



INDUS VALLEY SCHOOL OF ART AND ARCHITECTURE

ACADEMIC POLICIES

UNDERGRADUATE AND GRADUATE PROGRAMMES

This policy document conforms to the guidelines provided by Higher Education Commission of Pakistan (HEC) for the implementation of uniform semester system in HEIs of Pakistan and was approved by the Academic Committee in its 63rd meeting held on December 12, 2023. Minor changes only related to Interdepartmental Transfers were updated in December 2024.

This policy supersedes all previous academic policies updated from time to time and is enforced from Spring Semester 2025.

TABLE OF CONTENTS

1. STANDARDIZED SCHEME OF STUDIES	3
1.1 LEVEL 7 MS/MPHIL QUALIFICATION FRAMEWORK	3
1.2 LEVEL 6 UNDERGRADUATE QUALIFICATION FRAMEWORK	3
2. CREDIT HOURS FOR UNDERGRADUATE AND GRADUATE DEGREE PROGRAMMES	4
3. SEMESTERS	4
3.1 REGULAR SEMESTERS	4
3.2 SUMMER SESSION (FOR UNDERGRADUATE PROGRAMMES ONLY)	4
4. COURSE LOAD	4
4.1 UNDERGRADUATE PROGRAMMES	4
4.2 GRADUATE PROGRAMME	4
5. ACADEMIC CALENDAR	4
6. COURSE REGISTRATION	5
6.1 UNDERGRADUATE PROGRAMMES	5
6.2 GRADUATE PROGRAMME	5
7. COURSE OUTLINES	5
8. ATTENDANCE POLICY	5
8.1 UNDERGRADUATE PROGRAMMES	5
8.1.1 SPECIAL CONSIDERATION	6
8.1.2 APPLICATION PROCESS FOR SPECIAL CONSIDERATION	6
8.1.3 POSSIBLE ACTIONS OF SPECIAL CONSIDERATION	6
8.2 GRADUATE PROGRAMME	7
9. ASSESSMENT	7
10. GRADING POLICY	7
10.1 UNDERGRADUATE PROGRAMMES	7
10.2 GRADUATE PROGRAMME	8
11. COMPUTATION OF SEMESTER RESULTS	8
11.1 GRADE POINTS	8
11.2 GRADE POINT AVERAGE	8
11.3 CUMULATIVE GRADE POINT AVERAGE (CGPA)	8
12. INCOMPLETE GRADES (I)	8
13. PROMOTION TO NEXT SEMESTER (UNDERGRADUATE PROGRAMMES ONLY)	9
14. ACADEMIC PROBATION	9
14.1 UNDERGRADUATE PROGRAMMES	9
14.2 GRADUATE PROGRAMME	9
15. REPEATING COURSES / SEMESTER	10
15.1 UNDERGRADUATE PROGRAMMES	10
15.2 GRADUATE PROGRAMME	10
16. FINAL YEAR THESIS GRADING (UNDERGRADUATE PROGRAMMES ONLY)	10
17. COURSE DROP	11
18. FREEZING OF SEMESTER/YEAR	11
19. DISENROLLMENT	11
19.1 UNDERGRADUATE PROGRAMMES	11
19.2 GRADUATE PROGRAMME	11
20. RIGHT OF APPEAL AGAINST THE ALLOTTED GRADES	12
21. INTERDEPARTMENTAL TRANSFERS (UNDERGRADUATE PROGRAMMES ONLY)	12
21.1 CRITERIA	12
21.2 ELIGIBILITY	12
21.3 APPLICATION PROCESS	12
22. TRANSFER OF CREDITS FROM ANOTHER UNIVERSITY	13
23. POLICY ON PLAGIARISM	13
24. GPA REQUIREMENT FOR FINANCIAL ASSISTANCE / SCHOLARSHIP	13
25. DEGREE COMPLETION REQUIREMENTS	14
25.1 UNDERGRADUATE PROGRAMMES	14
25.2 GRADUATE PROGRAMME	14
26. DEGREE ISSUANCE	14
27. ACADEMIC HONOURS	14

1. STANDARDIZED SCHEME OF STUDIES

Indus Valley School of Art and Architecture (IVS) is a degree awarding institute recognised by the Higher Education Commission (HEC) and Charter Inspection and Evaluation Committee (CIEC) of the Government of Sindh.

IVS offers Level 7 (MPhil) and Level 6 (Undergraduate) scheme of studies. Two regular semesters are offered in a year i.e. Spring Semester (January to May) and Fall Semester (August to December). Depending upon the need of the School, additional Summer and Winter sessions may also be offered, which will be notified beforehand.

