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Join the WORLD

# Student Handbook NUML

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## Table of Contents

S. No.	Contents	Page No.
1.	From NIML to NUML	2
2.	Vision	4
3.	Mission	4
4.	Aims	5
5.	Objectives	6
6.	Administrative Setup	9
7.	Academic Blocks	12
8.	Faculties	15
9.	Campuses	16
10.	Research & Publication	18
11.	Campus Services	22
12.	Scholarships/Internships	24
13.	Student Support	25
14.	Community Outreach	28
15.	Internationalization	29
16.	Dress Code	31
17.	Code of Conduct	32
18.	NUML-HEC Plagiarism Policy	33
19.	HEC's Grant to Organize Seminars, Conferences & Training Workshops	42
20.	HEC's Travel Grant for Pakistani Researchers	46



## FROM NIML TO NUML

NUML made its modest start 4½ decades ago when it was established as the 1st Language Institute of Pakistan in a small rented house in 1969 with few language departments and students. The objective at that time was to provide language training courses to armed forces officials detailed for professional courses abroad and also to officials of foreign office selected for Pakistani foreign missions; though it was at the same time open to people from other walks of life. It shifted to its present location in 1974 as more language courses were introduced and the strength of its faculty, staff, and students increased.

Its journey to becoming a university saw the first ray of hope in 1998 when its Board of Governors (BoG) approved launching of post graduate faculty development program (FDP). It was only two years later that HEC that envisioned the National University of Modern Languages as a “Model University” granted it the status of a degree awarding institution in year 2000 whereby NUML emerged as the only University of its kind in South-Asian region.

Over the years NUML has attained a reputation for excellence in research and other marketable disciplines like business management, computer engineering, and social sciences though its forte continues to be languages whereby preparing students take their place in society as honorable and respectable members who can contribute positively to making this world a better place for future generations.

With its 05 faculties comprising 35 teaching departments including 29 major national and international languages, teaching faculty of 870,



student strength of over 14,000 and alumni surpassing 55,000 mark, NUML not only provides a teaching-learning and research environment conducive to our unique position in the academia but also a learning culture that endorses practice of highest moral and ethical values and principles of trust and authenticity, integrity and ingeniousness, creativity and critical capacity necessary in public discourse and practical life.

With time, NUML reached out across country with its seven campuses located in Lahore, Karachi, Faisalabad, Peshawar, Quetta, Hyderabad, and Multan. As the university became part of China-Pakistan Economic Corridor (CPEC), it opened its campus in Gawadar and the first international campus at Xinjiang Normal University (XJNU), Urumqi, China. Opening of other national and international campuses are also in pipeline.



## Vision

Premier center of excellence in higher education, research and innovation, and expression for development of languages and other branches of learning, and creation of new knowledge

## Mission

The mission of the National University of Modern Languages is to establish, sustain, and enhance itself as a quality-centric higher education institution that provides excellent academic environment and opportunities for creating educated, productive, and responsible citizens of Pakistan and the global citizenry through intellectual, personal, and professional growth.

To advance its pristine vision and mission of creating educated, productive, and responsible citizens, the university shall focus its efforts on 3 goals: high student achievement and success, institutional and competitive excellence, and responsible public service. These interrelated goals will be facilitated by adopting the following means: distinguished intellectuals as faculty who challenge and mentor students to attain their fullest potential; talented, desirous and promising students who are devoted to the pursuit and advancement of knowledge; broad-based quality programs; state-of-the-art facilities and new trends in e-learning and information communication technologies; exemplary administration and qualified administrative staff dedicated to the highest professional standards and service; that thus share a common vision and



an integral commitment to continuous improvement at all levels and to ensure competitive excellence and international compatibility.

## Aims

- ✦ Engage and support serious and promising students who are dedicated to the pursuit of higher learning and scholarship.
- ✦ Acquire, retain and nourish competent, dedicated transformative intellectuals as faculty.
- ✦ Maintain exemplary administration and staff members who provide active and responsible leadership and constant support to the educational enterprise.
- ✦ Create and sustain educational environments, activities, experiences, and facilities that enhance and complement educational goals including appropriate classrooms, well-equipped libraries and laboratories, computer and advanced technological facilities as well as co-curricular spaces and other resources consistent with institutional goals and international competitiveness.
- ✦ Initiate and nourish educational and research collaborations with national and international institutions.
- ✦ Encourage academic guidance and industrial-sector support of higher education and research through continuous interaction with alumni, educational leaders and civic community.



## Objectives

- ✚ Create a positive and proactive educational environment where quality applicants as students, faculty of competent, dedicated intellectuals, and efficient administration and staff members make valuable contribution to knowledge transfer and knowledge creation.
- ✚ Provide excellent, accessible, and affordable learning opportunities including new trends in e-learning and information communication technologies, and educational experiences to serious and motivated undergraduate, graduate and professional students and researchers in the pursuit of knowledge in areas of personal, professional and special interest, thereby preparing them for their educative and productive roles and responsibilities as Pakistani and global citizens.
- ✚ Engage education that imagines learning is inextricably connected to social change, and promotes co-curricular spaces as active seats of learning.
- ✚ Cultivate the practice of highest moral and ethical values and principles of trust and authenticity, integrity and ingeniousness, creativity and critical capacity as attitude, conviction and compassion necessary for exercising civic courage, taking risks and struggles, and establishing social relations as preparation for public discourse and public life.
- ✚ Encourage excellent, innovative research that posits the discovery, dissemination, and application of knowledge.
- ✚ Promote language development across diverse seats of language learning, and an increased enhancement of diverse programs and



disciplines and curriculum through emphasis on technology and advanced information literacy across curriculum.

