3.17 Footnotes or endnotes (if required)
- 3.18 Bibliography (references/ literature cited)

- 3.19 Appendices (if any)
- 3.20 Glossary of frequently used acronyms (optional and depends on the thesis)
- 3.21 Vita (for PhD candidates only)

#### **4.0 TITLE PAGE** [*see template*]

The title page should include the following in order:

- 4.1 The name of the University
- 4.2 The name of the faculty/ department/ institute
- 4.3 Title of the thesis in capital letters.
- 4.4 Author's name (if desired state any qualifications or distinction).
- 4.5 A thesis submitted in partial fulfilment of the requirements for the degree of (fill in the title of the degree).
- 4.6 City / country.
- 4.7 Month and year of submission.

#### **5.0 ABSTRACT**

Every thesis should have a structured abstract, the number of words of which would be specified by the particular programme; generally, for Master's thesis the abstract should be of approximately 300 words and for the Doctoral thesis the abstract should be of approximately 500 words.

#### **6.0 FIGURES AND TABLES**

- 6.1 A table generally refers to numerical data or textual information presented in a column format.
- 6.2 All graphs, charts, line drawings, maps, photographs, or other graphical representations are considered as figures.
- 6.3 All titles of figures and tables should be on the same page as the figure or table and should be labelled appropriately. The legend should be placed beneath the figure. However, where the figure and table fills the whole A4 page, the legend which is placed above the table, should be placed on the left hand (verso) page.
- 6.4 Tables should be inserted in the appropriate place in the text; however, if a group of tables relating to one topic is more than 4 consecutive pages then the table group should appear as an appendix.
- 6.5 Diagrams, maps, tables etc. exceeding A4 size (210mm x 297mm) should be folded so as to read as a right-hand page when opened.
- 6.6 A figure/ table may be included with the text, or if it is larger than 100mm long it may appear on a separate page with no text. If a table/ figure will not fit on the page of first mention move it to the top of the next page and fill in the text page that will normally come after the figure / table.
- 6.7 Leave 2 double line spaces between the text and the figure table. If a caption is longer than a line it should be single-spaced.
- 6.8 Special requirement for tables: Left align table title above the table. Table captions or descriptions should be left aligned under the table.

#### **7.0 FONT**

- 7.1 For the main body of the text, the following fonts should only be used:

- 7.1.1 This font is called 'Times New Roman' and is 12-point size.
- 7.1.2 This font is called 'Helvetica' and is 11-point size.
- 7.1.3 This font is called 'Tahoma' and is 11-point size.
- 7.1.4 This font is called 'Palatino' and is 12-point size.

- 7.2 Condensed type is not acceptable.
- 7.3 Chapter title, section or chapters heading and subheadings, may be in a different style and should stand out clearly from the text and should be consistent throughout the thesis.
- 7.4 Characters not available on type writers, word processing equipment or text fonts (such as superscripts and mathematical symbols) may be written by hand neatly in black ink or fine felt pen.

## **8.0 FORM AND STYLE**

Where it is not addressed in this document, reference should be made to the Publication Manual of the American Psychological Association (APA), 5<sup>th</sup> Edition and later, or as specified by the Unit / programme.

## **9.0 FOOTNOTES AND ENDNOTES**

- 9.1 Footnotes and endnotes should be consistent with the practice in the profession. Each note should cite an authority for statements in the text.
- 9.2 Footnotes can be placed at the bottom of the page in which it appears in the text, at the end of the chapter, within the text or at the end of the thesis (endnotes) as long as placement and formatting are consistent throughout the thesis. Separate footnotes from the text with a line, and leave one single line of space between the line and the first footnote.
- 9.3 Do not footnote the title page.

## **10.0 BIBLIOGRAPHY**

The Reference List or Bibliography should cite all the literature or other sources referred to in the thesis. Individual entries should not be split over two pages. If an entire entry does not fit on one page, place the entire entry on the next page.

## **11.0 SPACING**

- 11.1 The space between rows of text should be one and half lines or two lines. However, long quotations may be single line spaced and indented.

This sentence is an example of the use one and half line spacing. Some people prefer this spacing as compared to the double line spacing. However, this is a matter of choice and the subcommittee will have to decide if this or the double line spacing is to be adopted. Perhaps both kinds of line spacing could be allowed and the final choice left up to the student with the stipulation that it be consistently followed.

Now this sentence is an example of double line spacing. Many prefer this kind of spacing as the text reads better. The line spacing in the appendices though may be of single line as the appendices are

not part of the main body of the thesis. The subcommittee will have to decide on which line spacing to choose as there are pros and cons with respect to either kind. Perhaps both kinds could be allowed.

11.2 The 'Table of Contents', 'List of Tables', 'List of Figures', 'List of Symbols', 'Bibliography' may be single line spaced provided there are two spaces between individual entries.

11.3 Each Footnote and Endnote entry should be separated by a single line of space.

11.4 Appendices should be single line spaced.

## **12.0 PHYSICAL LAYOUT OF THE PAGE**

12.1 For the purpose of binding a minimum of 38mm, preferably 50mm of left margin is required for all pages. Other margins should be 25mm all round. This is applicable for all pages.

12.2 The page numbers should be printed at the bottom of the page and centred and should be approximately 18mm from the paper's edge.

## **12.3 Pagination**

12.3.1 All pages shall be numbered in sequence. There should be no blank or duplicated pages.

12.3.2 There is no page number written on the thesis title page but it is considered as page (i).

12.3.3 All sections before the main text, including the preface, are numbered in small roman numerals (i, ii, iii, iv, etc.).

12.3.4 The main text onwards including chapter pages, illustrations, figures, tables and bibliography should be numbered in consecutive order in Arabic numerals (e.g. 1, 2, 3, etc.).

12.3.5 The appendices should also be numbered consecutively with Arabic numerals.

12.3.6 Page numbers in landscaped pages should be in portrait orientation.

## **12.4 Declaration**

12.4.1 The declaration should indicate if any material contained in the thesis has been used before and that the main text of the thesis is an original work. The declaration immediately follows the acknowledgment and must be signed by the candidate.

## **12.5 Distribution of the Thesis**

12.5.1 One copy each should be submitted to the Chair of the Thesis Committee, main Library, Department, and Research Office.

12.5.2 Individual departments or units may advise the number of extra copies to be provided by the student.

12.5.3 It is customary to give each member of the thesis evaluation committee a copy of the final bound thesis. However, this requirement is programme specific.

12.5.4 The cost of meeting the specifications for binding for up to four copies will be incurred by the candidate. If additional copies are required, the requesting body should bear the cost.

## **12.6 Specifications for Binding**

- 12.6.1 The thesis should be sewn and bound in boards covered in book cloth or buckram or other binding fabrics.
- 12.6.2 The cover must be stiff enough to support the thesis when stacked upright.
- 12.6.3 The binding should ensure that sheets cannot be removed or added without evidence of tampering.
- 12.6.4 Supplementary material such as computer discs, folded maps and other large folded sheets can be placed in a pocket inside the back cover of the bound thesis.
- 12.6.5 The candidate's surname and initial, a short title, the title of the degree and the year should be printed on the spine. Lettering on the spine should read from top to bottom. (*For format of Title Page refer Item # 3*)
- 12.6.6 Thesis Binding Colour Scheme:

*Master's Thesis:* GREEN colour with embossed gold lettering

*PhD Thesis:* BLACK colour with embossed gold lettering

AKU logo with the Ayat to be printed on the thesis front hardbound cover

## **12.7 Chapter title heading and sub-headings**

- 12.7.1 All Chapter title headings and subheadings (*up to three levels i.e. 1.0; 1.1; 1.1.1*) must appear in the Table of Contents. A consistent style should be followed for each of the different levels of headings.
- 12.7.2 Headings should be single line spaced.
- 12.7.3 Each chapter should begin on a new page.
- 12.7.4 The first line of each paragraph should be indented.

## **12.8 Colour**

- 12.8.1 The use of colours is restricted to figures. All text must be in black ink.
- 12.8.2 If colours are essential in interpreting graphic illustrations, then they must be reproduced accurately in these same colours for inclusion in the thesis.

## **12.9 Vita (for Doctoral candidates only)**

- 12.9.1 A vita of the author should be included at the end of the thesis should be preferably of one page.
- 12.9.2 The information contained therein at a minimum should include: Candidate's name; Nationality; Academic qualifications; Special / Research interests; Publications (if any); Awards and Special Honours and; any other information of pertinence.

## **12.10 Multiple-Volume Thesis**

- 12.10.1 If the original thesis exceeds 50mm in thickness, the thesis must be bound in more than one volume. The second volume should contain a title page which duplicates the title page of the first volume. Also, individual identification such as 'Volume One' and 'Volume Two' must be included on both title pages. All pages in additional volumes must continue the numbering from Volume 1 with the second title page not counted or numbered.
- 12.10.2 When published papers are submitted as evidence, they should normally be bound near the back of the thesis as an appendix. However, in case the published papers are

of unusual size it may be desirable to bind them in a separate volume and they should be lettered in a way so as to simulate a bound volume of the thesis.