1.1. LEVEL 7 MS/MPHIL QUALIFICATION FRAMEWORK

Total Credit Hours	40 (34 Cr Hrs of Course Work + 6 Cr Hrs for Thesis)
Semester Duration	Min. 16 weeks of teaching + 2 weeks of evaluation
Course Duration	Full-time: Minimum 2 years (4 semesters) Part-time: Minimum 4 years (8 semester)
No. of Regular Semesters	04
Maximum Time Limit	Max. time limit to graduate is 3 years for full time students and maximum 6 years for part time students, further extendable for one year with the approval of Statutory Bodies
Summer Session	Optional - Only for deficiency/failure/repetition courses
Regular Course Load for Full-Time Students	12 Credit Hours (four courses)

1.2. LEVEL 6 UNDERGRADUATE QUALIFICATION FRAMEWORK

Total Credit Hours	Bachelor of Architecture	174
	Bachelor of Interior Design	141
	Bachelor of Communication Design	142
	Bachelor of Fashion Design	139
	Bachelor of Textile Design	139
	Bachelor of Fine Art	138
Semester Duration	Theory Courses	Minimum 14 weeks of teaching + 2 weeks of evaluation
	Studio Courses	Minimum 16 weeks of teaching + 2 weeks of evaluation
Course Duration	Min. of 4 years (8 semesters) Min. of 5 years (10 semesters) – Architecture Programme	
No. of Regular Semesters	08 / 10 (for Architecture)	
Maximum Time Limit	Max. time limit to graduate is 6 years for a 4-year degree and 7 years for a 5-year degree (Architecture). This is further extendable for one year with the approval of Statutory Bodies	
Summer Session	Optional - Only for deficiency/failure/repetition courses	
Regular Course Load for Full-Time Students	15 to 18 Credit Hours	

2. CREDIT HOURS FOR UNDERGRADUATE AND GRADUATE DEGREE PROGRAMMES

- (i) One Credit Hour is equivalent to a class time of 50 minutes for theory and 100 minutes for studio and laboratory courses.
- (ii) A student is expected to put in a minimum of 100 minutes per credit hour for theory and 50 minutes per credit hour for studio courses per week outside the scheduled classes/studio time to ensure meaningful learning in any course.

3. SEMESTERS

3.1. REGULAR SEMESTERS

- (i) Two regular semesters are offered in a year i.e. Spring Semester (January to May) and Fall Semester (August to December).
- (ii) The duration of these two regular semesters is 16 weeks for theory courses (14 weeks of classes plus 2 weeks of evaluation) and 18 weeks for studio courses (16 weeks of classes plus 2 weeks of evaluation).
- (iii) Semester grade results are issued for enrolled courses at the end of each semester.

3.2. SUMMER SESSION (FOR UNDERGRADUATE PROGRAMMES ONLY)

- (i) The Summer Session is offered by the School depending on the availability of faculty and necessary facilities.
- (ii) The duration of Summer Session is between 4 to 6 weeks.
- (iii) Students are offered courses only to remove deficiencies or to improve grades. No new course will be offered in Summer Session.
- (iv) Students can enrol in maximum of 3 courses (9 credit hours).
- (v) The contact hours per week during the Summer Session will be increased to ensure that the regular teaching credit load of a regular semester (Spring/Fall) is fulfilled.

4. COURSE LOAD

4.1. UNDERGRADUATE PROGRAMMES

- (i) The regular course load for all undergraduate programmes is 15 to 18 credit hours.
- (ii) In order to facilitate students to graduate on time, students may be allowed to take a course load of up to 21 Credit Hours (one additional course of 3 credit hour). Approval for extra course load will be done after a review of student's academic performance by the Head of the Department (HoD) and the Registrar's Office.

4.2. GRADUATE PROGRAMME

- (i) The regular course load for Graduate Programme is 12 credit hours.
- (ii) A graduate student must take 12 credit hours in Spring and Fall semesters to be classified as a full-time student.
- (iii) A student may be allowed to take an additional course in a semester depending on unique circumstances of after approval from the Director Graduate Studies (DGS) and Registrar's Office.

5. ACADEMIC CALENDAR

- (i) The School publishes its annual academic calendar specifying the following for both Spring and Fall semesters:
 - (a) Semester start and end dates.
 - (b) Holidays during the semester.
 - (c) Evaluation and jury dates
 - (d) Date of result announcement.
- (ii) In case the School is closed due to unusual circumstances, special makeup classes are arranged during working days or on weekends to cover the lost work.