- ✚ Enhance specialized market based courses and research opportunities in areas of Social Sciences, Mass Communication, Business Studies, International Relations, Engineering and its sub fields, and Information Technology and other disciplines.
- ✚ Create pedagogical conditions and spaces that empower both teachers and students with many ways of understanding the world, and consequently, engage in the creation of new knowledge, new ideas and practices that come with multiple references and can thus, mobilize their hopes for active participation in the global community and for the future.
- ✚ Create pedagogical practices that characterize not only the enlargement of mind but the open exchange of ideas, thought, inquiry, dialogue, and material conditions for the expression of individual and social freedom, as well developing a language of critique and possibility.
- ✚ Prepare and equip graduates for their future in the world of work or furthering of education to make significant contributions in the development of Pakistani society and the global community.
- ✚ Encourage personal and professional growth, dynamic work culture, and support healthy working environment as an exemplary employer, where its faculty and administrative staff feel valued and fulfilled.



- ✚ Create an ever larger community of supporters, and an endowment including stakeholders that support and perpetuate constant innovation and progress.



## ADMINISTRATIVE SETUP

NUML is a chartered public sector HEC recognized university with all accredited programs. It is governed by its Board of Governors (BoG) while Inspector General Training and Evaluation (IGT&E) at General Headquarters (GHQ) who is also the nominee of Chairman (BoG) over looks its affairs. Its Chancellor is the President of Pakistan while Chief of Army Staff is the Chairman of its BoG. Its Charter is approved by the Senate and its Statutes have the approbation of BoG. Its administrative setup (by definition) is as under:

**Rector:** Retired or serving Major General who is the Vice Chancellor/ President of the University. He is the administrative head and is responsible for all administrative, academic and financial affairs.

**Director General:** Retired or serving Brigadier who is the Pro-Rector/Pro-Vice Chancellor of the University. He assists the Rector in all administrative, academic and financial matters.

**Registrar:** Retired or serving Brigadier who is custodian of the seal of the university and is responsible for all international linkages/partnerships, conducting workshops, maintaining liaison with HEC and other government and non-government organizations.

**Director Academics:** PhD qualified senior faculty member who is responsible for admissions, class schedules and affiliations.

**Director Administration:** Retired or serving Brigadier who is the Human Resource Manager and is responsible for all administrative tasks such as hiring of faculty and staff, meetings, hostels, transport, etc.



**Director Examination:** Senior officer responsible for all matters related to examination, issuance of transcripts/degrees, holding of convocation, etc.

**Director Finance:** Chief Financial Officer (CFO) who looks into all financial matters, salaries, audit, accounts, funding, etc.

**Director Information and Computer Technology (ICT):** Qualified ICT official ensures “less paper” environment of the university, up-gradation of NUML website, internet facility and other related services.

**Director Library:** Qualified in library science, he manages the upkeep of the library in terms of books and digital library.

**Director ORIC:** The office headed by senior officer facilitates, promotes, monitors, publishes, and sells research conducted with the view to maximize both production and utility of research studies attempted in this regard.

**Director Planning and Coordination:** Coordinates all administrative, academic, and co-academic activities of the university in liaison with respective faculties/departments/branches.

**Director Publication:** Headed by a Director and assisted by allied staff, the office looks into all research and publication work of the university including its research journals, books, textbooks for language teaching, theses, etc.

**Director QEC:** Headed by a Director, QEC is responsible to ensure higher standards of education and research in the university.



**Director Security:** Senior army officer who looks into the security measures of the university and ensures that adequate/stringent security is provided.

**Director Student Affairs:** The officer is responsible for providing guidance to students, arranging co-academic activities like speech contests and also assisting them in getting scholarships.

**In charge Transport (TPT):** Manages provision of transport facility across Rawalpindi/Islamabad by chalking out the most accessible bus routes, issues bus passes to students, looks into maintenance of vehicles and provides transport as and when required for official purposes.



## ACADEMIC BLOCKS

There are 09 Academic blocks:

### 1. Main Jinnah Block

- Its 1<sup>st</sup> floor has Administrative Offices that is, offices of Rector, DG, Registrar, Administration, Academics (office1), Finance, Examination, Auditor, ICEO Office.
- Ground floor has departments of Russian, Spanish, Japanese, Urdu, Hindi, Bahasa (Indonesian)
- Planning and Coordination Office
- Telephone Exchange
- Academics Branch (office 2)
- Publication Branch
- Staff room Islamic Studies Department

### 2. New Jinnah Block

- Reception
- Security Office
- Student Affairs' Office
- Askari Bank
- Office of Director Publications
- Office of Head Islamic Studies
- Department of Pakistani Languages

### 3. Salam Block

- Department of ICT
- Office of Dean Faculty of Languages
- Office of Research Innovation and Commercialization (ORIC)



- NUML Business Incubation Center (NBIC)

#### 4. Roomi Block

- Department of Persian
- Department of Turkish
- Department of Chinese
- Department of German
- Chinese Language Lab
- Iranology Center
- Yunus Emre Institute

#### 5. Ghazali Block (Main)

- Department of French
- Department of Korean
- Department of Computer Science and Engineering
- Department of Italian
- Korea Corner

#### 6. Ghazali Block (Extension)

- Quality Enhancement Cell (QEC)

#### 7. Iqbal Block

- Department of Mass Communication
- Department of English Graduate Studies (GS)
- Department of Pakistan Studies
- FM Radio

#### 8. Johar Block

- Department of English Functional Courses (FC)

#### 9. Ibn-e-Khaldoon Block

- Confucius Institute



- Office of Dean English
- Faculty of Management Sciences (Eco, G&PP)
- Faculty of Social Sciences (Education, Psychology, Peace and Conflict Studies and International Relations)

&

[Nazir Library](#)

- Department of Arabic (top floor)
- Department of Translation and Interpretation (1<sup>st</sup> floor)