### **12.11 Electronic Version**

12.11.1 The University requires electronic submission of all theses which should be kept by the relevant department. The document should be in Adobe Portable Document Format (PDF) format. No compression or password protection should be employed.

12.11.2 It is the Author's responsibility to ensure that the PDF version of the thesis matches, for completeness and fidelity, with the print version of the thesis.

**SAMPLE****“ACKNOWLEDGEMENT”**

First of all, I am grateful to my supervisor \_\_\_\_\_, whose scholarly advice, help and constant encouragement have contributed significantly to the completion of this study.

I wish to thank my Thesis Committee members for their critical input for my study.

I also wish to thank the management, staff, faculty members, and my fellow students for their invaluable input and for being a great source of support to me during my study.

I am appreciative of the services of \_\_\_\_\_ who assisted in the proofreading and editing of my paper and to \_\_\_\_\_ and \_\_\_\_\_ who assisted with formatting and other technical aspects.

My gratitude to the library staff as well as for their support.

[You may want to acknowledge any family members or special friends here.]



**DECLARATION**

*I declare this thesis does not incorporate without acknowledgement any material previously submitted for a degree or diploma in any university and that to the best of my knowledge it does not contain any material previously published or written by another person except where due reference have been made in the text.*

[If editorial assistance has been obtained, the following should be added]:

*The editorial assistance provided to me has in no way added to the substance of my thesis which is the product of my own research endeavours.*

---

(Signature of candidate)

---

Date

**[Title Page]**

**AGA KHAN UNIVERSITY**

*Type the name of Department, Faculty / Institute*

***Type the title of your thesis***

***in capital letters (bold)***

By

***Type candidate's name in capital letters***

(if desired state qualifications or distinction)

A thesis submitted in partial fulfilment of the

requirements for the degree of

***[fill in the title of the degree]***

City / Country

Date (Day, Month, Year)

© Copyright

**Aga Khan University**

*Type the name of Department, Faculty / Institute*

**Submitted to the Board of Graduate Studies**

In partial fulfilment of the requirements for the degree of

*[fill in the title of the degree]*

Members of the Thesis Evaluation Committee appointed to examine the thesis of

**[Type candidate's name in capital letters]**

find it satisfactory and recommended that it be accepted

\_\_\_\_\_

Chair, Thesis Evaluation Committee

\_\_\_\_\_

Member, Thesis Evaluation Committee

\_\_\_\_\_

Member, Thesis Evaluation Committee

\_\_\_\_\_

External Examiner

\_\_\_\_\_

External Examiner

Date (day, month, year)

## VIII. STUDENT ACADEMIC INTEGRITY POLICY

(Approved by Academic Council: July 22, 2010; Revised: January 27, 2015)

### 1.0 OVERVIEW

- 1.1 The main purpose of a university is to encourage and facilitate the pursuit of knowledge and scholarship. The attainment of this purpose requires the individual integrity of all members of the University student community, including all non-degree / visiting, undergraduate, graduate and postgraduate students.
- 1.2 The mission, vision, values, policies and practices of the Aga Khan University declare unequivocally that academic integrity is considered to be an integral component of ethical, professional and personal behaviour.
- 1.3 It is the responsibility of all students at Aga Khan University to ensure that all academic work (formative, summative, certifying, papers, theses, dissertations, all examinations – professional, midterms, finals, etc. – projects, group work assignment etc.) submitted as part of their course work and / or programme of study, in whole or in part, meets the University's test for academic integrity.

### 2.0 STUDENTS

- 2.1 *Definition:* for the purposes of this Policy, a student shall mean and include any individual admitted to and/or enrolled at the University for any course including those leading to an undergraduate, graduate or postgraduate certificate, diploma, or degree or any individual registered with any other university or institution who has been accepted for an approved programme of study or training or approved to take a course at the University.
  - 2.1.1 For the purposes of the Student Academic Integrity Policy, Postgraduate Medical Education (PGME) Interns, Residents and Fellows shall be deemed to be students of the University.
- 2.2 Students are responsible for being aware of and demonstrating behaviour that is honest and ethical in their academic work, including but not limited to:
  - 2.2.1 Following faculty member's instructions related to referencing sources of information, the proper methods for collaborating on academic work and / or engaging in group work.
  - 2.2.2 Asking for clarification of the instructions where necessary.
  - 2.2.3 Adhering to the principles of academic integrity when conducting and reporting research.
- 2.3 Students are responsible for familiarizing themselves with the definitions of breaches of academic integrity in the University's research related policies.
- 2.4 Students are responsible for their behaviour and may face penalties under this Policy, if found to be guilty of academic misconduct.

### 3.0 ACADEMIC DISHONESTY

It shall be deemed a breach of the University's Student Academic Integrity Policy to:

- 3.1 Collaborate on academic work without approval or to improperly collaborate on academic work. For example, when the instructor,
- States that students must complete an assignment independently;
  - Ask students to complete an experiment (lab) with a partner but to write individual reports on the results.
- 3.2 Submit the same or substantially the same academic work for more than one course without prior written approval of the member(s) of faculty.
- 3.3 Plagiarise (cf. Appendix A).
- 3.4 Cheat on examinations, including the use of unauthorized aids during the writing of the examination.
- 3.5 Submit false or altered documents.
- 3.6 Submit false information or false medical documentation to gain a postponement, advantage or leave from mandatory session(s).
- 3.7 Provide a false signature for attendance at any class or assessment procedure or on any document related to attendance or the submission of material where the signature is used as proof of authenticity or participation in the academic assessment.
- 3.8 Misrepresent academic credentials from other institutions or to submit false information for the purpose of gaining admission or credits.
- 3.9 Misrepresent registration / participation in a conference, seminar, symposium, etc.
- 3.10 Submit or present work as one's own that has been purchased or acquired from another source.
- 3.11 Receive and / or distribute test or course materials that are in the process of being prepared or have been stored.
- 3.12 Alter a grade or using altered course materials to have a course grade changed.
- 3.13 Steal, destroy or tamper with another student's work.
- 3.14 Forge, alter or fabricate Aga Khan University documents, including but not limited to transcripts, letters of reference or other official documents.
- 3.15 Impersonate another student either in person or electronically for the purpose of academic assessment.
- 3.16 Assist another student in the commission of academic misconduct.
- 3.17 A breach of the University's *Policy on Research Misconduct*. (cf. Appendix A)

## **4.0 DISCIPLINARY PROCEDURES**

- 4.1 For undergraduate non-credit courses, certificates, diploma and undergraduate degree programmes, any breach of the Student Academic Integrity Policy will be immediately reported to the Board of Undergraduate Studies.
- 4.2 For graduate non-credit courses, certificates, advanced diplomas, postgraduate, post-doctoral and other graduate programmes, including PGME, any breach of the Student Academic Integrity Policy will be immediately reported to the Board of Graduate Studies.
- 4.3 Once informed, the University Registrar will convene and refer the matter to the University's Academic Integrity Committee for investigation.

### **4.4 The Academic Integrity Committee**

- 4.4.1 The Academic Integrity Committee will be a standing committee, appointed by the Provost, and shall consist of at least five members of the faculty, one of whom shall be the Chairperson.
- 4.4.2 Normally, the Committee shall be composed of two members from Pakistan, two members from East Africa and one member from the UK.
- 4.4.3 The University Registrar shall serve as secretary to the Academic Integrity Committee.
- 4.4.4 Members of the Academic Integrity Committee will be appointed for a two-year term, which may be extended for a further period of two years.
- 4.4.5 The Provost will ensure there is continuity of membership on the Committee and will have the discretion to extend the tenure or co-opt members on the Committee whose tenure have expired and who are involved in on-going cases.
- 4.4.6 There must be a quorum of at least three members of the Committee present for a hearing to proceed.
- 4.4.7 The Academic Integrity Committee will be entitled to use services of any personnel of the University as the Committee may deem appropriate for the purposes of assisting the Committee in conducting its hearings.

### **4.5 The Committee's proceedings**

- 4.5.1 Committee hearings will be conducted in a fair and transparent manner.
- 4.5.2 The Committee will invite the concerned student(s) to present his / her (their) point(s) of view.
- 4.5.3 The Committee may, at its discretion, call other people deemed appropriate for seeking any information or evidence with regard to the offence.
- 4.5.4 Unless otherwise authorized by the Provost, the Committee will normally complete its proceedings within 15 working days.
- 4.5.5 The outcome of the Committee's investigation will be communicated in writing to the Chair of the relevant Board of Studies who will inform the student(s) of the hearings outcome.
- 4.5.6 A copy of the decision of the Committee will be sent to the University Registrar.

