THE AGA KHAN UNIVERSITY

GRADUATE PROGRAMMES
STUDENT HANDBOOK

2024

The Graduate Programme Student Handbook is a collection of University-approved regulations applicable to all Aga Khan University graduate programmes. The Handbook is circulated with the intention for the use by AKU's graduate programmes. Unless otherwise noted, the regulations in this Handbook supersede departmental or programmatic regulations.

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I.   PROGRAMMES OF STUDY

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

1.0   GRADUATE DEGREE PROGRAMMES

Doctor of Philosophy (Education)
Doctor of Philosophy (Health Sciences)
   ° Biological Sciences
   ° Clinical Sciences
   ° Nursing
   ° Population and Public Health
Doctor of Philosophy in Political Science
Doctor of Philosophy in History
Master of Arts (Digital Journalism)
Master of Arts (Muslim Cultures)
Master of Education
Master of Health Policy & Management
Master of Health Professions Education
Master of Science in Public Health
Master of Medicine
Master of Philosophy (Biological & Biomedical Sciences)
Master of Philosophy (Education)
Master of Science (Epidemiology & Biostatistics)
Master of Science (Health Policy & Management)
Master of Science in Nursing
Graduate School of Media and Communications
Executive Masters in Media Leadership and Innovation (EMMLI)
Master of Arts (MA) in Strategic Communications
Master of Science in Advanced Practice Nursing
Master of Science in Advanced Practice Midwifery
Master of Bioethics

II.   STUDENT STATUS

1.0   AKU STUDENT: A DEFINITION

Student status is linked to enrolment at the University. An individual is considered to be a student while s/he is eligible to continue in the programme of studies in which they were admitted.

> NOTE: A student remains enrolled until successful completion of the final year exams and the announcement/approval of results. A student who has not cleared/passed this final assessment, remains "active" and continues to be considered a student.

Upon completion of the programme of studies (graduation), or upon receipt of notice from the university that the student has been granted a leave of absence, suspended, withdrawn, discontinued, rusticated or otherwise notified that s/he is not eligible to continue studies, the individual is no longer considered to be a student.

Student status is not linked to the Convocation. An individual who has completed her/his programme of study, but has not yet been awarded his/her degree or diploma at Convocation, is considered to be a "graduand". Once the individual has received his/her diploma/degree, s/he is considered a 'graduate' or 'alum' of the University.

Current AKU policy dictates that graduands are not eligible to receive documentation that they would be eligible to receive as a student of the University. This includes, unless otherwise indicated and approved, letters for visa extensions, and paperwork to request for observerships/clerkships at different university and university hospitals.

2.0   AUDIT/NON-CREDIT PARTICIPANTS

Graduate courses are not normally open to "auditors" who request to attend a course and who do not have the usual admission / eligibility qualifications. 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, students in the programme taking the course will receive the notation "AU" on their transcript; no other grade will be assigned. Participants other than those at the University will receive a grade report at the completion. Once a course is taken for audit the same course may not be taken for credit.

3.0   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 number of credits that a Visiting Student may enrol in at AKU is 9.0 credits. 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.

4.0   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. The maximum timelines for the degree completion shall remain the same. A student should resume studies at the beginning of a semester or term.

4.1   Reasons for Leaves of Absence

4.1.1   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.

4.1.2   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.

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

4.1.4   A Leave of Absence for first semester is not allowed.

4.1.4.1 Under special circumstances RWG can consider approving leave of absence for the first semester on the recommendation of Academic Dean.

4.2   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.

5.0   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 Head (E.g. Programme Director, Programme Coordinator, Academic Lead etc.) 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.

Students may be allowed to withdraw from a course during the first six weeks of the semester. Where a student withdraws from a course in the first six weeks of a semester, the transcript shall record that the student enrolled in the course and withdrew and a "W" (Withdrew) grade will be assigned to the student. (A "W" grade has no impact on the calculation of a student's CGPA.)

A student withdrawing after the sixth week of the semester shall be automatically awarded "F" grade. (An "F" grade does impact the calculation of the student's GPA and CGPA and stays on the transcript.)

III.   EVALUATION OF STUDENT PERFORMANCE

1.0   GRADING

Unless otherwise approved by Academic Council, or a requirement of the Regulatory body the following grading scheme and grade point scale will be applicable to all graduate programmes [1].

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) 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   In Progress

Instructors shall assign the grade of "IP" to students whose thesis / dissertation work at the end of a

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

term or semester is still in progress because, by permission, more than one term or semester is needed to complete the required work. The grade of "IP" is not used in the calculation of a student's CGPA.

1.4   Audit

See "Student Status".

1.5   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.[2] 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.

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
	Total credits = 9.0			Sum = 28.4
CGPA = Sum of (credits x grade points) Total number of credits attempted				
28.4 9				
CGPA = 3.16				

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 not considered acceptable 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.

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[2] Not applicable to Master of Medicine (MMed) programme.