## FACULTIES

There are 05 faculties with Deans assisted by Heads of Departments (HoDs):

### 1. Faculty of Engineering and Computer Science (FE&CS)

- Department of Engineering
- Department of Computer Engineering

### 2. Faculty of English (FES)

- Department of Graduate Studies (GS)
- Department of Undergraduate Studies (UGS)
- Department of Functional Courses (FC)

### 3. Faculty of Languages (FL)

- Departments of Occidental Languages
- Departments of Oriental Languages

### 4. Faculty of Management Sciences (FMS)

- Department of Management Sciences
- Department of Economics
- Department of Governance and Public Policy

### 5. Faculty of Social Sciences (FSS)

- Department of Education
- Department of International Relations
- Department of Islamic Studies
- Department of Mass Communication
- Department of Pakistan Studies
- Department of Peace and Conflict Studies
- Department of Psychology



## CAMPUSES

At present, NUML has 08 national and 01 international campuses that are headed by qualified directors. Programs of all campuses are accredited, the campuses are linked with the Main Campus through video-conferencing facility and follow a common academic calendar, examination schedule, and syllabi. Courses offered at the campuses vary depending on the availability of adequate faculty and demand of the area/region.

S. No.	Campus	Date of Establishment	Courses Offered
1.	Lahore	2003	Commerce Continental Languages Economics English Management Sciences Mass Communication
2.	Karachi	2003	English Linguistics and Literature Languages Management Sciences
3.	Faisalabad	2005	English Linguistics and Literature Languages Management Sciences
4.	Peshawar	2005	English Linguistics and Literature Languages Management Sciences
5.	Quetta	2006	English Linguistics and Literature Languages Management Sciences



6.	Hyderabad	2007	English Linguistics and Literature Languages Management Sciences
7.	Multan	2007	English Linguistics and Literature Languages Management Sciences
8.	Gawadar	Planned to start functioning by the end of 2016 or 1 <sup>st</sup> half of 2017	Languages
9.	China (Urumqi)	Planned to function w.e.f Nov, 2016	Languages



## RESEARCH AND PUBLICATION

1. Office of Research Innovation and Commercialization (ORIC): The office is responsible for assisting students and faculty in getting projects/research grants from HEC. It is headed by Director and has a support staff. Its functions are to:
  - ✚ Process research proposals to HEC/other agencies, etc.
  - ✚ Submit research proposals relevant to Pakistan’s Socio-Economic needs
  - ✚ Up-date data regarding funding/donor agencies
  - ✚ Establish links with donors and industries
  - ✚ Arrange/conduct seminars, conferences, and training programs for faculty awareness and faculty industry interaction
  - ✚ Arrange national/international trainings and workshops
  - ✚ Hold national/international Seminars/Symposium
  - ✚ Identify regional expertise and requirements
  - ✚ Develop business plans
  - ✚ Maintain a webpage for ORIC on the main website of the university and regularly update the same to make all the ORIC related activities, ranging from research proposals to information regarding donor agencies and industrial linkages established, reflected on the website.
  
2. NUML Business Incubation Center (NBIC): The center is aimed at promotion of entrepreneurship, facilitating technology transfer, and encouraging relevant research that can culminate into start-ups.



3. **Quality Enhancement Cell (QEC):** Headed by a Director, QEC is responsible to:

- + Ensure higher standards of education and research in the university
- + Promote public confidence in the quality and standard of the degrees awarded by the university
- + Ensure Quality Assurance Process and Evaluation Methods
- + Develop criteria and standards for an academic program
- + Carry out assessment surveys to see how these criteria and standards are being met
- + Write Self-Assessment Reports (SARs)
- + Get SARs reviewed by a panel of experts from within the university or from other universities as deemed fit by the Vice Chancellor
- + Ensure submission of course and teacher evaluation proformas at the end of each semester
- + Hold Plagiarism workshops each semester to apprise faculty and students about Turnitin, HEC and NUML plagiarism policy
- + Run all theses/assignments on Turnitin to ensure permissible similarity index
- + Provide guidance to avoid high similarity index
- + Comply with HEC-NUML Plagiarism Policy

4. **Publication Branch:** Headed by a Director and assisted by allied staff, the office looks into all research and publication work of the university including its research journals. The office is also responsible



for publication of NUML's own books for language teaching and research theses so recommended by evaluators/examiners. At present, NUML is publishing 08 research journals approved and categorized by HEC:

- i. NUML Journal of Critical Inquiry (NUML JCI) – English and Education – Category “Y”
- ii. NUML International Journal of Business and Management (NUML IJBM) – Management Sciences – Category “Y”
- iii. Daryaft – Urdu – Category “Y”
- iv. Research Journal Al-Basirah – Islamic Studies – Category “Y”
- v. Journal of Research in Social Sciences (JRSS) – Education – Category “Z”
- vi. Journal of Economics and Finance (JEF) – Economics
- vii. Journal of English Pedagogy (JEP) – English Language Teaching
- viii. Polyglot – Languages

Students are encouraged to get their articles published in these journals. Please always mention the name of your institution (NUML) for all publications including conference presentations and papers. Your acknowledgment adds to the ranking of your university.

5. **Translation and Interpretation:** NUML has a unique distinction of providing highly research oriented translation and interpretation facilities to government, non-government and international organizations. Students also get the chance to be part of international delegations as interpreters/liaison officers if requested by the



agencies. The department which is managed by a PhD qualified Head with vast experience in the field looks into translation of works of renowned authors in different languages, promotion of national academic wealth and offering courses at different levels.

6. [NUML Writing Resource Center \(NWRC\)](#): It has 12 work stations where research scholars can access research resources as well as seek guidance from experts on research and academic writing.
7. [Korea Corner](#): The facility in Korean Department with 05 laptops having access to internet is available during working hours for consulting books and online resources. The facility provides access to more than 600 books and reference books for research purposes.



