



آغا خان یونیورسٹی

THE AGA KHAN UNIVERSITY

UNDERGRADUATE PROGRAMMES  
STUDENT HANDBOOK  
(PAKISTAN)



*This Undergraduate Programme Student Handbook is a collection of University-approved regulations applicable to all Aga Khan University undergraduate programmes in Pakistan.*

*The Handbook is circulated with the intention for the use by AKU's undergraduate programmes in Pakistan.*

*Unless otherwise noted, the regulations in this Handbook supersede departmental or programmatic regulations.*

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## I. PROGRAMMES OF STUDY

Unless defined differently by programmes due to regulatory body requirements, this Undergraduate Programme Student Handbook is applicable to the following programmes of study. Undergraduate programmes will be added to this list upon their approval and commencement.

### UNDERGRADUATE DEGREE AND ASSOCIATE DEGREE PROGRAMMES (PAKISTAN)

- Associate of Science in Dental Hygiene
- Bachelor of Medicine; Bachelor of Surgery
- Bachelor of Science in Nursing
- Bachelor of Studies in Arts and Sciences
- Bachelor of Education

## 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or upon receipt of notice from the university that the student has been granted a leave of absence, suspended, withdrawn, discontinued, rusticated or otherwise notified that s/he is not eligible to continue studies, the individual is no longer considered to be a student.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 at the University. This includes, unless otherwise indicated and approved, letters for visa extensions, and paperwork to request observerships/clerkships at different universities and university hospitals. Graduands would, however, be eligible to receive a letter indicating their status at the University.

### 2.0 VISITING STUDENTS

Visiting students are individuals who are formally registered in an undergraduate degree programme at another accredited university and have obtained the necessary approvals from both their home institution and the relevant undergraduate programme at the Aga Khan University (AKU) to pursue a short-term academic engagement at AKU. These individuals are not considered enrolled in any degree programme at AKU and are not eligible for admission to such programmes during the period of their visit.

With prior approval of the relevant programme head, the maximum number of credits that a visiting student may enroll for 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.

### 3.0 AUDIT / NON-CREDIT PARTICIPANTS

Students admitted to a programme at the University may audit a course if space is available. 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 and the programme director or department chair. 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. External participants will receive a grade report

at completion. Once a course is taken for audit the same course may not be taken for credit, unless there is approval from the Registrar.

#### 4.0 SEMESTER LEAVE OF ABSENCE

Upon receipt of a request from a student, a Leave of Absence will be considered for exceptional circumstances. Requests are generally granted on a semester-by-semester basis and, whenever possible, should be initiated, at the beginning of a term. Students should consult with their Programme Head. In extenuating circumstances, students may request a Leave of Absence during the semester which will be considered case by case by their respective programme heads.

#### 5.0 VOLUNTARY WITHDRAWAL

5.1 **Withdrawing from the Programme:** Students who find it necessary to withdraw from a programme of study must inform the Programme Head of their intent and officially withdraw from the programme and the University, in writing.

5.2 The request for withdrawal must be forwarded to the Programme Head and, upon approval, to the Registrar's Office (Records) for processing.

5.3 **Withdrawing from a Course:** Students may withdraw from a course during the first six weeks of the semester.

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

5.3.2 In cases where a student withdraws during the first two weeks of semester commencement, fees will be refunded on a prorated basis.

5.3.3 A student withdrawing from a course in the sixth week of the semester shall be automatically awarded an "F" grade. (An "F" grade has an impact on the calculation of the student's GPA and CGPA and remains on the transcript.)

5.4 A student withdrawing or is withdrawn from a programme, is no longer considered a student and may not attend classes, receive academic counselling, or have access to any of the University's resources.

### III. EVALUATION OF STUDENT PERFORMANCE

#### 1.0 GRADING

Unless otherwise approved by the Academic Council, the following grading scheme and grade point scale will be applicable to undergraduate 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	‡
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 Dean of the academic unit offering the course. The AG grade has no effect upon a student's CGPA and is recorded in the transcript.