6. COURSE REGISTRATION

6.1. UNDERGRADUATE PROGRAMMES

- (i) All students who have passed their previous semester are enrolled for all regular courses of the next semester by the academic office provided their fee payment is up to date.
- (ii) Students are given the opportunity to select Liberal Arts and Departmental Elective courses through a prescribed process of course selection.
- (iii) Students can enrol for additional courses (see section 4.1 and 4.2) to retake failed courses or to improve grades. Such students must complete registration with the Academic Office before the start of the semester.
- (iv) Based on special needs, students may also opt to take a lower course load. Such a change should be discussed with the HoD and registration should be completed accordingly with the Academic Office before the start of the semester. Going on a lower load will result in the delay of completion of the degree programme. The maximum time of 6 years allowed to complete an undergraduate degree programme (see section 1.2) cannot be extended in any case.
- (v) No student will be allowed to register or make changes in registration after the start of the semester. However, students may be allowed to register or change courses within the first 2 weeks of the semester with special permission from the HoD based on special circumstances. Students may be required to submit relevant documentation regarding their special circumstances.

6.2. GRADUATE PROGRAMME

- (i) All graduate students must select courses in consultation with the Director Graduate Studies and concerned faculty.
- (ii) Full-time students must enrol in 4 courses (12 credit hours) in each semester to graduate in minimum period of 2 years. Going on a lower course load in any semester will change their status to part-time and will delay their graduation.
- (iii) Full-time and part-time graduate students will have to complete their degrees in a maximum of 3 and 6 years respectively.
- (iv) Course registration must be completed before the start of the semester.
- (v) Graduate students can also enrol to retake failed courses or to improve grades. Such students must complete registration with the Academic Office before the start of the semester.
- (vi) No student will be allowed to register or make changes in registration after the start of the semester. However, students may be allowed to register or change courses within first 2 weeks of the semester with special permission from the Director Graduate Studies based on special circumstances. Students may be required to submit relevant documentation regarding their special circumstances.

7. COURSE OUTLINES

- (i) Course outlines for each course offered at IVS are provided to students in the beginning of the semester.
- (ii) The course outline provides detailed information about the course content as well as how the course is to be conducted along with weekly course content.
- (iii) It also mentions the type and number of assessments for the course throughout the semester.
- (iv) It is an agreement between the course instructor and the students.

8. ATTENDANCE POLICY

8.1. UNDERGRADUATE PROGRAMMES

Regular attendance is a prerequisite for achieving good academic performance in a semester-based academic system. It is the responsibility of every student to be regular and punctual in their attendance. The following Attendance Policy is enforced at IVS:

- (i) Students are required to have a minimum of 80% attendance in each course including the final year thesis:
- (ii) This means that for a standard 3 credit hour course offered over a period of 14/16 weeks (theory/studio), it is mandatory for students to attend at least 11/13 classes (an allowance of 3 classes is available).
- (iii) For courses of different credit hours or those courses which are offered as a block, 80% of the total number of scheduled classes/studio sessions is mandatory to attend.
- (iv) A student will receive 'F' grade (fail) if their attendance drops below 80%. Such students will also not be allowed to take part in the final exam / final submission.
- (v) Students are expected to be on time in all lectures, seminars, tutorials, workshops, lab/studio/practical sessions, professional placements and field trips.
- (vi) All late arrivals will be recorded and will become part of the student's official attendance record. Faculty reserves the right not to allow habitual late comers to the class and mark them absent for that class.
- (vii) If a student is absent from a class/studio, it is their responsibility to find out and cover material that was missed. The course instructor reserves the right to refuse help to students who miss classes/studios regularly.
- (viii) If a student is expected to miss a class due to any official participation in curricular and co-curricular activities representing IVS, it is the responsibility of the student to submit an official authorization from the HoD / Registrar's Office to the course instructor prior to the absence.
- (ix) Minor illnesses, personal urgent work, and religious obligations (performing Umrah/Hajj) shall be covered under the 20% allowance given in the Attendance Policy. However, in case of extreme mitigating circumstances, leave under special consideration may be given.

8.1.1 SPECIAL CONSIDERATION

Special consideration for any absence beyond the 20% allowance is only applicable in the following cases:

- (i) serious illness involving hospitalization of the student.
- (ii) death of an immediate family member.
- (iii) any other serious mitigating circumstances beyond the control of the student (to be assessed and approved by the School).
- (iv) Merely submitting a request for special consideration does not automatically mean that the application has been approved.
- (v) Special consideration shall only be given upon providing sufficient documentary evidence.