## CAMPUS SERVICES

1. **Mosque:** NUML has its own mosque with separate male and female sections. An Imam is deployed for daily prayers and Tarawih in Ramadan. Fateha Khawani is also held in the mosque for departed souls or in case of any national/international bereavement.
2. **Library:** There is a Central Library that houses:
  - UN Library
  - Digital Library
  - NWRC
  - Research Section
3. **Bank:** A branch of Askari Bank has been set up to facilitate enrolled students for payment of dues, admission fee, opening of account and availing ATM services.
4. **Conference Rooms:** 01 in Main Jinnah Block and 02 in Ibn-e-Khaldoon Block.
5. **Auditorium:** 01 in Salam Block with a capacity of 350+.
6. **Multi-Purpose Hall:** 01 in Johar Block with a capacity of around 200 people.
7. **Video-Conference Rooms:** 01 in Nazir Library and 01 in Roomi Block.
8. **Language Labs:** 04 in Roomi Block, 01 in Iqbal Block.
9. **Computer Labs:** 12 in all, in Ghazali, Iqbal, & Ibn-e-Khaldoon Blocks and Nazir Library.
10. **Telecom and Engineering Labs:** 09 in Ghazali Block



11. **Gymnasium:** Located behind Johar Block, it has facilities for exercise and games and has a sports trainer.
12. **Cafeterias:** There are 02 cafeterias, 01 near Central Library and 01 between Iqbal and Johar Blocks where quality food is available at reasonable rates.
13. **Print Shops:** There are 02 print shops, 01 near Central Library and 01 between Iqbal and Johar Blocks where facilities for photocopy, printing, binding are available at subsidized rates.
14. **Hostels:** There are two hostels for boys, one for girls, one for faculty, and one for foreigners with single/double/triple occupancy. Adequate hostel facilities are provided at nominal rates.



## SCHOLARSHIPS / INTERNSHIPS

With a view to extending educational facilities to maximum number of deserving bright Pakistani youth, NUML has adopted following financial assistance systems:

1. **Bait-ul-Maal Stipends:** All enrolled students can apply through Student Affairs' section. All forms are sent to Bait-ul-Maal that carries out a thorough investigation and then decides on award of scholarship or otherwise.
2. **NUML Support Fund:** NUML Zakat Fund has been set up for deserving students; students can apply directly to Director Finance. A Committee studies cases of all applicants who are then interviewed by committee members. Decision of the committee for award of scholarship or otherwise is to be respected.
3. **HEC Need-Based Scholarships:** All undergrad students may apply for the scholarship. Applicants are shortlisted in the light of criteria provided by HEC. Short listed applicants are interviewed by a committee that includes a nominee of HEC. Decision of the committee cannot be challenged.
4. **Internships:** NUML has devised another system to facilitate its students by appointing them as interneers or teaching assistants/ research associates. This provides them a chance to gain professional experience, interact with seniors, and get some financial assistance.
5. **Merit Scholarships:** This scholarship is given to first three position holders to acknowledge their hard work and encourage them to excel in their disciplines.



## STUDENT SUPPORT

NUML has taken several steps to provide maximum facilitation to its students, such as:

1. **Orientation:** It is held each semester before admissions to guide parents and students on the choice of subject/course and to address related queries.
2. **Co-curricular Activities:** Co-curricular activities are a regular feature that are organized in the form of speech contests, inter-departmental debate competitions, functions on days of national importance of countries whose languages are taught, mushaira, naat khawani, tilawat-e-Quran-Pak, etc.
3. **Sports Gala:** Students are encouraged to participate in inter-departmental and inter-university competitions through Sports Club.
4. **Entrepreneurial Weeks** are held once a year in which students get a chance to display their products, arrange stalls and learn business traits.
5. **Job Fairs** are also yearly events in which representatives of leading business/commercial firms are invited to facilitate students in getting a job.
6. **Workshops** are held each semester on topics related to research, business, and other academic disciplines.
7. **Excursion Trips** are organized to picturesque areas of the country at nominal rates through known tour operators assisted by the faculty.



8. **Study Tours** are arranged through faculty to places of historical/cultural importance.
9. **Alumni Club**: The Club is managed by ORIC through web and maintains record of NUML Alumni. Yearly Alumni meets are also arranged by faculties. Registered Alumni can benefit from getting entry passes, availing library facility, etc. Students are encouraged to get themselves registered to remain in contact with their Alma Mater.
10. **Security**: NUML has taken stringent security measures - 37 cameras have been installed at different points while 60 armed guards are deployed across the campus to ensure maximum security 24/7. Its entrance gates are also well guarded and there is a Security Officer who ensures security measures on daily basis. All employees & students are issued identity cards which should be prominently displayed.
11. **Day Care Center**: The center is set up in Girls' Hostel with good facilities. Faculty, staff, and students can avail this facility at nominal payment.
12. **MI Room**: First Aid facility is available during working hours. There is no payment for consultation, however, medicine needs to be purchased.
13. **Sexual Harassment Cell (SHC)**: With a view to providing an environment of absolute academic freedom, which is so very essential for the pursuit of excellence in higher education, NUML has also established a Sexual Harassment Cell (SHC). In this regard necessary lead was provided by the HEC which initiated detailed



policy guidelines on the subject. The NUML SHC strictly believes that “all forms of Sexual harassment in HEIs are prohibited and any act of this nature constitutes a punishable offence under this policy.” Taking due cognizance of all the existing laws, rules and regulations, the SHC is determined to implement the Sexual Harassment Policy in letter and spirit, thereby curbing the menace of intimidation, sexual harassment, offensive and hostile behavior, either by the faculty members against the students or vice versa, or by one member of the faculty/staff/student community against another member of the same community. This policy is absolutely clear and becomes binding on all NUML Departments and the Administrative Authorities, who have legal as well as moral responsibility to protect its members from all kinds of harassment.