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 and must repeat the entire 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   REPEATING A COURSE FOR WHICH A PASSING GRADE HAS BEEN AWARDED

6.1   With the permission of the Dean, students may repeat a course in which a grade of "C+" or "C" has been awarded when the course is next or subsequently offered. 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. No course may be repeated more than once.

6.2   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.

Interpretation:

Question: Does the maximum 'B' grade regulation apply to repeating a course for which a passing grade has been awarded? (Policy #033)
Response (*Ariano, 2018*): There is a difference between the two repeat rules: The Policy #033 repeat is a "repeat of a course by choice" whereas the regulation limiting the maximum grade allowable to a 'B' is the result of a "repeat of a course because of receiving a failed grade". Thus, for Policy #033, there is no grade limit on this type of repeat.

7.0   GRADE CHANGES

Unless required by the results of charges of academic misconduct, student academic records cannot be changed after the conferral of the degree.

8.0   REQUIRED VERIFICATION REGARDING THE SUBMISSION OF PHD AND MASTER'S THESES/DISSERTATIONS

8.1   All PhD and master's theses/dissertations are submitted to anti-plagiarism software as part of the degree approval process.

8.2   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 Office of the Registrar.

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 the submission of 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), will have their degrees conferred "With Distinction".

2.2   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 percentage grade of 85% in their thesis/dissertation will have their degrees conferred "With Great Distinction".

    2.2.1   The thesis/dissertation letter grade will be recorded as Pass / Fail (and thus not used in the calculation of the CGPA).
    2.2.2   The percentage grade assigned for the thesis/dissertation will be recorded on a student's transcript.

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

2.4   The Policy is applicable to the following graduate degree programmes:
- Doctor of Philosophy (Education)
- Doctor of Philosophy (Health Sciences)
    - Biological Sciences
    - Clinical Sciences
    - Nursing
    - Population and Public Health
- Doctor of Philosophy in Political Science
- Doctor of Philosophy in History
- Master of Arts (Digital Journalism)
- Master of Arts (Muslim Cultures)
- Master of Education
- Master of Health Policy & Management
- Master of Health Professions Education
- Master of Science in Public Health
- Master of Medicine
- Master of Philosophy (Biological & Biomedical Sciences)
- Master of Philosophy (Education)
- Master of Science (Epidemiology & Biostatistics)
- Master of Science (Health Policy & Management)
- Master of Science in Nursing
- Graduate School of Media and Communications
- Executive Masters in Media Leadership and Innovation (EMMLI)
- Master of Arts (MA) in Strategic Communications

- Master of Science in Advanced Practice Nursing
- Master of Science in Advanced Practice Midwifery
- Master of Bioethics

3.0   DEGREE COMPLETION CREDIT REQUIREMENTS

In conferring its graduate degrees, the Aga Khan University verifies that its students have completed specified course work and other degree requirements. The University specifies clearly the number of academic credits required for degree completion. 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.

4.0   TIME LIMITS

4.1   Unless otherwise noted, all students pursuing doctorate-level (PhD) degrees must complete degree requirements in no more than eight years.

4.2   Unless otherwise noted, full-time master's students will be allowed a maximum of four years to complete degree requirements; a maximum of five years for part-time students.

    4.2.1   For Pakistan-based master's degree programmes (including the MA in Muslim Cultures), as per HEC regulations, full-time master's students will be allowed a maximum of three years to complete degree requirements; a maximum of six years for part-time students.

4.3   Master of Medicine students must attempt the Part II MMed examination not later than six years from the start of their programme of study.

4.4   Requests for extensions to the maximum duration for master's and doctoral degrees:

- Student must make a request to her/his supervisor or head of programme.
- In support of the extension, the supervisor / head of programme writes to the Dean / Director.
- In support of the extension, the Dean / Director submits the request to the Chair of the Registrar's Working Group.
- For Pakistan based Graduate and Doctorate programme, an application form is available with relevant programme offices as well as with the Record Office. Link of form

4.5   If members of Registrar's Working Group support the extension, then a one-time one-year additional extension is approved.

5.0   ACADEMIC PROGRESSION

5.1   Introduction

    5.1.1   This policy pertains to academic progression matters only. The policy does not apply to academic misconduct (contravention of the University's *Student Academic Integrity*

Policy) or non-academic misconduct (contravention of the University's *Student Code of Conduct and Disciplinary Procedures*).

5.1.2   This policy is applicable to all graduate programmes (with the exception of the MMed).

5.2   Academic Probation

5.2.1   A student not attaining the minimum required 2.50 GPA at the end of a semester will be placed on Academic Probation.

5.2.2   In order to be removed from Academic Probation, a student must attain a minimum 2.50 GPA in the next semester and an overall minimum CGPA of 2.50.

5.2.3   A notice of Academic Probation will be placed on the student's transcript. Students will be notified that they have been placed on Academic Probation by their academic programme.