8.1.2 APPLICATION PROCESS FOR SPECIAL CONSIDERATION

- (i) Application for special consideration must be submitted in writing to the Head of the respective department/programme within 3 days of re-joining the School.
- (ii) The application must be supported with necessary certified official documentary evidence (such as medical records, hospitalization records, death certificate, etc.).
- (iii) The application should clearly indicate the affected courses along with dates/deadlines associated with these courses.

8.1.3 POSSIBLE ACTIONS OF SPECIAL CONSIDERATION

- (i) The application may be disapproved if:
 - (a) the student fails to provide sufficient documentary evidence required for special consideration.
 - (b) the mitigating circumstances mentioned by the student are not considered serious enough by the School to be considered for special consideration.

- (ii) No action may also be taken if the student has already passed the concerned course from the assessment completed during the session and it may not be deemed necessary to grant the student additional assessment.
- (iii) The deadline for assessment may be extended.
- (iv) Marks obtained for completed assessment tasks may be aggregated or averaged to achieve a grade.
- (v) Additional assessment(s) may be given which can be different from the original assessment(s). If a student is granted additional assessment(s), the original assessment(s) may be ignored at the discretion of the course instructor. Consequently, a revised grade based on additional assessment may be higher or lower than the original grade.

8.2. GRADUATE PROGRAMME

- (i) Students are required to attend all their scheduled classes. Excessive absences (more than two per course) and/or tardiness will be reflected in the grade awarded.
- (ii) Individual faculty members may specify more stringent attendance policy and may not allow any absences. Based on individual faculty member's policy, students' leave applications may be accepted only in extreme or unforeseen circumstances.
- (iii) In case of absence or leave, students must make up for missed classes and course requirements on their own. Faculty members notify students about the attendance policy at the first meeting of their course. However, it is the student's responsibility to find out the policy for each class. In extreme cases students may be asked to disenroll from the course(s) they are regularly absent from.

9. ASSESSMENT

- (i) Continuous assessments for each course are taken throughout the semester and contribute towards the overall grade for that course.
- (ii) The assessment methods vary from course to course depending on the nature of the course (theory or studio) and may include projects, assignments (studio or theory based), quizzes, tests, final examination, projects, etc.
- (iii) The type and frequency of assessments for each course are mentioned in the course outline that is shared with students at the beginning of the semester.

10. GRADING POLICY

IVS follows a grading system given below:

10.1. UNDERGRADUATE PROGRAMMES

% age Score	Letter Grade	Grade Points	Qualitative Key
90-100	A	4.00	Excellent. Demonstrates commendable effort and strong understanding in all areas
85-89	A-	3.70	Very Good. Shows solid effort and understanding
80-84	B+	3.30	Good. Demonstrates clear promise and potential
75-79	B	3.00	Meets expectations on all criteria
70-74	B-	2.70	Meets assessment criteria in varying degrees
65-69	C+	2.30	Adequate
60-64	C	2.00	Needs improvement
55-59	C-	1.70	Poor. Barely meets criteria
54 and below	F	0.00	Fail
N/A	Pass / Fail	N/A	Applicable to non-credited mandatory course(s)
N/A	I	N/A	Incomplete grade

10.2. GRADUATE PROGRAMME

% age Score	Letter Grade	Grade Points	Qualitative Key
90-100	A	4.00	Outstanding and exceeds expectations
85-89	A-	3.70	Excellent
80-84	B+	3.30	Very Good - manifests a clear grasp and understanding of all concepts and applications
75-79	B	3.00	Good - meets all criteria of assessment very well
70-74	B-	2.70	Meets the criteria of assessment in varying degrees
65-69	C+	2.30	Adequate - needs improvement
60-64	C	2.00	Barely meets criteria
59 and below	F	0.00	Fail
N/A	Pass / Fail	N/A	Applicable to non-credited mandatory course(s)
N/A	I	N/A	Incomplete grade

11. COMPUTATION OF SEMESTER RESULTS

11.1. GRADE POINTS

Grade Points earned by a student for each course are calculated by multiplying grade points obtained in that course against the letter grade, by the number of credit hours of that course. Total grade points for all courses taken in a semester is the sum of grade points of all courses taken in that semester.