## COMMUNITY OUTREACH

The hallmark of any good institution is how it reaches out to its community and what measures it adopts to take the less privileged in the loop. NUML has taken special steps in this connection:

1. **Chiragh-e-Badar:** This is a school housed in the premises of NUML for slum children. NUML's own faculty is detailed for teaching. These children avail free transport, food, uniform, books, etc.
2. **School Adoption:** NUML has also adopted a school of a less privileged locality and it has been paying the rent for the building. It plans to provide furniture, books, uniforms, etc. for the students and adopt another two schools in the same locality.
3. **Welfare Visits:** Students of NUML arrange welfare visits to institutions like SOS Children, Sweet Home, Old Peoples' Homes, etc. They interact with the inmates and distribute gifts especially on occasions like Eid.
4. **Blood Donation:** These camps are held every year on campus and NUML's blood donations have been ranked as the highest.
5. **Relief Funds:** NUML has the tradition of collecting relief funds in terms of cash and kind and reaching out to calamity hit populations.



## INTERNATIONALIZATION

Languages being its forte, NUML is an international set up in many ways:

1. It is the only university of Pakistan to have an overseas campus. The campus is located in Urumqi, China and is part of C-PEC.
2. It houses 04 main international institutes:
  - i. Confucius Institute (China) which has been ranked as World's Best Institute thrice and World Model Institute once. Students enrolled in in this institute avail the opportunity to visit China as part of its Summer Camp every year.
  - ii. King Seijong Institute (Korea) is actively working for employment of Pakistanis in Korea through specialized language courses and facilitation from the Government of Korea.
  - iii. Eunus Emre Institute (Turkey)
  - iv. Iranology Center (Iran)
3. Belarusian Language and Culture Chair was established at NUML on October 3, 2016. Urdu Chair will shortly be established at Minsk State Linguistic University (MSLU), Belarus.
4. International Cooperation and Exchange Office (ICEO) has been set up to facilitate foreign students and to work for collaboration with renowned international universities.
5. International functions like Francophony Day, Nauroze, Chinese Bridge Competitions, Korea Quiz, etc. and celebrations on days of importance are held every year which are largely attended by diplomats and other senior officials.



6. NUML is the authorized examination center for international exams of Chinese, German, Japanese, and Korean languages.
7. NUML's Translation and Interpretation bureau provides interpretation services across the country and its translations are recognized internationally.
8. International Conferences are held each year under different faculties for which renowned international and national experts are called hence providing a chance to faculty and students for interaction, sharing of views, and benefitting from these scholars.
9. NUML's students include citizens including armed forces personnel from across the globe while native speakers form part of its faculty of language departments.



## NUML DRESS CODE

NUML has a well-defined dress code to maintain dignity and sobriety of an educational institution. Students are required to refrain from:

- ✚ Wearing tight or see-through dresses
- ✚ Wearing shorts or sleeveless shirts
- ✚ Wearing t-shirts/shirts without collar, e.g. round neck and V-neck
- ✚ Dress bearing languages or art which appears to be provocative or indecent and is likely to offend others
- ✚ Wearing shabby or torn clothing
- ✚ Wearing jogging or exercise clothing during classes
- ✚ Putting on excessive makeup or wearing expensive jewelry
- ✚ Wearing untidy, gaudy or immodest dress in classrooms, cafeteria, and university offices
- ✚ Wearing unprofessional attire at formal occasions, events, and interviews.
- ✚ Chappal of any kind less kohati chappal with black strap with national dress (shalwar kameez only)
- ✚ Wearing long woolen chadars/shawls for males

**Note:** Students can be checked at the gate by security staff and not allowed to enter university premises if not properly dressed.



## CODE OF CONDUCT

NUML expects its students to demonstrate high level of discipline and to be dignified by observing following mannerisms:

- ✚ Be proud of their Alma Mater and uphold its prestige and honor as this is the choicest institution and we need to be proud of the hood and the gown that we wear as insignia of its degree.
- ✚ Be respectful to all faculty members even if they do not belong to the respective department/faculty because we can succeed only if we respect our teachers.
- ✚ Respect all rules and regulations of the university in order to maintain discipline.
- ✚ Be polite and courteous to university staff as they work to facilitate us and risk their lives to protect us.
- ✚ Maintain cleanliness and do not litter around as we would not do so at home.
- ✚ Do not indulge in any undignified practices like shouting, mugging, cheating, spoiling furniture, etc. as it reflects your upbringing.
- ✚ Be decent and upright with your peers as your behavior is a reflection of your personality.



## NUML-HEC PLAGIARISM POLICY

### Introduction

NUML is committed to establishing and sustaining a transparent, as well as creative academic environment for quality, meaningful and original output to the academia. NUML shares its vision of academic integrity and authenticity with the Higher Education Commission (HEC), which has formulated policy guidelines on Plagiarism. This policy broadly documents possible steps to combat plagiarism in academia, thus reinforcing and promoting the culture of academic integrity and originality. These steps are taken to ensure compliance of research work and publications produced in Pakistan, with international standards and quality. The HEC reinforces and provides the use of **Turnitin**, for checking plagiarism.

In order to address the issues, as observed in application of HEC's policy and use of Turnitin at NUML, the following policy is a comprehensive set of rules to be implemented by all programs and publications of NUML. These are devised in order to address the issues raised by instructors and students/researchers alike. The effort is targeted at a more effective and carefully managed system of implementing use of Turnitin for ensuring transparency and authenticity.

### Scope

This policy applies to all written works, produced for credit/publication, at and for NUML, at all Graduate and Postgraduate levels, in all the programs.