## 5.0 DISCIPLINARY PROCEEDINGS: ACADEMIC DISHONESTY

- 5.1 When a student is found to have breached items 3.1 – 3.2 of the University's Student Academic Integrity Policy, the following penalties may be applied independently or in combination for any single violation.
- 5.1.1 A letter reporting the academic dishonesty offence sent to the student and copied to the student's Dean / Director, the Registrar, the student's sponsoring agent, and, where applicable / appropriate, the student's parents.
  - 5.1.2 A reduction of the mark on the piece(s) of academic work.
  - 5.1.3 A mark of zero for the piece(s) of academic work.
  - 5.1.4 A reduction of the overall course grade.
  - 5.1.5 A failing mark for the course with a transcript notation.
  - 5.1.6 Cancellation of admission to the University and /or enrolment at the University.
  - 5.1.7 Suspension from the University, with a transcript notation.
  - 5.1.8 Expulsion from the University, with a transcript notation.
  - 5.1.9 A recommendation to Academic Council, the Board of Trustees and the Chancellor to rescind the student's degree.
  - 5.1.10 Any other penalties as may be deemed appropriate for the circumstances, with a transcript notation.
- 5.2 When a student is found to have breached items 3.3 – 3.17 of the University's Student Academic Integrity Policy, the following penalties may be applied independently or in combination for any single violation.
- 5.2.1 Cancellation of admission to and / or enrolment at the University.
  - 5.2.2 Suspension, with a transcript notation.
  - 5.2.3 Expulsion, with a transcript notation.
  - 5.2.4 A recommendation to Academic Council, the Board of Trustees and the Chancellor to rescind the student's degree.
  - 5.2.5 Any other penalties as may be deemed appropriate for the circumstances.

## 6.0 APPEALS

- 6.1 Any appeal of the Academic Integrity Committee's decision must be made within 10 working days of the date of the letter notifying the student of the decision.
- 6.1.1 Disagreement with the Committee's decision is not a reason for appeal.
  - 6.1.2 Students must clearly state the reason for the appeal.
  - 6.1.3 Students must make their appeal in writing.
  - 6.1.4 An appeal may only be made by the student. Appeals received from parties other than the student will not be considered.
- 6.2 Appeals should be addressed to the University Registrar who will be responsible for forwarding the matter to the University's Provost.
- 6.3 In cases where the Provost is not available to consider an appeal within the prescribed timelines, the Provost will forward the matter to a Vice Provost who will act in her / his place.

- 6.4 Upon the receipt of an appeal, the Provost or his / her designate will convene and refer the matter to an Appeals Committee for investigation and review.

### **6.5 The Appeals Committee**

- 6.5.1 The Appeals Committee will be an ad hoc committee and shall consist of three members of the faculty, one of whom shall be designated as the Chairperson of the Appeals Committee.
- 6.5.2 The Appeals Committee will be entitled to use services of any personnel of the University as the Committee may deem appropriate for the purposes of assisting the Committee in conducting the disciplinary proceedings.
- 6.5.3 The University Registrar will serve as the secretary to the Appeals Committee.

### **6.6 The Appeals Committee's proceedings**

- 6.6.1 The Appeals Committee hearings will be conducted in a fair and transparent manner.
- 6.6.2 The Appeals Committee will invite the concerned student(s) to present his / her (their) point(s) of view.
- 6.6.3 The Appeals Committee may, at its discretion, call other people deemed appropriate for seeking any information or evidence with regard to the offence.
- 6.6.4 Unless otherwise authorized by the Provost or his / her designate the Appeals Committee will complete its proceedings within 10 working days.
- 6.6.6 The outcome of the Appeals Committee's investigation will be communicated to the Provost or his / her designate in writing.
- 6.6.7 The Provost or his / her designate may act upon the recommendation(s) of the Appeals Committee or in accordance with his / her judgment.
- 6.6.8 In exercising his / her right of a making decision, the Provost shall not be required to provide a hearing to the student.
- 6.6.9 The decision of the Provost or his / her designate shall be final and binding on all parties.
- 6.6.10 A copy of the decision will be sent to the University Registrar who will convey the results of the appeal to the student(s).

## **7.0 USE OF PLAGIARISM-DETECTION SOFTWARE**

### **7.1 Preamble**

- 7.1.1 In an effort to ensure the highest academic standards, the University supports academic integrity through academic policies that define academic dishonesty.
- 7.1.2 The University and its faculty expect that all students will be evaluated and graded on their own individual work.
- 7.1.3 The University recognises that students often have to use the ideas of others as expressed in written, published or unpublished works in the preparation of essays, papers, reports, theses, dissertations and publications. Students are encouraged to use anti-plagiarism software as a 'plagiarism protection' and learning tool.
- 7.1.4 The University expects that both the data and ideas obtained from any and all published or unpublished material will be properly acknowledged and sources disclosed including proper citations when work is copied or paraphrased. (cf. Appendix A)
- 7.1.5 Failure to follow this practice constitutes plagiarism.



- 7.1.6 The University, through the availability of plagiarism-detection software, specifically Turnitin.com, desires to encourage responsible student behaviour, deter plagiarism, improve student learning and ensure greater accountability amongst students.
- 7.1.7 Plagiarism-detection software uses proprietary search technology to check assignments against Internet resources, proprietary databases and previously submitted student assignments.

## 7.2 Policy

- 7.2.1 The University's Policy on the Use of Plagiarism-Detection Software will be published in all undergraduate and graduate programme Student Handbooks (or equivalent).
- 7.2.2 Faculty who wish to use plagiarism-detection software in their course(s) must comply with the requirements set out in this Policy.

- 7.2.2.1 "Use" is defined as member of faculty submitting students' assignments to plagiarism-detection software themselves and/or faculty members requiring students to submit their papers to plagiarism-detection software before papers are graded.

- 7.2.3 In the courses in which members of faculty intend to use plagiarism-detection software they must communicate this to the students in the course syllabus. The course syllabus should include:

- 7.2.3.1 A notice that plagiarism-detection software will or may be used for all student papers in the course:

### *Sample Statement*

*In this course you will be required to submit some material in electronic form. When this is required, it will be noted. The electronic material will be submitted to Turnitin a plagiarism-detection service to which AKU subscribes. This is a service that checks textual material for originality. It is increasingly used in universities around the world. A page describing the plagiarism-detection software the University's reasons for using it are attached.*

- 7.2.3.2 A notice to students that the work they submit to plagiarism-detection software will become part of the plagiarism-detection software database;
  - 7.2.3.3 A statement that if the student objects to having his or her paper(s) submitted to the student papers database of plagiarism-detection software, that objection must be communicated in writing to the instructor at the beginning of the course. The paper(s) will then be run through plagiarism-detection software excluding the student papers database, thus omitting the depositing of the paper(s) into that database.
- 7.2.4 Students who are advised of the use of plagiarism-detection software in a particular course, as set out above, are deemed to agree, by taking the course, to submit their papers to plagiarism-detection software for "textual similarity review."
- 7.2.5 Students at all times retain the copyright in their work. Moreover, plagiarism-detection software protects students' privacy because it does not make students' papers available to outside third parties. Students should be advised of this.
- 7.2.6 In the courses in which plagiarism-detection software will or may be used, students should be provided with instruction and/or resources about what plagiarism is and how to avoid it.

- 7.2.7 Where the results of a plagiarism-detection software originality report may be used to charge a student with academic misconduct, the student must be notified of the result of the report, and the student must be given an opportunity to respond before any disciplinary penalty is imposed. The date, time, and results of such a meeting should be documented. A hard copy of the original plagiarism-detection software originality report must be retained.

## **8.0 OFFICE OF THE REGISTRAR**

- 8.1 The Office of the Registrar shall be responsible for developing policies and procedures to detect misrepresentation of credentials during the admissions process and to provide support in maintaining academic integrity during the writing of examinations.
- 8.2 The Office of the Registrar is responsible for the procurement of plagiarism detection software.

## **APPENDIX A**

### **1.0 DEFINITIONS**

#### **1.1 Plagiarism**

Plagiarism is defined as the submission or presentation of another person's thoughts or words or software, in whole or in part, as though they were your own. Any quotation from the published or unpublished works of other persons must, therefore, be clearly identified as such by being placed inside quotation marks, and students should identify their sources as accurately and fully as possible.

##### **1.1.1 What does this mean?**

- When writing an assignment, you must use your own words and thoughts.
- When you use another person's exact phrasing, you must distinguish the text or material taken from that source from your own (i.e. through the use of quotation marks or an indentation).
- When you use another person's thoughts or ideas, though you may not be directly quoting them, you must both acknowledge that these are not your own and reference the original source (i.e. through a footnote or other appropriate form of reference).
- If you are paraphrasing what another person has stated, you must use completely different language, essentially re-writing it. Altering a sentence or paragraph slightly is neither appropriate nor adequate. And remember, paraphrases still require a reference notation.
- Each instructor has specific expectations for how students are to acknowledge sources in their courses. These are often explained in the course outline or in class. You are encouraged to ask questions if you do not understand what your instructor expects of you when it comes to acknowledging sources used in course work or assignments.
- The work you do for a course must be unique to that course. Submitting an assignment that has already been graded in another course constitutes plagiarism

unless you have sought and obtained the permission of the instructor in whose course you are currently enrolled.