#### 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 “I” grade is assigned, students must obtain approval from the course instructor and the programme director.

#### 2.0 CALCULATION OF AVERAGES

A cumulative grade point average is calculated as an indicator of overall academic performance in a

<sup>1</sup> The Bachelor of Medicine, Bachelor of Surgery (MBBS) programme does not follow this grading scheme.

semester/programme and is used as a criterion for academic progression, graduation requirements, for awards and other academic distinctions. (Applicable for semester-based programmes only)

### 2.1 Cumulative Grade Point Average

Semester 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>
$\text{CGPA} = \frac{\text{Sum of (credits x grade points)}}{\text{Total number of credits attempted}}$				
$\frac{28.4}{9}$				
<b>CGPA = 3.16</b>				

### 3.0 MINIMUM PASSING GRADE

3.1 Unless otherwise stated, the minimum passing mark in a course is a 'C' (C plain).

### 4.0 RE-SITS

4.1 A grade of 'C-' (C minus) is not a passing grade. 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, the student will be assigned a failing grade and will be required to repeat the course. (Not applicable to the MBBS programme. MBBS students should consult their Student Handbook for resit regulations.)

4.2 A re-sit notation will be placed on the transcripts for courses which have been cleared based on a re-sit.

### 5.0 REPEATING A COURSE

5.1 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. (Not applicable to the MBBS programme. MBBS students should consult their Student Handbook for repeat regulations.)

5.2 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. Transcripts will note that a student has completed a "repeat" attempt for a course.

## 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 GPA/CGPA.

### 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.

## IV. DEGREE REQUIREMENTS

### 1.0 COURSE LOAD

#### 1.1 Full-time Studies

1.1.1 Normally, the required course load for a full-time undergraduate is minimum of 15.0 credit hours per semester. (Not applicable to the MBBS programme.)

#### 1.2 Course Load

1.2.1 An undergraduate programme of instruction generally includes 15-18 credit hours per semester.

1.2.2 The Dean may allow a student to enroll in more than 18.0 credits per semester if:

- If the student's CGPA is above 3.5; or
- The student needs the credits to graduate on time.

### 2.0 REQUIRED AVERAGE

In addition to successfully completing all required coursework as prescribed by the student's programme of study, a minimum cumulative grade point average (CGPA) of 2.50 is required to graduate.

### 3.0 AKU CREDIT REQUIREMENT

In conferring its undergraduate 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. Unless otherwise stated a student must complete no less than 50% of the required course work at AKU to be eligible for an AKU degree.

### 4.0 TIME LIMITS

4.1 Unless otherwise noted, students pursuing undergraduate programmes of study will be allowed the following maximum time for degree completion.

- Associate of Science degree: three years
- Four-year bachelor's degree: six years
- Five-year MBBS degree: six and one-half years

4.2 With the permission of the entity Dean, a student may request the Registrar's Working Group for an additional one-time, one-year extension. This does not apply to the MBBS programme.

## 5.0 **ACADEMIC PROGRESSION<sup>2</sup>**

### 5.1 **Academic Probation**

- 5.1.1 A student not attaining the minimum required 2.50 GPA at the end of a semester will be placed on Academic Probation.
- 5.1.2 To be removed from Academic Probation, a student must attain a minimum 2.50 GPA in the subsequent semester and an overall minimum CGPA of 2.50.
- 5.1.3 A notation 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.

### 5.2 **Academic Suspension**

- 5.2.1 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.
- 5.2.2 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.
- 5.2.3 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.
- 5.2.4 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.
- 5.2.5 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.

### 5.3 **Academic Requirement to Discontinue**

- 5.3.1 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 second semester.
- 5.3.2 Students who fail to meet the terms of Academic Probation following Academic Suspension will be Required to Discontinue from their programme of study.
- 5.3.3 Notice of Requirement to Discontinue (RTD) will be placed on a student's transcript. Students will be notified that they have been Required to Discontinue by the Office of the Registrar.