## 1. Programs/Areas

The general guidelines of the Plagiarism policy in different programs/areas at NUML are as follows:

### 1.1. M.S/M.Phil/Ph.D

- a) All theses are to be sent to **Quality Enhancement Cell (QEC)** for **Turnitin Originality Report** through respective faculty Deans.
- b) There is a provision of only **THREE ATTEMPTS (First Submission + Two Attempts)** for achieving below 19% of Similarity Index. Failing to do so will result in the case being forwarded to the Plagiarism Standing Committee of the university (PSC) (See 3).
- c) A thesis submission to QEC should consist of the following:
  1. A Filled **Thesis Submission Proforma** (available in all offices of faculties)
  2. A **hardcopy of Full Thesis** (spiral-bound)
  3. A **soft copy of Thesis** excluding Initial Pages, Bibliography, Appendices and (preferably) Endnotes/Footnotes (via email or CD).

The whole Thesis must be

1. in a Single MS Word File, PDF or Html (as required by Turnitin)
  2. under 20MB in size (as required by Turnitin)
  3. under 400 Pages (Preferably) (as required by Turnitin)
- d) All course assignments, project reports, term papers, etc. will be run through **Turnitin** by **Instructors ONLY**. There is a provision of only **TWO ATTEMPTS (First Submission + One Attempt)** for achieving below 19% of similarity index. Failing to do so will



result in Minor, Moderate or Major Penalty (See 2.1, 2.2, and 2.3).

- e) The **Turnitin** Originality reports of all course assignments, project reports, term papers, etc. should be appended by instructor, with the course result/evaluation, submitted to respective faculties.
- f) Results of students will be withheld whose **Turnitin Originality Reports** are not attached with the course assessment sheet/award list.
- g) In cases of re-defence of a thesis, it will be processed through **Turnitin** again at the time of resubmission. The revised copy will be sent to QEC through the offices of respective faculties for a revised/new **Turnitin Originality Report**.
- h) In case an author produces an MS/M.Phil./Ph.D. thesis, based on his/her own thesis (of any level) which has also been processed through Turnitin earlier, access to the Turnitin account used must be provided (username and password) to QEC for verification.

## 1.2. Masters and Bachelors Programs

- a) All theses and Final Seminar papers are to be run through **Turnitin** by **QEC**. The focal person of each department/campus will work as a liaison between students and **QEC**.
- b) A student has to submit a hard copy and soft copy to the Focal Person to be passed on to **QEC**.
- c) There is a provision of only **THREE ATTEMPTS (First Submission + Two Attempts)** for achieving below 19% of Similarity Index. Failing to do so will result in the case being forwarded to departmental Plagiarism Standing Committee (PSC).



- d) All course assignments, project reports, term papers, etc. should be run through **Turnitin** by relevant **Instructors ONLY**. There is a provision of only **TWO ATTEMPTS (First Submission + One Attempt)** for bringing the work within limit of below 19% of Similarity Index. Failing to do so will result in Minor, Moderate or Major Penalty (See 2.1, 2.2, and 2.3).
- e) The **Turnitin** Originality reports of all course assignments, project reports, term papers, etc. should be appended with the result/evaluation submitted to Department/Examination section. Results of students will be withheld whose **Turnitin Originality reports** are not attached with the course assessment sheet/award list.

## 2. Penalties

The penalties for plagiarism cases will be applicable after a student/researcher has availed NUML's prescribed number of attempts, for improving his/her work. The penalties for such cases fall into the following three categories:

### 2.1. Minor Penalties (applicable to all course assignments, project reports, term papers, etc.)

A minor penalty will be applied if a student's work is found to be copied (up to 50%), even after s/he has availed **TWO ATTEMPTS** for improving it. This will result in an award of Zero Marks in the work (course assignments, project reports, term papers, etc.). The course instructor has to inform HoD/Dean and Examination Branch (in writing) about such cases, with evidences



appended. The instructor must make a red entry in award list and counsel the student as well.

### 2.2. Moderate Penalties (applicable to all works other than Thesis)

A moderate penalty will be applied if a student's work is found to be copied (more than 50%), even after s/he has availed the **TWO ATTEMPTS (First Submission + One Attempt)** for improving it. This presupposes that the student would have received a minor penalty, of an award of zero marks, already. Moreover, a warning letter will be issued to the student, with a copy sent to parents/guardian.

### 2.3. Major Penalty (applicable to Thesis at all levels)

A major penalty is for plagiarism cases, concerning Thesis at all levels. This penalty is applicable when a student/researcher has availed **THREE ATTEMPTS (First Submission + Two Attempts)** for improving her/his work and failed to do so, according to HEC's prescribed standards. This entails the case to be put forward to Plagiarism Standing Committee (PSC) for further disciplinary action.

**\*Note: No other penalty will be applicable in Plagiarism cases, except the ones mentioned above.**

## 3. Plagiarism Standing Committee (PSC)

A plagiarism standing committee at NUML will be approached in cases where a student/researcher fails to comply with Similarity Index, of below 19%, in Thesis writing only, at all levels.



The following members constitute PSC:

**3.1. MS, MPhil, PhD Programs (Thesis)**

- a. (Chairperson) Senior Faculty Member nominated by the Rector
- b. Head of relevant department (if not accused)
- c. One Senior Faculty Member (Subject Expert) (Member)
- d. One Senior Faculty Member of any other department
- e. Head, QEC (Member)
- f. Manager Anti-Plagiarism Unit-QEC (Secretary & Member)
- g. One HEC Nominee (Member)

**3.2. Masters and Bachelors Programs (Thesis)**

- a. Dean/HoD of Concerned Department (Chairperson)  
\*(In case of Dean/HoD being supervisor of student concerned, then next senior faculty member of the department.)
- b. Head, QEC (Member)
- c. Admin Focal Person Anti- Plagiarism (Member)
- d. Course Instructor

\*\* (Thesis supervisor of the student concerned will not be eligible to be a member of this committee)

**4. NUML Research Publications/Journals**

- a) All submissions (research paper/reviews) to NUML research publication/journals will be duly processed through **Turnitin** by **QEC**.
- b) **Using one's personal or anyone else's Turnitin Account** (in Pakistan or Abroad) for processing personal work, intended for submission to NUML research publication/journals, is not acceptable.