- If you are unsure whether or not to reference a source, err on the side of caution and do so anyway, as the sanctions for plagiarism may be quite severe.

### 1.1.2 Why is this important?

The main purpose of a university is the pursuit of knowledge and scholarship. This requires the integrity of all members of the University community. As a student at the Aga Khan University, you are expected to practice intellectual honesty and to fully acknowledge the work of others by providing appropriate references in your scholarly work. Scholars do not take credit that is not earned. Academic dishonesty is destructive to the values of the University, not to mention unfair to students who pursue their studies honestly.

## 1.2 Research Misconduct

The University's *Policy on Research Misconduct* states that "Misconduct in research is defined to include any one or more of the following acts:"

- 1.2.1. Fabrication and / or falsification of research related data or in reporting research outcomes.
- 1.2.2. Plagiarism in all research related matters including publications, appropriation of another person's ideas, processes, results, outputs or words without giving appropriate credit.
- 1.2.3. Inappropriate use of others' intellectual property (without reference or acknowledgment).
- 1.2.4. Denial of individual rights such as authorship to collaborative partners in research publications.
- 1.2.5. Non-compliance with Institution's policies on 'conflict of interest', 'intellectual property rights' and 'authorship guidelines'.
- 1.2.6. Deliberate misuse of institutional or sponsor's funds for financial gains.
- 1.2.7. Wilful failure to honour an agreement or contract with the funding agency to perform certain tasks.
- 1.2.8. Publishing any data or results that are against the internationally accepted general principles of research and scholarly activities.
- 1.2.9. Deliberate destruction of one's own or others' research data or records or research related property.
- 1.2.10. Making use of any information in breach of any duty of confidentiality associated with the review of any manuscript or grant application.

## **IX. STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES**

(Approved by Academic Council: November 22, 2007; Revised: July 1, 2017)

### **1.0 INTRODUCTION**

- 1.1 The Student Code of Conduct and Disciplinary Procedures is devised with the primary objective of ensuring exemplary behaviour and conduct of students which they can achieve by displaying the highest degree of moral and ethical values.
- 1.2 Accordingly, the powers for determination of an offence and imposition of penalty thereof in accordance with the provisions of this Code and Procedures shall vest exclusively with the respective academic Dean / Director (cf. Definitions, Section 11), the Dean of Students, the Associate Vice Provost (Student Experience) or Provost, as the case may be.
- 1.3 The academic Dean / Director, Dean of Students, Associate Vice Provost (Student Experience) or Provost is empowered and competent to initiate an inquiry and impose any penalty in cases where an offence as per the provisions of this Code and Procedures has been committed by any student, notwithstanding the fact that the said individual may have been exonerated or acquitted by a court of law under prevailing laws of the land.
- 1.4 The University expects that the behaviour of its students within and outside the precincts of the University will be in conformity with the highest standards of honesty, morality and discipline. Students will respect the rights and privileges of the members of the University community and society at large at all times. They will conduct themselves in ways that uphold the reputation of the University and its programmes.
- 1.5 The Student Code of Conduct outlines the expectations of the University of its students in terms of general conduct as well as non-academic conduct. Where required, individual units of the University or those within a particular country or region, may develop policies appropriate to their legal and cultural context, while remaining within the overall framework contained herein.
- 1.6 As a condition of enrolment at the University, all students assume responsibility to observe the Code of Conduct. In cases where there are grounds to suspect a breach or any infringement of the Code of Conduct, disciplinary action under the auspices of the Disciplinary Procedures may be initiated for such behaviour committed either within or outside the precincts of the University.
- 1.7 A separate policy, the Student Academic Integrity Policy, comprehensively outlines the University's expectations of its students in terms of academic conduct and integrity. However, general and basic academic conduct expectations are included in this policy.

### **2.0 GENERAL STUDENT CONDUCT**

- 2.1 All students will present themselves with dignity befitting their status as mature, law abiding and responsible persons and show tolerance toward religious, ethnic, social and other differences.
- 2.2 Students will refrain from any activity which is subversive of discipline and / or brings the University into disrepute.

- 2.3 Students in all settings on campus are expected to dress in a simple, decent and appropriate manner.
- 2.4 Students individually or as a group will refrain from engaging in any activity which hinders or prevents the participation of another person or group of persons in any of the activities of the University.
- 2.5 Students will ensure that their actions do not in any way threaten or endanger the health, safety or security of other persons or imperil the latter's properties.
- 2.6 Students will refrain from any behaviour which will cause damage to University property.
- 2.7 Hostel rules are to be read in conjunction with the Student Code of Conduct and Disciplinary Procedures.

### **3.0 GENERAL ACADEMIC CONDUCT**

- 3.1 All students will diligently apply themselves to their registered courses of study.
- 3.2 Students shall attend lectures, tutorials, seminars, practical sessions, clinics and ward assignments, examinations and other scheduled courses and activities, in accordance with the attendance requirements of the University with regard to each programme, except for reasons acceptable to the University.
- 3.3 Each student shall be solely responsible for completing his / her scheduled examinations and attending other academic activities, as per his / her programme requirements.
- 3.4 Students will respect the confidentiality of information pertaining to all clients of the University including patients and their records, and will use it in no other circumstances than for authorized academic and professional purposes.

### **4.0 REQUESTS FOR PRIOR PERMISSION**

- 4.1 Students will be required to obtain prior permission in writing through approved committee structures for the following:
  - 4.1.1 Organizing co-curricular activities on campus.
  - 4.1.2 Making public statements, communication or correspondence with the press or other media for mass communication on behalf of the University or commenting on the internal affairs of the University.
  - 4.1.3 Inviting Government and / or foreign dignitaries, ministers, representatives of foreign governments / agencies or other public personalities in their official capacity on to any University campus.

### **5.0 DISCIPLINARY OFFENCES**

- 5.1 Without prejudice to the generality of the provisions of the Student Code of Conduct, the following conduct by students will constitute a disciplinary offence:
  - 5.1.1 Repeated failure to conform to scheduled instruction, practical work, examination, clinical assignments and/or coercing other students to act likewise.

- 5.1.2 Any form of intimidation, insult, abusive language, assault, molestation or harassment of students, staff, faculty, patients or other clients, within or outside the University.
- 5.1.3 Any form of unauthorized picketing, rallies, demonstrations or organized obstructions of any student / University / University Hospital function in any manner whatsoever.
- 5.1.4 Any attempt to conceive, design or affect any plan of whatever nature whose object or consequence is to disrupt academic programmes of the University or its operations.
- 5.1.5 Malicious acts, theft, wilful damage or misuse of University's or any third party's property.
- 5.1.6 Students residing or availing the hostel and its facilities shall comply with all the hostel rules and will conduct themselves in a manner that respects the rights of other resident students, faculty and staff of the University.
- 5.1.7 Unauthorized housing of persons in the hostel or other buildings at the University.
- 5.1.8 Raising funds, accepting donations or engaging in similar activities for and on behalf of the University without a prior written approval of the University.
- 5.1.9 Smoking, eating, drinking where prohibited in settings of the University.
- 5.1.10 Procurement, possession, use, sale or display of any weapon, including firearms or any other contraband item on campus or at any University-related event.
- 5.1.11 Procurement, possession, use, sale and consumption of banned drugs, alcohol or other contraband items on campus or at University related events.
- 5.1.12 Attendance on campus or at University-related events in an intoxicated state or under the influence of banned substances.
- 5.1.13 Any act of violence causing injury or damage to any person or property at the University.
- 5.1.14 Providing wrong information, giving false and / or fabricated evidence, deliberately concealing material facts or information to the University in any proceedings and inquiries carried out at any forum by the University.
- 5.1.15 Committing or involvement in any act of deceit, fraud, forgery with the University, students, staff or faculty.
- 5.1.16 Abuse, unauthorized or fraudulent use of University computers, network systems or computer files.
- 5.1.17 Failure to comply with or any act in violation of, contravention of or disregard for published University policies, regulations or failure to comply with the direction of University officials acting in performance of their duties.
- 5.1.18 Any act prohibited and/ or not permitted under any law of the country where the University is located.
- 5.1.19 Assisting, supporting, facilitating, encouraging, and provoking any of the offences referred in clauses 5.1.1 to 5.1.18 above.

## **6.0 DISCIPLINARY PROCEDURE**

- 6.1 Any breach of a Disciplinary Offence will be immediately reported to the Dean / Director of the student's academic entity, the Dean of Students, the Associate Vice-Provost (Student Experience), or his / her designate.
- 6.2 Once informed, the Dean / Director / Associate Vice-Provost, or his / her designate will:
  - 6.2.1 Convene and refer the matter to the academic entity Disciplinary Committee for investigation.
  - 6.2.2 Inform the University Registrar that a Disciplinary Committee has been convened.

6.3 While the Disciplinary Committee is investigating an offence, the Dean / Director / Dean of Students / Associate Vice-Provost, may suspend the student or restrict him / her from specific or all campus based activities until the investigation is completed and a decision reached.