11.2. GRADE POINT AVERAGE (GPA)

The Grade Point Average (GPA) of a particular semester is obtained by dividing the total Grade Points earned in a particular semester by the total Credit Hours taken during that semester.

$$\text{Grade Point Average} = \frac{\text{Grade Points earned in a semester}}{\text{Credit Hours taken in a semester}}$$

IVS follows a 4-point GPA scale ranging from 0 to 4.00

11.3. CUMULATIVE GRADE POINT AVERAGE (CGPA)

The Cumulative Grade Point Average (CGPA) at any stage of studies is obtained by dividing the total number of Grade Points earned by the total number of Credit Hours taken.

$$\text{Grade Point Average} = \frac{\text{Total Grade Points earned}}{\text{Total Credit Hours taken}}$$

The Cumulative Grade Point Average (CGPA) also ranges from 0 to 4.00

12. INCOMPLETE GRADES (I)

- (i) The incomplete grade "I" can be awarded by faculty for both studio or theory courses not completed due to exceptional circumstances beyond the control of a student such as serious illness, accidents, family tragedy, etc.
- (ii) The faculty will review the case in consultation with the Head of the department and will allow the student to complete the assigned work within the specified deadline (within two weeks into the following semester). Subsequently a letter grade will be awarded by the faculty. It is the responsibility of the student to ensure that the assigned work is completed within the specific deadline, failing which the 'I' grade will automatically be converted to 'F' grade meaning 'Fail'.

- (iii) A student can be awarded any grade in accordance with the grading policy based on the quality of the work.
- (iv) A student can be given an 'I' only once for a course.

13. PROMOTION TO NEXT SEMESTER (UNDERGRADUATE PROGRAMMES ONLY)

- (i) A student who receives an 'F' grade in any studio course of 3 or more credit hours will be considered to have failed the semester and cannot be promoted to the next semester.
- (ii) A student who has more than two failed theory courses (LA and departmental courses combined) or combination of more than 2 failed theory and studio/ lab courses of less than 3 credit hours is also considered failed and will not be promoted to the next semester.
- (iii) For the cases mentioned in sections (i) and (ii), student will have to repeat and pass the failed studio and/or theory course(s) offered next year before being promoted into the next semester.
- (iv) The course fee for repeating any studio or theory course(s) will be charged per credit hours at the prevailing rates.
- (v) A minimum CGPA of 2.00 is required at the end of each semester to be promoted to next semester (see section 14 on Academic Probation).
- (vi) A Student failed in courses offered in Spring semester may be able to repeat and clear the failed course(s) during the Summer session (if offered) and can get promoted to next Fall semester if the student gets out of the cases mentioned in sections (i) and (ii) above.
- (vii) No student will be promoted into the final semester (10th for Architecture and 8th for rest of the programmes) if the CGPA of the student is less than 2.00.
- (viii) A student even with up to two failed theory course is allowed to continue into the final semester (10th for Architecture and 8th for rest of the programmes) to undertake the thesis. However, such a student will not graduate until all failed courses are cleared and other degree requirements are met.

14. ACADEMIC PROBATION

14.1. UNDERGRADUATE PROGRAMMES

- (i) A student will be promoted but placed on Academic Probation for the next semester in case of the following conditions:
 - (a) if a student's CGPA is below 2.00 but not less than 1.80.
 - (b) if a student has Incomplete 'I' grade in any studio course of 3 or more credit hours or has an incomplete "I" grade in any theory course along with already two 2 failed courses (combination of theory, studio course of less than 3 credit hours and lab course)
- (ii) A student promoted on probation due to an Incomplete or 'I' grade will have to pass that course within two weeks into the new semester, failing which the student will be considered to have failed and is dropped out of the current semester.
- (iii) A student promoted on Academic Probation must obtain a minimum CGPA of 2.00 to be promoted to the next semester, failing which the student will go back to the previous semester and will have to repeat that semester/year.
- (iv) The student cannot be promoted to the final semester on Academic Probation (10th for Architecture and 8th for rest of the programmes).

14.2. GRADUATE PROGRAMME

- (i) Graduate students are placed on academic probation if their CGPA falls below 2.50 but not less than 2.30. They are removed from academic probation when their CGPA returns to 2.50 or higher.
- (ii) A student on probation due to an 'I' grade in core or studio course must pass the course within the specified deadlines, failing which the student will be considered to have failed and is dropped out of the current semester.