### 5.4 **Extenuating Circumstances**

- 5.4.1 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 on the form available at <https://www.aku.edu/admissions/Documents/student-appeal-form.pdf>

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<sup>2</sup> Not applicable to MBBS Programme

## 6.0 TRANSFER CREDIT

*These rules should be read in conjunction with the Credit Framework Policy # 003 <https://www.aku.edu/admissions/Documents/policy-credit-framework-003.pdf>  
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 institutions.

Note: In the MBBS programme, the Medical College will not transfer credits for any courses taken in another University to replace grades/marks for any course/rotation.

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.

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 Transfer 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 AKU 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, and 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, GRADE REPORTS AND PARCHMENT

### 1.0 TRANSCRIPTS

Official transcripts will be issued at the student's request, subject to reasonable notice. Requests should be submitted through a Transcript Request Form through AKUROSS self-service portal. A charge will be levied for each official transcript requested. Transcripts issued directly to the student will be stamped "Issued to Student". To be issued a transcript, a student will require financial clearance from the student finance office.

### 2.0 GRADE REPORTS

Following the submission and recording of final grades to the Registrar's Office, and financial clearance, students will be able to view their grades/marks on their self-service portal through AKUROSS. As part of process, grade reports are also dispatched/mailed to parents on the mailing/email address available with the University. Grade reports will be issued to students who have obtained financial clearances from the student finance office at the University. (See Section 4.0, below.)

### 3.0 REPLACEMENT PARCHMENTS

*Student must refer to policy # A005;*

<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, diploma and certificate parchments for presentation to those individuals who have successfully completed an approved University programme of study and/or training.

3.2 Degree, diploma and certificate parchments are only replaced if damaged, destroyed, lost or stolen and where there is a request for a change of name if the requester can provide documentary evidence that the change is warranted due to regulatory body requirements.

#### 3.3 Damaged Parchments

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

3.3.1 A damaged parchment must be returned with a request for a replacement parchment.

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

3.3.3 If it is determined that a replacement parchment should be provided for the graduate, a request will be made to the University Registrar for approval.

3.3.4 For the replacement of damaged degree parchments: the University makes a request once a year for delivery nearer the time of Convocation.

3.3.5 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.

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

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

3.3.8 A fee for replacement parchment applies. Please refer to the Parchment Replacement Form for details.

- 3.3.9 The fee for the replacement parchment may be changed without notice.
- 3.3.10 While an application for a replacement parchment may be submitted by an individual other than the degree, diploma or certificate recipient, the replacement parchment will only be presented to the graduate unless the graduate has officially authorised someone else on the Student Information Release Form to collect the parchment (<https://www.aku.edu/admissions/Documents/information-release-form.pdf>).

### 3.4 **Lost / Stolen / Destroyed Parchments**

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.

- 3.4.1 The graduate must make an application to replace the lost / stolen / destroyed parchment. The application form can be downloaded from the website: (<https://www.aku.edu/admissions/Documents/Replacement%20Parchment%20Form.pdf>)
- 3.4.2 The graduate must make a police report stating that the parchment has been lost / stolen / destroyed. An original copy of the police report must accompany the application for replacement of the lost / stolen / destroyed parchment.
- 3.4.3 The graduate must place an advert in the newspaper stating that the parchment has been lost / stolen / destroyed. A copy of the newspaper advert must accompany the application for replacement of the lost / stolen / destroyed parchment.
- 3.4.4 In accordance with local legal requirements, the application to replace the lost / stolen / destroyed 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 with his signature and the seal of the court.)
- 3.4.5 A copy of the graduate's national identity card or passport must accompany the application.
- 3.4.6 In addition, as part of the application for the replacement of a lost / stolen / destroyed parchment, the graduate must include a statement that obligates them to return the replacement parchment if the original parchment is found.
- 3.4.7 For the replacement of damaged degree parchments: the University makes a request once a year for delivery nearer the time of Convocation.
- 3.4.8 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.
- 3.4.9 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 A Fee for replacement parchment applies. Please refer to the Parchment Replacement Form for details.
- 3.4.12 The fee for the replacement parchment may be changed without notice.
- 3.4.13 While an application for a replacement parchment may be submitted by an individual other than the degree, diploma or certificate recipient, the replacement parchment will only be presented to the graduate unless the graduate has officially authorised someone else on the Student Information Release Form to collect the parchment (<https://www.aku.edu/admissions/Documents/information-release-form.pdf>).