6.4 The Disciplinary Committee:

6.4.1 For the University's academic entities, the Disciplinary Committee may be a standing committee and shall consist of at least five members of the faculty and senior staff of the University, one of who shall be the Chairperson.

6.4.2 The Dean of Students' / Associate Vice-Provost's Disciplinary Committee will be an ad hoc committee and shall consist of at least five members of the faculty and senior staff of the University, one of who shall be the Chairperson.

6.4.3 Members of the academic entity-based Disciplinary Committee will be appointed by the Dean / Director for a one-year term, which may be extended for a further period of two years.

6.4.4 The Dean / Director will ensure there is continuity of membership on the Committee and will have the discretion to extend the tenure or co-opt members on the Committee whose tenure have expired and who are involved in on-going cases.

6.4.5 There must be a quorum of at least three members of the Disciplinary Committee present for a hearing to proceed.

6.4.6 The Disciplinary Committees will be entitled to use services of any personnel of the University as the Committee may deem appropriate for the purposes of assisting the Committee in conducting the disciplinary proceedings.

6.5 The Disciplinary Committee's proceedings:

6.5.1 The Committee will be conducted in a fair and transparent manner.

6.5.2 The Committee will invite the concerned student to present his/her point of view.

6.5.3 The Committee may, at its discretion, call other people deemed appropriate for seeking any information or evidence with regard to the offence.

6.5.4 Unless otherwise authorized by the Dean / Director / Dean of Students / Associate Vice-Provost, the Disciplinary Committee will normally complete its proceedings within 15 working days.

6.5.5 The outcome of the Disciplinary Committee's investigation will be communicated to the Dean / Director / Dean of Students / Associate Vice-Provost in writing.

6.5.6 The Dean / Director / Dean of Students / Associate Vice-Provost may act upon the recommendation(s) of the Disciplinary Committee or in accordance with his / her judgment.

6.5.7 In exercising his / her right of making a decision, the Dean / Director / Dean of Students / Associate Vice-Provost, shall not be required to provide a hearing to the student.

6.5.8 A copy of the decision will be sent to the University Registrar.

## 7.0 DISCIPLINARY ACTIONS

7.1 In cases of breaches of Disciplinary Offences 5.1.1 – 5.1.9, the University will impose anyone or more of the disciplinary actions given below, depending on the severity of the offence.

7.1.1 Counselling of the student.

7.1.2 A letter of warning or reprimand to the student.

7.1.3 Probation for a specified period of time with mandatory periodic counselling.

- 7.1.4 The payment of fine by the offender commensurate with the nature and gravity of the offence committed.
  - 7.1.5 Suspension from the University for a specified period.
  - 7.1.6 Expulsion from the University and / or expulsion from the University residences if so required.
  - 7.1.7 Any other penalty which the relevant authority / body of the University may deem fit to impose.
- 7.2 Notwithstanding Section 7.1, in cases of breaches of Disciplinary Offences 5.1.10 – 5.1.19, the University will impose anyone or more of the disciplinary actions given below, depending on the severity of the offence.
- 7.2.1 Suspension from the University for a specified period.
  - 7.2.2 Expulsion from the University and / or expulsion from the University residences if so required.
  - 7.2.3 Any other penalty which the relevant authority / body of the University may deem fit to impose.

## 8.0 APPEALS

- 8.1 Any appeal of the Dean's / Director's / Dean of Students' / Associate Vice-Provost's decision must be made within 10 working days of the date of the letter notifying the student of the decision.
- 8.1.1 Disagreement with the Dean's / Director's / Dean of Students' / Associate Vice-Provost's decision is not grounds for an appeal.
  - 8.1.2 Students must clearly state the reason for the appeal.
  - 8.1.3 Students must make their appeal in writing.
  - 8.1.4 An appeal may only be made by the student. Appeals received from parties other than the student will not be considered.
- 8.2 Appeals should be addressed to the University Registrar who will be responsible for forwarding the matter to the University's Provost.
- 8.3 In cases where the Provost is not available to consider an appeal within the prescribed timelines, the Provost will forward the matter to a Dean / Director / Vice Provost who will act in his / her place.
- 8.3.1 The Dean / Director selected by the Provost may not be the Dean / Director of the student's academic entity.
  - 8.3.2 Once selected the Dean / Director / Vice Provost shall become the Provost's designate.
- 8.4 Upon the receipt of an appeal, the Provost or his / her designate will convene and refer the matter to an Appeals Committee for investigation and review.
- 8.5 The Appeals Committee
- 8.5.1 The Appeals Committee will be an ad hoc committee and shall consist of three members of the faculty and senior staff of the University, one of whom shall be the Chairperson.



- 8.5.2 The Appeals Committee will be entitled to use services of any personnel of the University as the Committee may deem appropriate for the purposes of assisting the Committee in conducting the disciplinary proceedings.

#### 8.6 The Appeals Committee's proceedings:

- 8.6.1 The Appeals Committee will be conducted in a fair and transparent manner.
- 8.6.2 The Appeals Committee will invite the concerned student to present his/her point of view.
- 8.6.3 The Appeals Committee may, at its discretion, call other people deemed appropriate for seeking any information or evidence with regard to the offence.
- 8.6.4 Unless otherwise authorized by the Provost or his / her designate the Appeals Committee will complete its proceedings within 10 working days.
- 8.6.5 The outcome of the Appeals Committee's investigation will be communicated to the Provost or his / her designate in writing.
- 8.6.6 The Provost or his / her designate may act upon the recommendation(s) of the Appeals Committee or in accordance with his / her judgment.
- 8.6.7 In exercising his / her right of a making decision, the Provost shall not be required to provide a hearing to the student.
- 8.6.8 The decision of the Provost or his / her designate shall be final and binding on all parties.
- 8.6.9 A copy of the decision will be sent to the University Registrar.

### 9.0 SHARING OF INFORMATION

- 9.1 Where appropriate, information about a disciplinary offence may be passed on to the student's parents / guardians / sponsors. The student or parent or both may also be required to give written assurances or undertaking to support expected conduct throughout his/ her stay at the University.

### 10.0 CONFIDENTIALITY

- 10.1 Disciplinary proceedings held under the provisions of this Code of Conduct shall be of a confidential nature. To ensure the safety and security of all concerned, all information, statement, evidence, material, etc. received and / or presented during the disciplinary proceedings shall be kept strictly confidential and the students will not be entitled to have access to and/or seek copies of any of the record(s) of the disciplinary proceedings.

### 11.0 DEFINITIONS

- 11.1 Student: shall mean and include any person enrolled at the Aga Khan University in a course or programme leading to an undergraduate, graduate or postgraduate certificate, diploma or degree; in a non-credit course; or any person registered with any other university or institution who has been accepted / approved for enrolment in a course, programme of study or training at the University.
- 11.1.1 For the purposes of the Student Code of Conduct and Disciplinary Procedures, PGME Interns, Residents and Fellows shall be deemed to be students of the University.
- 11.2 Provost: The University's chief academic officer. For the purpose of application of this Code this term shall be deemed to include the Acting Provost or his / her designate.

- 11.3 Dean / Director: The head of an AKU academic entity (College, School, Faculty, Institute, etc.). This term shall be deemed to include Interim and Acting Deans / Directors or their designate.
- 11.4 Suspension: refers to the act of debarring a student completely or partially from the activities of the University for a specified period of time. Upon expiry of the period of suspension, the student will be readmitted, contingent upon the terms and conditions of the suspension without any obligation or liability whatsoever on the part of the University or any of its members of staff, faculty or officers.
- 11.5 Expulsion: refers to the termination of enrolment at the University.
- 11.6 Fine: shall refer to an order by the University for a student to pay a sum of money to the University as penalty for any offence committed by the student. The student may or may not be permitted to continue with the course of studies until the fine has been paid.

## **12.0 STUDENT HANDBOOKS**

- 12.1 The Student Code of Conduct and Disciplinary Procedures should be included in academic unit-specific student handbooks.

## **X. BOARD OF STUDENT ACADEMIC APPEALS**

(Approved by Academic Council: May 23, 2013; Revised: March 17, 2016)

### **1.0 MANDATE AND SCOPE**

- 1.1 The Board of Student Academic Appeals shall be the University's final authority for hearing student grievances arising out of Aga Khan University regulations, policies and procedures that academically affect students.
- 1.2 Appeals relating to charges of academic and non-academic misconduct will be heard in accordance with the appeal procedures outlined in the Student Code of Conduct and Disciplinary Procedures.