- c) In any such instance where anyone processes her/his work before submission to NUML research publication/Journals, **access to the Turnitin account (login & password)**, used for processing should be provided to QEC or the submission shall be rejected.
- d) In case a research paper is extracted from author's own or any of co-authors' thesis/dissertation/paper (which has already been published and/or processed through Turnitin) **the original (source) document should be provided in Soft Copy**. Also, in case of the original work already processed through Turnitin, access to Turnitin Login and Password used must be provided to QEC for verification.

## 5. Conference Papers (National/International)

- a) If a researcher (Faculty Member/Student) plans to contribute a paper in any conference (national/international) and requires NOC, her/his paper will be processed through **Turnitin** by QEC before her/his case is processed further.
- b) **Using one's personal or anyone else's Turnitin Account** for processing personal work will not be acceptable.
- c) In any such instance where anyone processes her/his work before submission to NUML, **access to the Turnitin account (login & password)**, used for processing should be provided to QEC or the submission shall be rejected.
- d) In case a conference paper is extracted from author's own or any of co-authors' thesis/dissertation/paper (which has already been published and/or processed through Turnitin) **the original**



(source) document should be provided in Soft Copy. Also, in case of the original work already processed through Turnitin, access to Turnitin Login and Password used must be provided to QEC for verification.

## 6. General Guidelines

### 6.1. For Students/ Researchers

- a) **Using one's personal or anyone else's Turnitin Account** for processing personal work, intended for submission to NUML (Research Publication/Thesis), is not acceptable.
- b) In any such instance where anyone processes her/his work before submission to NUML, **access to the Turnitin account (login & password)**, used for processing should **be provided to QEC or the submission shall be rejected.**
- c) In case of a **higher Similarity Index** (more than 19%), the researcher should work towards improving his/her work, in consultation with Subject instructor/ Supervisor.
- d) All Theses/Papers submitted to **QEC** must
  - i. Be in a single MS Word (doc) file (a work separated in multiple files will not be accepted).
  - ii. Use a citation style (MLA, APA, Chicago, etc.) consistently.
  - iii. Not have Footnotes in the soft copy submitted for Turnitin Originality Report (as these usually render higher percentage in **Turnitin Similarity index**) **(this can be excluded just from the soft copy, not from the accompanying Hard copy).**



## 6.2. For Instructors/Focal Persons

- a) The following acts can lead to termination of Turnitin account and disciplinary action:
  - i. Manipulating/Tempering Turnitin reports
  - ii. Sharing account details with others
  - iii. Willful, as well as repeated, violation of NUML Plagiarism Policy
  - iv. Concealing Turnitin account details, to avoid verification of an early submission
- b) **Separate chapters of Thesis/Segments** (of course assignments, project reports, term papers, etc.) should not be run through **Turnitin**, as it may hamper the final percentage, once the work is complete.

At **NUML** we would like to consolidate a healthy culture of academic authenticity into education. These guidelines are a road map towards that goal. These are established to bring more clarity about HEC Plagiarism policy, to instructors and students/researchers. It also addresses many indigenous plagiarism-related issues at NUML. The implementation of this policy will facilitate the training of individuals into a tradition of effective and standard writing. It is an effort to facilitate students/faculty members in producing original and authentic academic work. It is expected that, both students and faculty members understand, value and honor principles of academic integrity and honesty in education.



## HEC's GRANT TO ORGANIZE SEMINARS, CONFERENCES AND TRAINING WORKSHOPS ([www.hec.gov.pk/grants-activities](http://www.hec.gov.pk/grants-activities))

### 2.1. Eligible Institutions

Proposals for hosting seminars, conferences, symposia and workshops in any discipline from the following institutions:

- ✚ All public sector universities/DAIs, Centers of Excellence, Area Study Centers, Pakistan Study Centers.
- ✚ Private universities/DAIs eligible for public funding ([www.hec.gov.pk/elegibleHEIs](http://www.hec.gov.pk/elegibleHEIs)).
- ✚ Complete application form along with supporting documents should reach HEC, via surface mail, at least 6 weeks prior to the event date. Late or incomplete applications are not processed.

### 2.2. What is required with application?

- ✚ A list of foreign invited speakers along with their CVs.
- ✚ A list of local/national invited speakers along with their CVs.
- ✚ Abstract of the papers to be presented in the proposed seminar, conference and symposium with the application form for both national and international speakers.
- ✚ HEC will sponsor only those foreign/national invited speakers whose complete details will be provided.



- ✚ HEC will provide travel and accommodation facilities to maximum 05 foreign invited speakers.
- ✚ HEC will provide travel and accommodation facilities to maximum 10 national invited speakers.
- ✚ In case there is any change in the list of foreign or national invited speakers after the approval of the grant, HEC should be informed immediately and the changed list along with CVs and abstracts of paper is to be endorsed by HEC prior to the event.
- ✚ Organizers will pay travel and accommodation of any invited speaker if he/she is not duly approved by the HEC.
- ✚ A list of organizing committee will be required. A diversified committee comprising of the professionals on the subject matter from different institutions is highly encouraged.
- ✚ A detailed list of stationery and publication items will be required. HEC provides funds for consumable items of stationery.
- ✚ A brief CV (2-3 pages) of the focal person organizing the event will be required. The relevance of academic and scientific contribution of the focal person to the subject matter of the event is very important. The committee approving the subject grant gives due weightage to this aspect.
- ✚ Brochure of the event containing aims, objectives, themes, etc. will be required along with the application form.



