

COMSATS Institute of Information Technology
Registrar Office Principal Seat, Islamabad

No: CIIT-Reg/Notif-699/13/1211

August 30, 2013

NOTIFICATION

The Academic Council in its 16th meeting held on July 02, 2013 approved the rules for leave of absence for graduate scholars (MS and PhD), effective from Fall 2013.

This partially modifies clause ii (d) of MS Degree Program and clause ii (c) of PhD Degree Program notified vide No. CIIT-Reg/Notif-90/12/117, dated January 18, 2012.


Nadeem Uddin Qureshi
Additional Registrar

Encl: (As above: 04 pages)

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Leave of Absence Rules for MS and PhD Students

Leave of Absence

“Normally, the scholar may be allowed leave of absence up to two semesters during the entire study, on the written request of the scholar duly recommended by the respective Supervisor, HoD and Chairman and approved by the concerned Dean. However, leave of absence in the first semester or of two consecutive semesters will not be allowed. The registration fee will be charged for the semester(s) during the leave of absence”.

General Proposed Terms and Conditions for Graduate Students

- I. The graduate Scholar is not allowed for discontinuation of studies, in the very 1st semester of his/her studies, however, can avail this status from the 2nd semester onwards.
- II. The graduate scholar will be allowed to avail discontinuation of studies for maximum period of two semesters, throughout entire graduate program studies.
- III. The graduate scholar will not be allowed to avail leave of absence in consecutive semesters.

1. Types of Leaves

Subject to above mentioned general conditions following types of leaves can be allowed.

a. Leave of Absence applied before the start of semester:

- a) The scholar may apply for discontinuation of studies up to two (02) semesters during the entire study period. This leave of absence may be allowed on written request by the scholar, duly recommended by the respective Supervisor, HoD and Chairman approved by the concerned Dean and notified by the Registrar office. No application for discontinuation of studies will be entertained if received after start of semester for which leave is desired.
- b) Fee of the semester(s) shall be allowed to roll over in to next semester(s).
- c) Leave of Absence status shall be mentioned in the transcript and shall be counted towards the maximum permissible time for completion of the program.

b. Leave of Absence during the semester:

- a) On the basis of medical/health difficulties or other emergent situations, the graduate scholar may be allowed discontinuation of studies for that semester on the written request before the start of mid term exams. The application must be recommended by the respective supervisor, HoD and Chairman, approved by the concerned Dean of faculty and will be notified by the Registrar office.



- b) Fee of the semester(s) will be charged from the Scholar and shall not be allowed to roll over in to next semester(s).
- c) Leave of Absence status shall be mentioned in the transcript and shall be counted towards the maximum permissible time for completion of the program.

2. Re-admission in case of loss of student status :

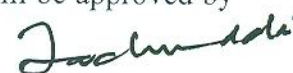
As per graduate rules 2006-07

“Continuous registration is required for all graduate students. They can maintain graduate status, each semester, by paying fees and officially registering for the courses to be studied. Graduate students who fail to register are not considered to be students. However, students may apply for discontinuation of studies on the basis of medical/health difficulties or other emergent situations”

- a. If a student fails to register in any semester he/she will loose his/her graduate status. Re-admission is mandatory for such scholars to continue their studies.
- b. The graduate scholar who is unable to maintain his graduate status, due to non registration in any semester of their study, can apply for re-admission in the very next semester on submission of written application before the start of the semester. It will be duly recommended by respective Supervisor, HoD and Chairman; approved by the concerned Dean and will be notified by the Registrar Office.
- c. The said period will be counted towards the total duration of his/her studies and absent status will be reflected in his/her transcripts. He will have to deposit admission fee, registration fee etc along with his/her written application.
- d. Under no circumstances, a student will be re-admitted if he/she fails to register in 02 consecutive semesters.
- e. This period will also be counted towards maximum limit of discontinuation of studies/leave of absence.

3. Cancellation of Admission

On the written application of an MS/ PhD student the admission may be cancelled at any time during the studies. No fee will be refunded for the semester in which the student has registered himself/ herself before applying for Cancellation of Admission. Application will be approved by the concerned Dean and will be notified by the Registrar Office.



4. Extraordinary Circumstances

In extraordinary circumstances, the leave of absence can be granted by Registrar on the recommendation of Supervisor, HoD, Chairman and the Dean of concerned Faculty, for a maximum period of one year.

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