### **2.0 INTRODUCTION**

- 2.1 The University has a responsibility to provide fair and equitable procedures for the lodging and hearing of student complaints arising out of Aga Khan University regulations, policies and actions that academically affect students directly.
- 2.2 This policy is applicable to full- and part-time students admitted to an AKU programme of study.
- 2.3 For this policy, the University Registrar will be the administrative officer responsible for the receipt and processing of appeals, for the scheduling and holding of hearings before the Board of Student Appeals.
- 2.4 Students are requested to speak with the University Registrar or his representative regarding a complaint before submitting an application for appeal.
- 2.5 The procedures described in this document are intended to provide a mechanism to remedy injustices.
- 2.6 Students who wish to raise questions or who have a concern are strongly encouraged to communicate informally with their instructors, chair / director of the department / programme before seeking a review under formal procedures.
- 2.7 Where Faculty-, College-, School- or Institute-based appeal processes exist, students must ensure that they follow these prescribed processes prior to submitting an appeal to the Board of Student Appeals.
- 2.8 Faculty-, College-, School- and Institute-based appeal processes must be filed with the University Registrar. Changes to entity-based appeal processes must be immediately reported to the Registrar.
- 2.9 Students who submit an appeal to the Board of Student Appeals Board without following the prescribed procedure will have the appeal returned without decision.
- 2.10 Students should note that an appeal to the Board of Student Appeals is the final recourse in dealing with academic appeals.

### **3.0 APPEALS**

3.1 Academic appeals may fall into one of the following categories:

- 3.1.1 *Final grade:* A student questions his/her final grade or the assessment of his/her performance.
- 3.1.2 *Application of University regulations:* The student questions the application of University regulations governing programmes of study.

### **4.0 TIME LIMITATIONS**

- 4.1 An appeal of an academic decisions must be made within 30 days of the date of the letter informing the student of the academic decision.
- 4.2 Appeals of final grades must be made within 30 days of the posting of the final grades by the Office of the Registrar.
- 4.3 A student must commence the appeal process noted in items 5.0 and 6.0, below, within the 30 days of the notification of the academic decision or the posting of the final grades.

### **5.0 PROCESS FOR THE APPEAL OF GRADES**

- 5.1 Students who have a question regarding the final grade in a course must first discuss the matter with the course instructor.
- 5.2 In the event of an unresolved disagreement, the student must refer the matter to the chair / director of the department / programme.
- 5.3 If the student is not satisfied with the decision of the chair / director of the department / programme, the student may then appeal to the Dean / Director of the student's academic unit.

### **6.0 APPEALS RELATED TO ACADEMIC DECISIONS**

- 6.1 A request for the reconsideration of an academic decision must, where applicable, be directed to the Dean or Director of the student's academic unit.
- 6.2 If the student is not satisfied with the Dean or Director's decision, the student may then appeal to the Board of Student Appeals.

### **7.0 MEDICAL APPEALS**

- 7.1 The University endeavours to accommodate students whose studies become interrupted, or who may be unable to complete academic work, due to an incapacitating medical condition.
- 7.2 In these situations, the student must provide relevant medical documentation to support his/her request for academic accommodation based on medical grounds.
- 7.3 The University may, at its discretion, request more detailed documentation in certain cases.

## **8.0 APPEALS PROCEDURE**

- 8.1 All appeals submitted to the Student Appeals Board shall be made using the Student Appeal Form. The Student Appeal Form is available on the Office of the Registrar website, [www.aku.edu/admissions/registraroffice](http://www.aku.edu/admissions/registraroffice)
- 8.2 Submissions not received on the Student Appeal Form will be returned to the student without decision.
- 8.3 Appeals must clearly state the arguments and expectations of the student. The responsibility to demonstrate the validity of the appeal and to provide full and appropriate supporting documentation rests with the student.
- 8.4 Dissatisfaction with, or ignorance or neglect of University policy or published deadlines shall not constitute sufficient grounds for appeal.
- 8.5 All appeals shall be submitted, in person, by the person requesting the appeal, to the student's campus Office of the Registrar. Submissions received at campuses other than the Stadium Road campus will be forwarded to the University Registrar.
- 8.6 An appeal may be disqualified if received outside the 30-day period.
- 8.7 A student may abandon an appeal at any time during the appeal process.

## **9.0 COMPOSITION OF THE BOARD OF STUDENT ACADEMIC APPEALS**

- 9.1 The Provost shall name a Chair and four members of faculty as the University's Board of Student Academic Appeals.
- 9.2 The University Registrar shall be an ex-officio, non-voting member of the Board of Student Academic Appeals and shall serve as Secretary to the Board.
- 9.3 In establishing the Board of Student Academic Appeals, the tenure of the Chair shall be for three years and thereafter the tenure of the Chair shall be for two years.
- 9.4 In establishing the Board of Student Academic Appeals, the tenure of two faculty members shall be for two years and two faculty members for three years. Thereafter, the tenure of members of the Board of Student Academic Appeals shall be for two years.
- 9.5 Retiring members may be reappointed for another consecutive term.
- 9.6 Terms of office shall commence on October 1.

## **10.0 HEARINGS AT THE BOARD OF STUDENT ACADEMIC APPEALS**

- 10.1 Hearings of the Board of Student Academic Appeals will be held at the call of the Chair.
- 10.2 Meetings of the Board of Student Academic Appeals are held *in camera*, and thus not open to the public.

- 10.3 Students appealing to the Board of Student Academic Appeals have a right to a fair hearing. This includes the right to be notified of date at which the student's appeal will be considered, the right to attend and present verbal arguments and the right to ask questions during the appeal hearing.
- 10.4 Students must inform the University Registrar of their intention to attend the meeting.
- 10.5 The Board of Student Academic Appeals may request the attendance of appropriate individuals to appear before the Board to provide information pertinent to the appeal.
- 10.6 Where the appeal is against an assigned final grade, the faculty member named in the appeal will be invited to attend the meeting of the Board of Student Academic Appeals.
- 10.7 In instances where a faculty member, chair / director of the department / programme is named in an appeal, the student's submission will be available to the individual named.
- 10.8 The student and any individual whose decision has been appealed will be informed in writing of the decision of the Board of Student Academic Appeals.
- 10.9 The decision of the Board of Student Academic Appeals is final.

## **XI. STUDENT ANTI-HARASSMENT POLICY**

(Approved by Academic Council: May 28, 2014; Revised: July 1, 2017)

### **1.0 PREFACE**

1.1 The Aga Khan University is committed to providing its students with an environment that is free from all forms of harassment, intimidation, bullying, ragging / hazing, discrimination or exploitation. Each student enrolled at the University is responsible for fostering mutual respect and dignity, for being familiar with this policy and for refraining from conduct that violates this policy.

### **2.0 PURPOSE**

2.1 To educate students in the recognition and prevention of harassment and to provide effective means of eliminating harassment from the learning environment.

### **3.0 SCOPE**

3.1 This policy is applicable to all AKU students enrolled in an undergraduate or graduate certificate, diploma or degree programme, including interns, residents and fellows of the Postgraduate Medical Education (PGME programme), any visiting students and anyone participating in a University academic activity.

3.2 A parallel document, the Aga Khan University Human Resources "Harassment Policy", covers faculty and staff.

### **4.0 DEFINITIONS**

4.1 No policy document can give a full description and definition of behaviours that fall within the meaning of harassment. This set of definitions is meant to serve as a guide for acts that will be considered as contravening the spirit and intent of the University's *Guiding Principles*.

#### **4.2 Harassment**

4.2.1 Any unwelcomed conduct, verbal or physical, towards a student because of his / her age, marital status, national / ethnic origin, colour, religion, disability, gender identity, sexual orientation when such conduct creates an intimidating, hostile or offensive learning environment that causes a student's performance to suffer. Targeting student(s) because of being physically or mentally challenged shall also constitute an act of harassment.

4.2.2 Ridicule, derogatory comments, jokes and insults.

4.2.3 Unwarranted behaviour that is shown towards a student that has the impact of making that student feel that her / his respect and dignity has been violated.

4.2.4 Display or circulation of materials and / or pictures, physically or electronically (e.g., via email, SMS, social media, etc.) which are degrading, sexually promiscuous and intimidating.

4.2.5 Shouting at a student, using insulting and abusive language, humiliating or publicly condemning / criticising her / his competence.

### 4.3 Sexual Harassment

- 4.3.1 Sexual harassment refers to conduct of sexual nature that is unwanted and unwelcome. Sexual harassment includes inappropriate gazing at a person's body, touching, patting or pinching or any other unsolicited physical contact.
- 4.3.2 Verbal conduct of a sexual nature may include unwelcome verbal advances, sexually oriented comments about physical appearance, requests for sexual favours and continued suggestions for private social activity after it has been made clear that such requests and suggestions are unwelcome. Offensive verbal conduct could also include jokes of a sexual nature, offensive flirtation or lewd remarks of a sexual nature, such as expressions of sexual interest that are addressed directly to the student.
- 4.3.3 Non-verbal conduct of a sexual nature may include the display of sexually suggestive pictures, objects or written material, or sexually suggestive gestures. Verbal or non-verbal conduct that creates a sexually offensive learning environment also constitutes sexual harassment.
- 4.3.4 Demanding sexual favours or sexually directed remarks / behaviour constitutes sexual harassment when submission to or rejection of such conduct is made, explicitly or implicitly, a basis for an academic decision.