- 3.5 If the replacement parchment is requested for a reason other than what is mentioned in clause 2.0 in this document, the University Registrar should be referred to for necessary advice.

## VI. STUDENTS WITH OUTSTANDING ACCOUNTS WITH THE UNIVERSITY

Students must refer to policy #024;

<https://www.aku.edu/admissions/Documents/policy-outstanding-accounts-024.pdf>

This policy is applicable to all University students except for those who are sponsored by an AKU-approved Memorandum of Understanding / Agreement.

- 4.1 Payment of tuition and fees in a timely manner to continue in the programme is a responsibility of the student.
- 4.2 Any tuition and fee balances to be paid by a student after receiving financial assistance and scholarships may be paid in monthly or quarterly instalments in consultation with the finance office.
- 4.3 A student will be permitted to continue studies, write examinations, and submit assignments until the semester for which tuition and fees have been paid in full.
- 4.4 Results of examinations and assignments will be available for term/semester for which tuition and fees have been paid in full.
- 4.5 A student with an outstanding account with the University:
  - 4.5.1 Will not be enrolled for the following academic year/term or semester as applicable, until applicable tuition and fees are paid, or an acceptable payment plan is approved by the Finance office.
- 4.6 The Office of the Registrar will provide services and release required University documentation upon receipt of written correspondence from the Finance Office stating that all fees have been paid or satisfactory arrangements have been made as applicable.

### 1.0 COURSE ENROLLMENT PROCESS

All students will be enrolled in the required courses at the start of the semester, regardless of outstanding payments. This will allow students to start the semester on time and give them some additional time to make arrangements for any outstanding dues.

To fulfil the policy for outstanding payments, *students who have been unable to obtain financial clearance before the semester must obtain financial clearance (by making payments or securing an approved payment plan) within two weeks of the start of the semester.* This is the policy for add and drop courses in a semester.

*All students are advised to seek timely assistance.* Managing financial obligations is your own committed responsibility. All students are strongly encouraged to stay in close communication with the Student Finance Office, review your account status regularly, and take timely action to avoid any interruption in your academic activities or in accessing University services. Students can contact the Student Finance Office for any assistance.

#### **The following action will be implemented at the end of week 2**

- i. The finance office will send the Office of the Registrar a list of students with outstanding dues on the last weekday of week 2 of the semester.

- ii. For students on this list, the University email account will be temporarily deactivated within 24 hours, and access to university resources will be restricted.
- iii. Once financial clearance is confirmed by the Student Finance Office, email access will be restored within two working days.
- iv. The Office of the Registrar will accept financial clearances only up to the end of Week 3 of the semester. Students who do not obtain financial clearance by this deadline will be dropped from their courses for that semester.

## VII. UNIVERSITY POLICIES

Academic and non-academic policies of Aga Khan University are available on the University website.

<https://www.aku.edu/registrar/Pages/services-policies.aspx>

## VIII GLOSSARY OF ACADEMIC TERMS

(Approved by Academic Council: April 26, 2012; Revised: June 2014, August 2015, and August 2017)

### 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.
- **Advanced diploma**  
A one-year specialised graduate programme of study. AKU offers: Advanced Diploma in Education; Advanced Diploma in Health Professions Education; Advanced Diploma in Human Development.
- **Diploma**  
An undergraduate programme of study that precedes an undergraduate degree programme.
- **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.

**BS**

Bachelor of Studies

**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 offer 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**

Terms 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 study 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".

**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 at 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 at 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.