- (iii) A full-time student cannot have consecutive probation in the graduate programme. Whenever a graduate student's CGPA decreases below 2.50, he/she is placed on probation for the next semester.
- (iv) If a full-time student is unable to obtain a CGPA of minimum 2.50 after being placed on Academic Probation, he/she may be considered for academic disenrollment. A student, full-time or part-time, with a CGPA of less than 2.50 will not be allowed to undertake thesis.
- (v) A student cannot be promoted to the final semester on academic probation (4th semester in case of full-time students and thesis semester for part-time students).
- (vi) A minimum of 2.50 CGPA with no failed courses is required for promotion to the thesis semester or to undertake thesis project.
- (vii) For part time students, the CGPA calculation is based on the number of courses they take in a semester, and all probation rules apply.

15. REPEATING COURSES / SEMESTER

15.1. UNDERGRADUATE PROGRAMMES

- (i) A student who has either failed any studio course of 3 or more credit hours or has failed more than two theory courses (LA and departmental courses combined) or combination of more than 2 failed theory and studio/ lab courses of less than 3 credit hours will have to repeat these courses in the following year.
- (ii) A student is required to repeat all the failed courses or its recommended alternate (in case of electives) to fulfil graduation requirements. Both the failed grade "F" and passed grade will be shown on the consolidated transcript but the passed grade will only be used for CGPA calculation.
- (iii) Undergraduate students may be allowed to repeat a course in which s/he has obtained grade lower than "B-" (C+, C and C-). In such a case both the previous and new grade obtained will be recorded on the transcript. However, only the better grade shall be used in the calculation of CGPA. The improved graded used in CGPA calculation will be marked as (Imp) in the consolidated transcript.
- (iv) Students can repeat course(s) in regular semesters (Spring and Fall) or during the Summer session.
- (v) The course fee for repeating a course(s) will be charged per credit hours at the prevailing rates.

15.2. GRADUATE PROGRAMME

- (i) A student who fails a mandatory course is required to repeat the failed course(s) when it is offered next. In case of an elective course, students can either repeat that course when offered next or sign up for another elective. For all failed or repeat courses, students must pay the fee per credit hour as per the prescribed fee rates at that time.
- (ii) A student may be allowed to repeat a course(s) during the semester it is being offered in which he/she has obtained Grade 'B-' or below.
- (iii) In case a student repeats a course for grade improvement, the old grade is substituted with the new grade. In case the old grade is higher, it is not replaced and remains unchanged (for CGPA calculation).
- (iv) The student must also pay the fee for the repeat course as per the prescribed fee rates at that time.

16. FINAL YEAR THESIS GRADING (UNDERGRADUATE PROGRAMMES ONLY)

- (i) Students can be barred from appearing in the final jury in case:
 - (a) The attendance of the student is less than 80%
 - (b) Sufficient evidence of developmental work leading to the final display of thesis is not shown and approved by the internal thesis advisor(s).

- (ii) If the thesis advisor(s) feels that the student's work is weak and not up to the mark despite satisfying the above two requirements, a letter informing the student about his/her weak academic position will be given. This letter must be signed by the student, in which he/she will either:
 - (a) Voluntarily agree not to appear for the thesis, or
 - (b) Decide to proceed with the thesis in any case.
- (iii) The advice of the internal jury should be made explicitly clear in the letter and placed in student's file for the record. This advice will remain confidential and will under no circumstances be shared with the external jurors.

17. COURSE DROP

- (i) Students are allowed to drop course(s) within the first 2 weeks of the semester. All such requests must be approved in writing through the HoD and submitted to the Academic Office. If a student is officially allowed to drop a course, the fee for that course(s) is not charged and grade(s) of that course(s) will also not reflect in the semester grade sheet.
- (ii) In case of courses offered in blocks, students are allowed to change or drop such a course before the commencement of that course.
- (iii) A student who withdraws from a course after 2 weeks will automatically receive Fail "F" grade in that course(s).

18. FREEZING OF SEMESTER/YEAR

- (i) A student is allowed to freeze their studies for a maximum period of 1 year. They will resume their studies from the same stage where they froze them. The maximum allowed duration to complete an undergraduate / graduate degree programme shall remain enforced.
- (ii) Freezing after the enrolment in any semester is not allowed. However, cases of extreme emergency may be approved upon submission of relevant documentation.
- (iii) Freezing of studies can only be approved once during the course of studies.
- (iv) In special hardship cases such as maternity, death in the immediate family, Iddat or any justifiable circumstance, further flexibility may be provided with the approval of the Dean and Executive Director.

19. DISENROLLMENT

19.1. UNDERGRADUATE PROGRAMMES

- (i) At the end of each semester cases of all students on probation are reviewed in detail to ascertain if the students need to be disenrolled due to poor and unacceptable performance.
- (ii) Students can also be disenrolled if they have failed the semester repeatedly and it is not possible for them to complete their degrees in stipulated time of 6 years.
- (iii) A student who drops out before completing the degree may be allowed to rejoin provided the maximum time period of 6 years to complete the degree is fulfilled.