5.3   Academic Suspension

5.3.1   Students who have been placed on Academic Probation and who do not attain the required minimum GPA or CGPA while on Academic Probation, will be placed on Academic Suspension and rusticated for one full calendar year.

5.3.2   While rusticated, a student may not enroll in classes at AKU or in courses for credit at any other post-secondary institution. Students are encouraged to use this time productively to strengthen skills to improve chances of success when returning to the programme.

5.3.3   A notice of Academic Suspension will be placed on the student's transcript. Students will be notified that they have been placed on Academic Suspension by their academic programme.

5.3.4   Students wishing to return to their studies following Academic Suspension must notify the Office of the Registrar at least two months prior to the end of the Suspension.

5.3.5   Students readmitted following Academic Suspension will be required to return to studies under the regulations and programme of study in effect at the time of their re-registration; they will be considered to be on Academic Probation for a second time.

5.4   Academic Requirement to Discontinue (RTD)

5.4.1   A student returning to studies from Academic Suspension will be considered to be on Academic Probation. The student will be required to attain at least a 2.50 GPA in the first semester of their return and to attain the required minimum 2.50 CGPA by the end of the subsequent semester.

5.4.2   Students who fail to meet the conditions of Academic Probation following Academic Suspension will be withdrawn from their programme of study.

5.4.3   Notice of Withdrawal will be placed on a student's transcript. Students will be notified that they have been withdrawn from the programme by the Office of the Registrar.

5.5   Extenuating Circumstances

5.5.1   Students who can demonstrate that there were extenuating circumstances which affected their academic performance while on Academic Probation may appeal to the Board of Student Academic Appeals to permit them to continue their studies without sitting out the required one-year Academic Suspension or from being Required to Discontinue from their programme of study. Documentation with respect to the grounds for appeal, must be provided by the student.

6.0   **TRANSFER CREDIT**
- o   These rules should be read in conjunction with the "Credit Framework" policy # 003 https://www.aku.edu/admissions/Documents/policy-credit-framework-003.pdf
- o   The application of these rules will be applicable as provided by the relevant country specific regulatory body

6.1   The Dean 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.

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 in 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. (See Section 4.0, below.)

3.0   REPLACEMENT PARCHMENTS
Student must refer to policy # 020;
https://www.aku.edu/admissions/Documents/policy-replacement-parchment-020.pdf.

3.1   The Aga Khan University, on the endorsement of Academic Council, issues degree and diploma 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**
Please note that for the replacement of damage parchment:

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 parchments, as diploma 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 (USh 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 or diploma recipient, without prior written and legally authorized notification, the replacement parchment will only be presented to the graduate.

3.4   **Lost Parchments**

Please note that for the replacement of lost parchment:

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 parchments, as diploma 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.

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3.4.11   Fee for replacement is: Kenya (KSh 1,000); Uganda (USh 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 or diploma 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 must follow AKU policy # 24 available on ……:https://www.aku.edu/admissions/Documents/policy-outstanding-accounts-024.pdf

4.3   The Office of the Registrar will release 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.   UNIVERSITY POLICIES

Academic and non-academic policies of Aga Khan University are available on the University website.
https://www.aku.edu/registrar/Pages/policies.aspx

Links for important policies are provided below:

S#	POLICY (LINK)
1	STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES https://www.aku.edu/admissions/Documents/policy-code-of-conduct-009.pdf
2	CONFIDENTIALITY OF STUDENT RECORD https://www.aku.edu/admissions/Documents/policy-confidentiality-records-013.pdf
3	STUDENT ACADEMIC INTEGRITY POLICY https://www.aku.edu/admissions/Documents/policy-academic-integrity-017.pdf
4	BOARD OF STUDENT ACADEMIC APPEAL https://www.aku.edu/admissions/Documents/policy-academic-appeals-026.pdf
5	STUDENT ANTI-HARASSMENT POLICY https://www.aku.edu/admissions/Documents/policy-anti-harassment-028.pdf
6	NAMES ON DEGREE, DIPLOMA AND CERTIFICATE POLICY https://www.aku.edu/admissions/Documents/policy-names-on-parchments-027.pdf
7	POLICY ON REPEATING A COURSE FOR WHICH A PASSING GRADE HAS BEEN AWARDED https://www.aku.edu/admissions/Documents/policy-repeating-course-033.pdf
8	GENERAL GUIDELINES FOR PHD AND MASTER'S THESIS/DISSERTATIONS https://www.aku.edu/admissions/documents/policy-phd-master-theses-011.pdf
9	ACADEMIC ACCOMMODATION FOR STUDENTS WITH DISABILITIES https://www.aku.edu/admissions/documents/policy-academic-accommodation-035.pdf
10	ACADEMIC PROGRESSION POLICY https://www.aku.edu/admissions/documents/policy-academic-progression-041.pdf

VII.   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 an AKU academic unit.

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, Master of Education, Master of Philosophy (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
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.