### 4.4 Bullying / Ragging / Hazing

- 4.4.1 Bullying means offensive, abusive, intimidating or insulting behaviour, abuse of power and/or unfair punitive sanctions which makes the student feel upset, threatened, humiliated and / or vulnerable, which undermines the student's self-confidence and/or reduces the student's feelings of self-esteem and self-worth, and which may cause the student to suffer stress.
- 4.4.2 Ragging and / or hazing means the practice of using rituals and any other acts, conduct or practices by which the dominant power of senior students, former students or alumni, is brought to bear on students who are in any way considered junior by other students. Ragging and / or hazing includes individual or collective acts or practices which include, but are not limited to:
- Involvement in physical or psychological assault or threat or use of force or wrongful confinement or restraint;
  - Violating the status, dignity and honour of such students;
  - Exposing students to ridicule and contempt and affect their self-esteem;
  - Verbal abuse and aggression, indecent gestures and obscene behaviour.

### 4.5 Cyber-bullying

- 4.5.1 Cyber-stalking: is the use of the Internet and mobile technology such as email, SMS, social media or other electronic communications, to stalk and generally refers to a pattern of threatening or malicious behaviours, including communicating a credible threat of harm.
- 4.5.2 Cyber-harassment: usually pertains to unconsented conduct such as threatening or harassing email messages, instant messages, or to social media and blog entries or websites dedicated solely to tormenting an individual. Cyber-harassment differs from cyber-stalking in that it is generally defined as not involving a credible threat.



## **5.0 REPORTING**

- 5.1 The University guarantees that all complaints that are reported will be taken seriously, will be investigated expeditiously and that all parties will be treated with respect.
- 5.2 AKU encourages the reporting of all incidents of harassment, regardless of who the alleged offender may be. Students, who either believe that they have become the victim of harassment or have witnessed harassment, should immediately discuss their concerns with the Dean / Director of their academic entity, director / coordinator / academic head of their programme, Associate Dean, PGME, or the Dean of Students / University Registrar & Associate Vice Provost, as applicable.

## **6.0 PROCEDURES**

### **6.1 Informal Resolution Procedure**

- 6.1.1 Informal resolution is aimed at bringing together the parties to discuss and resolve the complaint. A student who believes that s / he has been harassed may choose to discuss the matter with the person who has engaged in the behaviour and / or request that a member of his / her academic entity act as a liaison for an informal discussion with the involved student or member of faculty so as to resolve the matter.

### **6.2 Formal Resolution Procedures**

Where a student does not wish to pursue the informal resolution procedure or where the informal resolution procedure is unsuccessful, the formal resolution procedures should be undertaken.

- 6.2.1 Members of the University community (students, faculty, staff, alumni) who receive complaints of harassment will immediately contact the Dean of Students / University Registrar & Associate Vice Provost, as applicable, for assistance in pursuing the matter.
- 6.2.2 If a member of faculty or staff receives repeated allegations of offenses against the same individual, but each student making the allegation is unwilling to file a written complaint or appear as a complainant, that member of the University community shall inform the or the Dean of Students / University Registrar & Associate Vice Provost, as applicable, about the same.
- 6.2.3 The Student Anti-Harassment Policy Review and Investigation procedures shall be used in cases where a student charges another student with harassment or where a student charges a member of faculty with harassment.
- 6.2.4 The Human Resources "Harassment Policy" shall be used in cases where a student charges a member of staff with harassment.
- 6.2.5 The Dean / Director of the student's academic entity, in coordination with director / coordinator / academic head of the student's programme, the Associate Dean, PGME, or, in the case where a staff member is involved, a Human Resources senior manager, shall attempt to make temporary arrangements so that the accused and the complainant do not have to interact during the investigation period.
- 6.2.6 Retaliation from either party shall be strictly monitored. During the process of the investigation, class and clinic schedules shall be strictly monitored. Any occurrence of retaliation by the accused shall result in suspension from the University.

6.2.7 As harassment usually occurs when individuals are alone, it is often difficult to produce evidence. It is strongly recommended that members of the University community report any offensive behaviour immediately to someone they trust, or seek guidance / help.

## **7.0 REVIEWS AND INVESTIGATION**

- 7.1 The procedures noted in this section of the Policy deal with formal inquiries where the harassment has taken place between students or where the harassment has taken place between a student and a member of faculty.
- 7.2 All matters related to the review and investigation of any charge of harassment will be undertaken in the strictest confidence.
- 7.3 Reports / complaints of harassment from students must be made in writing and signed by the person preparing the complaint within 10 working days of the incident. It should include a factual description of the incident, including quotations of any offending language used. The complaint should then be submitted to the or the Dean of Students / University Registrar & Associate Vice Provost, as applicable, or her / his representative.
- 7.4 The Dean of Students / University Registrar & Associate Vice Provost, as applicable, in coordination with the respective academic entity head, will review the information provided by the student.
- 7.5 Once it has been determined that all of the relevant information has been provided, the Dean of Students / University Registrar & Associate Vice Provost, as applicable, will convene an Investigating Committee to consider the case.
- 7.6 The Investigating Committee will be comprised of:
- The Dean of Students / University Registrar & Associate Vice Provost, as applicable – as Chair of the Committee
  - Two members of faculty appointed by the or the Dean of Students / University Registrar & Associate Vice Provost, as applicable.
  - Two students recommended by the Manager, Campus and Student Life
- 7.7 In cases where the student is charging another student with harassment, the student members of the Committee must be selected from another academic entity. In cases where the student is charging a member of faculty, the faculty members of the Committee must be selected from another academic entity.
- 7.8 Wherever possible, within five working days, from the day the charge is communicated, the respondent shall be requested to appear before the Committee for an interview, or submit a written defence. On her / his failure to appear before the Committee or to submit a written defence, without a reasonable cause, the Committee shall proceed ex-parte.
- 7.9 The Investigating Committee may request the attendance of appropriate individuals to appear before the Committee in order to provide information pertinent to the case.
- 7.10 Both parties, the complainant and the individual who has been charged with harassment, shall have the right to be accompanied by a colleague / friend from within the institution.

- 7.11 The Investigating Committee shall give its findings and recommendations in writing with appropriate reasons within 10 working days of the initiation of inquiry.
- 7.12 In cases where a student has been found guilty of harassment, the regulations noted in the University's *Student Code of Conduct and Disciplinary Procedures* shall provide the penalty (penalties) that may be assessed and the manner by which appeals are heard.
- 7.13 In cases where a member of faculty has been found guilty of harassment, the Investigating Committee shall inform and provide its recommendation to the faculty member's Dean / Director and the Vice President, Human Resources. The Dean / Director will consult with the Vice-President Human Resources or her / his representative regarding sanctions that may be imposed.

## **8.0 COMPLIANCE AND ACCESS TO THE POLICY**

- 8.1 The Dean of Students / University Registrar & Associate Vice Provost, as applicable, in cooperation and coordination with the University's academic entity heads, shall be responsible for wide dissemination of this Policy.
- 8.2 The Student Anti-Harassment Policy will be available on the Office of the Registrar website, [www.aku.edu/registrar](http://www.aku.edu/registrar).

## **XII. NAMES ON DEGREES, DIPLOMAS AND CERTIFICATES POLICY**

(Approved by Academic Council: April 28, 2014)

### **1.0 GENERAL**

- 1.1 The Office of the Registrar maintains the official University name for all students.
- 1.2 The name that appears on the degree, diploma or certificate will normally be in the same format as it is stored in the Registrar's Office records (generally, first name, middle name, last name).
- 1.3 Students are responsible for verifying that their name is correct on Registrar's Office records and, where applicable, to provide any changes required, including hyphens, spaces, lower/upper case letters, accents, etc. (Cf., Registrar's Office *Name Change Form*)
- 1.4 Unless a degree, diploma or certificate is lost or damaged, it is University policy to produce only one degree, diploma or certificate. (Cf., *Degree, Diploma and Certificate Parchment Replacement Policy*)

### **2.0 PAKISTAN**

- 2.1 The Higher Education Commission, Pakistan (HEC) attests the degrees awarded by recognised universities in Pakistan.
- 2.2 In order for degrees to be attested by HEC, universities are required to produce degree, diplomas and certificates in a standard manner.
- 2.3 The Office of the Registrar will produce the degrees, diplomas and certificates of programmes offered AKU's Pakistan-based academic entities in the following manner:
  - 2.3.1 The name of the student must be the same as is listed on the student's matriculation, intermediate, bachelor's and master's degrees and Computerized National Identity Card / Passport.
  - 2.3.2 For students with single names, the degree, diploma and certificate will list the student's name and, on the same line, the applicable notation "s/o" (son of) or "d/o" (daughter of) and the student's father's name.