19.2. GRADUATE PROGRAMME

- (i) At the end of each semester, cases of all students on probation are reviewed in detail to ascertain if the students on consecutive academic probation need to be dis-enrolled or allowed to continue on probation.
- (ii) A student who drops out before completing the degree may be allowed to rejoin provided the maximum time period of 3 years for full-time and 6 years for part-time students to complete the degree is fulfilled.
- (iii) Any re-admission is subject to a detailed review by a panel comprising of the Dean and Executive Director, Director Graduate Studies, a senior faculty member, and the Registrar. All decisions taken are based on individual cases and are documented.

20. RIGHT OF APPEAL AGAINST THE ALLOTTED GRADES

- (i) Students who have failed or have been asked to repeat a semester have the right to appeal for re-assessment based on evidence of completed assignments or projects and performance in class.
- (ii) A student must approach the Head of the Department for a grievance about a grade in writing within 5 days of the receipt of the official grade.
- (iii) The Head of the Department will review the appeal and the original grade in consultation with the faculty member and will reach a decision.
- (iv) Following this, the student has an option to further appeal to the Dean and Executive Director.

21. INTERDEPARTMENTAL TRANSFERS (UNDERGRADUATE PROGRAMMES ONLY)

Admission to IVS is granted strictly on merit. The merit list for each programme is determined based on candidates' Admission Portfolio and Interview results. Successful applicants are admitted into the first programme of their choice. Those who fall short of their first choice and qualify for the second-choice programme are then accepted to their second choice.

All students admitted to IVS on either on their first or second choice programmes can apply for interdepartmental transfer as per the policy mentioned below. Transfer applications have to be submitted in the 15th week of the Spring semester and will be processed on the basis of this policy.

21.1. CRITERIA

- (i) Interdepartmental transfers of students will be decided on the basis of availability of space in the relevant department and suitability of a student for the department as gauged through:
 - (a) Student's portfolio from the 1st semester.
 - (b) Interview with departmental panel.
- (ii) In case there are more applications than the available seats, transfers will be decided in order of the merit list, created based on above criteria.
- (iii) The decision regarding the interdepartmental transfer application will be communicated to the student in writing and shall be considered final.

21.2. ELIGIBILITY

- (i) To apply for an interdepartmental transfer, the following eligibility criteria must be met:
 - (a) Only Foundation year students can apply for interdepartmental transfers.
 - (b) A minimum GPA of 2.70 at the end of the Spring Semester.
 - (c) Passing grade in all Foundation Year courses of the 1st semester (studio and theory).
- (ii) 'The Bridge' course offered in the Fall Semester is a mandatory 3 credit hour course in the Foundation Year and introduces students to their respective programmes. In order to apply for a transfer, a student must have attended 3 out of 4 classes of The Bridge course during the first two weeks of Fall Semester including the first two mandatory classes with the parent department.

21.3. APPLICATION PROCESS

- (i) Only those students who meet the above eligibility criteria will be considered for interdepartmental transfer.
- (ii) A processing fee of Rs.2,500 (non-refundable) will be charged. This is not applicable to students who are receiving Financial Assistance/Scholarship from IVS.
- (iii) Interdepartmental transfers applications must be submitted in the 15th week of the Spring semester. A call for interdepartmental transfers will also be communicated by the Registrar's Office.

- (iv) Students should formally apply for interdepartmental transfer using a prescribed form. The duly filled form signed by relevant authorities must be submitted before the deadline.
- (v) The result of the interdepartmental transfer application will be communicated to the students after the semester results for Spring Semester are announced.
- (vi) All successful interdepartmental transfers shall be considered final. No student shall be allowed to go back to their original department under any circumstance after the transfer has taken place.
- (vii) No interdepartmental transfer will be entertained after this process is completed

22. TRANSFER OF CREDITS FROM ANOTHER UNIVERSITY

The credit hours of similar and equivalent courses taken in another university/HEI (Higher Education Institution) can be transferred to any IVS undergraduate or graduate degree programme based on the following rules:

- (i) Credits may only be transferred between local and international universities/HEIs recognized by the HEC.
- (ii) Credits of courses between the same degree level can be transferred.
- (iii) Course(s) with grade "B" and above only are transferable.
- (iv) Credits can only be transferred on a course to course basis and not for the entire semester or year, unless all courses for that semester or year are transferable.
- (v) Students seeking credit transfer must submit official course outlines and official transcripts for assessment.
- (vi) The relevant department will assess the equivalence of course(s). For studio courses, a student may also be asked to submit his/her portfolio and may also be interviewed.
- (vii) The credits of course(s) which are considered equivalent will be transferred to IVS with the same grade as that achieved in the previous university/institution.
- (viii) A maximum credit transfer equal to 50% of the total credit hours of the degree programme enrolled in at IVS is allowed.