- ✦ Appropriate registration fee from the participants of the event is mandatory. The number of participants and the income from registration must be indicated in the application form.
- ✦ A copy of the program of the event indicating the sessions and speakers.

### 2.3. Reimbursement Claim of Seminar/Conferences and Training Workshop

- ✦ Upon approval of the grant, HEC issues sanction letter indicating the approved amount against each components. The amount must be spent on specified heads.
- ✦ For approved cases, the sanctioned amount is reimbursed after the event and upon filing the reimbursement claim consisting of original receipts of payments.
- ✦ Statement of expenditure will be duly audited by the University Auditor and endorsed by the principal organizer and head of the institution.
- ✦ Grant will be approved for specific event and cannot be utilized for any other event or purpose.
- ✦ The reimbursement claims should be filed within two months after the event, failing which the grant is considered withdrawn automatically.
- ✦ Grant will be released in favor of the head of institution (Vice Chancellor, Rector, President or Director). However, the focal



person will be responsible for its proper utilization as per approved components.

- ✚ HEC expects the universities to put some seed money for preparatory work of the event. Universities facilitate the focal persons by providing the amount in advance against the sanction letters to incur the expenditure of the event.



## HEC's TRAVEL GRANT FOR PAKISTANI RESEARCHERS

([www.hec.gov.pk/travel-grants](http://www.hec.gov.pk/travel-grants))

### 3.1. Who can apply?

#### 3.1.1. For Presentation of paper in national and international conferences, seminars and symposia

Faculty Members, Non-teaching University Staff, Ph.D. Scholars.

#### 3.1.2. For Ph.D. studies abroad

All citizens of Pakistan. Registration in a Ph.D. program at any HEC recognized foreign university.

#### 3.1.3. For postdoc studies abroad (minimum duration 09 months)

Faculty members of public sector universities/DAIs. Selection/nomination against an approved program of the HEC/Government of Pakistan or an offer/acceptance by an International Agency.

#### 3.1.4. Visits under cultural exchange program

Faculty Members of public sector Universities/DAIs. Nomination by the Government of Pakistan against any facility under Cultural Exchange Program.

### 3.2. How to apply?

Following two forms are available:



- ✚ Travel Grant Application Form for Paper Presentation (in seminar, conference and symposium).
- ✚ Travel Grant Application Form for Pursuing Higher Studies Abroad (Ph.D. and Postdoc studies abroad).

### 3.3.Supporting Documents Required

Following documents are required:

#### 3.3.1. For oral presentation of paper

- a) Letter of Acceptance/Invitation or email from the organizer in which the mode of presentation (oral/poster) has been clearly mentioned.
- b) Documentary evidence indicating that your abstract/paper has been accepted based upon peer-review by the technical committee of the event.
- c) Documentary evidence indicating that abstract/paper would be published in Book of Abstracts/ Proceedings/Journals for the conference, etc.
- d) Copy of conference brochure containing aims, objectives and themes, charges of registration, accommodation, etc.
- e) Full-text paper (both hard and soft copies).
- f) NOC from the principal author (in case the applicant is co-author).
- g) CV of the applicant along with the list of recent publications (2-3 pages).



### **3.3.2. Additional documents required for poster presentation**

- a) List of applicant's publications indicating Impact Factor Score (IFS).
- b) The requisite IFS are 20 in Engineering and Agriculture disciplines, and 30 in Science disciplines.

### **3.3.3. Additional documents required in case of Ph.D. or M.Phil. Leading to Ph.D. scholars**

- a) Scholarship award letter/registration letter from the university in which applicant is enrolled.
- b) Copy of Result Card of GAT (General)/GRE International (Subject)/GAT (Subject).

### **3.3.4. Additional documents required in case of non-teaching staff of university/DAI**

- a) Copy of job certificate indicating applicant's designation, department, job description and date of appointment/posting along with Copy of MS/M.Phil. Degree.

### **3.3.5. For travel grant to scholars proceeding abroad**

#### **For Ph.D. studies abroad**

- a) Copy of unconditional admission letter from the foreign University.
- b) Copy of award letter for scholarship or financial assistance or affidavit about self-finance.
- c) Copy of highest degree duly attested by HEC.



- d) Applicant's brief CV (2-3 pages).
- e) Surety bond on Stamp Paper of Rs. 100/- from two guarantors duly attested by the Oath Commissioner/First Class Magistrate.

**For postdoc studies abroad (for at least 09 months)**

- a) Letter of placement in an accredited foreign university.
- b) Synopsis/Brief description of applicant's research proposal.

**3.4. Other Related Information**

- a) The application for the travel grant must be received at HEC at least 6 weeks (42 days) before the conference/seminar/workshop.
- b) University faculty members and Ph.D. scholars can avail a maximum of one (01) travel grant within a fiscal year.
- c) Upon approval of the grant, HEC will issue award letter indicating the approved amount against each components. The amount must be spent on specified heads.
- d) For approved cases, the sanctioned amount will be reimbursed to the university/institution upon return/attending the event and upon filing the audited expenditure statement duly signed by the applicant, university auditor and head of institution (vice chancellor, rector, etc.).
- e) The reimbursement claim should be filed preferably within two months after the event.



- f) The university may acquire used air ticket/e-ticket bearing cost of the ticket, original boarding pass counterfoil, original receipt for payment of registration fee of the event bearing the grantee's name and the actual amount. Original receipt of payment for accommodation bearing the grantee's name, duration of stay and the actual amount.