**XIII. POLICY ON REPEATING A COURSE FOR WHICH A PASSING GRADE HAS BEEN AWARDED**

(Approved by Academic Council: January 14, 2015)

- 1.0 With the permission of the applicable academic unit, students may repeat a course in which a grade of C+ or C has been awarded when the course is next or subsequently offered.
- 2.0 The grade awarded for a repeated course will supersede the grade from the first attempt at the course, regardless of whether the new grade is higher or lower.
- 3.0 Both grades will appear on the student's transcript but the second grade, whether higher or lower, will be used in the computation of the student's average.
- 4.0 No course may be repeated more than once.

## XIV. GLOSSARY OF ACADEMIC TERMS

(Approved by Academic Council: April 26, 2012; Revised: August 15, 2015)

### Academic credential

A document provided as evidence of learning based on completion of a recognized programme of study.

- **Degree / diploma**  
An academic credential awarded by a university or other authorized academic institution for successful completion of a programme of academic study.
- **Associate Degree**  
An academic credential awarded by a university or other authorized academic institution for successful completion of a programme of academic study usually lasting two years. AKU offers an Associate of Science in Dental Hygiene.
- **Bachelor's or first degree**  
An undergraduate degree or a first professional degree.
- **Master's degree**  
A graduate degree offered by universities that normally follows an undergraduate degree.
- **Doctoral degree**  
A graduate degree that is one level higher than a master's degree.
- **Diploma**  
An undergraduate programme of study that precedes an undergraduate degree programme. AKU offers: Diploma in General Nursing; Diploma in Dental Hygiene.
- **Certificate**  
A short programme of study offered by the Institute for Educational Development.

### Academic record

A file containing academic information about each student at an educational institution. It may include information such as a student's programme of study, transfer credits awarded, names of credit and non-credit courses completed, course grades and grade point average, repeated courses, prior learning assessment, disciplinary actions, and appeals, as well as information about work terms / industrial placement, thesis and research.

### Academic regalia

The cap and gown worn during Convocation and other formal and ceremonial occasions.

- AKU's academic regalia are called the *Jamiapoash*. The *Jamiapoash* is comprised of a *Khila'at* ("robe of honour" in Arabic) and a *Sirpoash* ("headwear" in Persian).
- The basic colours of the University's academic regalia are green and white.

### Accumulation of credits

Credits from a lower level qualification, such as advanced diploma, accumulated towards the award of a qualification at a higher level, provided the candidate meets other necessary requirements for this purpose.

### Admission

The formal acceptance of a candidate for admission to enter a programme of study.

### Advanced standing

Recognition provided to a student, upon admission, for credit for previous courses taken in a related area of study that may enable entry into a higher level of the programme.

**ASDH**

Associate of Science in Dental Hygiene

**Blended learning**

Learning in a combination of modes. Often used more specifically to refer to courses that use a combination of traditional face-to-face teaching and distance learning techniques on-line.

**BScN**

Bachelor of Science in Nursing

**Certifying examination**

Refers to the formal examination at the end of a year or course qualifying a candidate for promotion to the next year of the programme or the award of the final qualification.

**Comprehensive examination**

A specific type of examination that must be completed by students in certain disciplines and courses of study. The form and general requirements for the exam varies according to the academic unit but typically tests knowledge of the student's subject area and two or more related areas, and may be used to determine a candidate's eligibility to continue his or her course of study.

**Confidential information**

Recorded personal information about an identifiable individual; information which is subject to physician / patient privilege; information which was supplied in confidence, either explicitly or implicitly; information relating to the business of the University or a third party and including (but not limited to) trade secrets and scientific, technical, commercial, financial or labour relations information, where disclosure could result in some harm to either the university or a third party.

**Convocation**

The ceremony at which students, who have successfully completed an approved programme of study, and whose programme completion has been endorsed by Academic Council, receive their respective diploma / degree parchments.

**Course**

A single unit of study offered by an educational institution that is part of a programme leading to a credential. The offering must:

- Have a defined start and end date.
- Have an approved credit weight.
- Assign a final grade through an approved grading / assessment process.

**Course participant**

Term used by the Institute for Educational Development to identify individuals pursuing a Certificate, Advanced Diploma, Master of Education or a PhD (Education). Also see "Student".

**Credit**

A unit used to express the value of a course or other training activity in relation to the total requirements for a degree or diploma usually measured in hours of study or achievement of threshold standard or both.

**Dean / Director**

Unless otherwise specified, refers to the head of the University academic unit or entity.

**Dissertation**

See "Thesis".

**Elective course**

For the School of Nursing and Midwifery, Institute for Educational Development and Institute for the Study of Muslim Civilisations: A course that may be selected as part of a programme of study and is not a compulsory part of the programme.

**Enrichment / bridging programme**

A course or set of courses designed specifically to provide a person who already possesses certain qualifications with the additional or upgrading skills and knowledge required for admission into a specific programme

**Enrolment**

The process of formally assigning and recording a student's course registrations into a programme of study.

**Entrance requirement**

A set of criteria stipulating education and / or training or experience required for eligibility to enter into an educational programme. May include minimum levels of achievement and/or scores on examinations.

**Full-time student**

A full-time student is defined as a student whose main commitment is to studies for the purpose of obtaining an undergraduate diploma / degree or graduate degree / advanced diploma. Full-time students are normally limited in the number of hours in which they can be employed.

**Grade**

A representation of a student's achievement in a course, expressed on a letter and / or numeric scale or in a percentage.

**Grade point**

A unit of measure constituting a numerical equivalent of a letter grade, serving to calculate grade point averages.

**Grade point average**

A measure of a student's academic performance over a group of courses, obtained by dividing the sum of grade points earned by the student, by the total number of attempted credits in the same group of courses.

**Graduand**

A person who has finished the requirements of their programme of study but has not yet been awarded his / her diploma / degree at convocation. (Once the individual has received his / her diploma, s / he is considered a 'graduate'.

**Graduation**

See "Convocation".



**Graduate studies**

Studies undertaken following an undergraduate degree (most often a master's or doctoral degree).

**MA**

Master of Arts

**MBBS**

Bachelor of Medicine, Bachelor of Surgery

**MBioeth**

Master of Bioethics

**MEd**

Master of Education

**MHPE**

Master of Health Professions Education

**MMed**

Master of Medicine

**MPhil**

Master of Philosophy

**MSc**

Master of Science

**MScN**

Master of Science in Nursing

**Optional course**

See "Elective course".

**Parchment**

The document attesting to the awarding of an academic credential upon successful completion of a programme of study requirements.

**Part-time student**

A student is one who does not meet the requirements of a full-time student as defined above is considered to be a part-time student. There is no restriction with respect to time spent on gainful employment.

**PGME**

Postgraduate Medical Education

- Pakistan offers a one-year internship programme for new medical graduates; residency programmes in 33 disciplines; and fellowship programmes in 31 disciplines.
- In East Africa, residency programmes are offered in nine disciplines leading to a Master of Medicine degree.

**PhD**

## Doctor of Philosophy

### **Prerequisite**

A course or other requirement that must be satisfactorily completed before enrolment will be permitted into an advanced or succeeding course.

### **Postgraduate**

See "Graduate studies".

### **Programme**

An integrated group of courses or learning activities in a particular field of study.

### **Programme of study**

An institutionally defined set of courses / curriculum which leads to an academic credential.

### **Qualifying examination**

See "Certifying examination".

### **Record**

Any record of information however recorded, whether by electronic means or in print form that is capable of being produced from a machine-readable record under the control of the University by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution.

### **Required course**

A course that all students following a particular programme of studies must take and successfully complete.

### **Semester**

A division of the academic year. Semester lengths are defined by the Higher Education Commission in Pakistan and the Commission for University Education in Kenya. Other divisions may be defined by the academic programme.

### **Student**

A candidate for admission to an academic programme becomes a student of the University once the admission processes have been completed and the candidate formally accepts the University's offer of admission. A person remains a student until they complete the requirements of the programme or withdraws, voluntarily or as a result of University action, from the programme.

- At AKU, for the purposes of some University policies, PGME Interns, Residents and Fellows are deemed to be students of the University.

### **Study visa**

A document issued by immigration authorities permitting individuals who are not citizens to study in the country in which the programme of study is offered.

### **Syllabus**

A document which provides a description of the essential features of a programme of study and its courses, including objectives, subject content, teaching and assessment strategies.

**Term**

See "Semester".

**Thesis**

A substantial piece of written work (sometimes called a dissertation) prepared by a candidate for a master's or doctoral degree.

**Transcript**

The official document that identifies courses taken (title and course number), credits and grades achieved, and credentials or qualifications earned.

**Transfer of credit**

The acceptance or recognition of credits by a host institution on the basis of successful completion of courses at another educational institution within or outside the jurisdiction in order to minimize the duplication of learning.

- At AKU, refers both to credits earned by the candidate prior to admission in a programme at AKU and those earned during the stipulated period of study, provided the candidate meets other necessary requirements for this purpose.

**Undergraduate studies**

The first level of studies toward a diploma or bachelor's degree.

**Visiting student**

An individual attending a postsecondary institution by special agreement.

- Auditors and special students, who may not be enrolled in an AKU programme of study, are considered visiting students.