23. POLICY ON PLAGIARISM

- (i) Each academic and creative discipline has specific means for students to cite or acknowledge sources and the ideas and material of others used in their own work. Students have the responsibility to become familiar with such processes and to carefully follow their use in developing original work.
- (ii) IVS has a zero-tolerance policy against plagiarism, which is defined as claiming authorship of or using someone else's ideas or work without proper acknowledgment. Even with proper attribution/citation, a student may not replicate another's work, paraphrase another's ideas, or appropriate images in a manner that violates specific rules against plagiarism. No more than 20 percent of a paper can consist of direct quotes. In addition, students may not submit the same work for credit in more than one course without the explicit approval of all of the instructors of the courses involved.
- (iii) When the instructor has evidence that a student has plagiarised work submitted for course credit, the instructor is within their rights to confront the student and impose penalties that may include failing the student in that assignment or in the course as a whole.
- (iv) In the case of a serious violation or repeated infractions from the same student, a stricter disciplinary action will be taken against the student including suspension or expulsion.
- (v) All cases for plagiarism will be recorded in the student's personal file.

24. GPA REQUIREMENT FOR FINANCIAL ASSISTANCE / SCHOLARSHIP

- (i) The continuity of both the financial assistance (interest-free loan) and scholarship depends upon the student's academic performance in the preceding semester.
- (ii) For undergraduate students, a semester GPA of 2.30 in the Foundation Year (1st and 2nd semesters) and 2.50 for the rest of semesters is required to continue receiving approved Financial Assistance / Scholarship.

- (iii) For Graduate students a semester GPA of 2.75 is required to continue receiving approved Financial Assistance / Scholarship.
- (iv) If this minimum level of academic performance is not maintained, the FA/Scholarship will be discontinued in the next semester. The approved assistance will be restarted if the minimum academic performance is again fulfilled.

25. DEGREE COMPLETION REQUIREMENTS

25.1. UNDERGRADUATE PROGRAMMES

- (i) To qualify for the award of degree, the student must fulfil the following requirements:
 - (a) Must pass all courses.
 - (b) Must have a minimum CGPA of 2.00.
 - (c) Must have a minimum grade of C in final year thesis.
- (ii) In case a student secures less than 2.00 CGPA, they may be allowed to repeat and improve grades for course(s) with less than "B-" grade provided they are not debarred under the time duration specified for the programme.
- (iii) To be eligible for the award of a degree, all unsettled matters, both financial and others, must be cleared in advance.

25.2. GRADUATE PROGRAMME

- (i) To earn an MPhil degree students must pass all courses including the thesis project and obtain a minimum CGPA of 2.50.
- (ii) In case a student secures less than 2.50 CGPA, they may be allowed to repeat and improve grades for course(s) with less than "B-" grade provided they are not debarred under the time duration specified for the program.
- (iii) To be eligible for the award of a degree, all unsettled matters, both financial and others, must be cleared in advance.

26. DEGREE ISSUANCE

- (i) Degree certificate is handed over to the student during the annual convocation ceremony that is held on the second Saturday of December every year.
- (ii) A duplicate degree may be issued in case the original degree is lost/damaged or in case of change in the name of the student. The student has to apply to the Academic Office using a prescribed form for the issuance of duplicate degree along with the necessary documents and required fee applicable at the time.
- (iii) Degree certificate of students receiving Financial Assistance (interest free loan) is withheld and only a provisional certificate is provided on the day of convocation. The degree certificate will be handed over after the loan amount has been settled as per the repayment schedule given at the time of graduation.

27. ACADEMIC HONOURS

- (i) A student is placed on the Honours List each semester if they obtain a GPA of 3.25 to 3.69
- (ii) A student is placed on the Dean's List each semester if they obtain a GPA of 3.70 and above.
- (iii) Distinction in thesis is given to students receiving "A" grade in final year thesis.
- (iv) A student requires a CGPA of 3.50 and above for undergraduate programmes and a CGPA of 3.70 and above for the Graduate Programme to get an overall Distinction at the time of graduation.