

September 5, 2024
R-IMS/NTF/2024/87-B

NOTIFICATION

Subject: Policies Approved in 32nd Academic Council Meeting

1. This refers to the Academic Council Meeting held on August 23, 2024; the forum accepted has approval / adoption of policies related to the curriculum and co-curriculum affairs of the Institute of Management Sciences, Lahore. The list of policies is as follows:

- i. HEC Undergraduate Policy 2023
- ii. HEC Graduate Policy 2023
- iii. HEC Anti-Plagiarism Policy (Version 2.0)
- iv. IMS Regulations
- v. Faculty Workload Policy
- vi. Corporate Linkages Policy
- vii. Faculty Retention and Promotion Policy
- viii. Promotion of Co-curriculum Activities Policy
- ix. Faculty Annual Evaluation and Assessment Policy
- x. Health and Safety Policy
- xi. International Linkages Policy ✓
- xii. International Student Exchange Policy ✓
- xiii. National Linkages Policy ✓
- xiv. Corporate Social Responsibility Policy
- xv. Community Service Policy
- xvi. Quality Policy
- xvii. Students' Time Barred Case Policy

2. The policies are in effect till further notified.
- Policies are attached with this notification.


REGISTRAR

Brig. Mahmud Bashir Bajwa (Retd.)

CC:

- All concerned

10. International Student Exchange Policy

Objectives and Procedure: The policy aims to offer students wide-ranging advantages, including the chance to pursue global exposure and familiarize themselves with diverse cultures and international educational standards.

IMS encourages its students to participate in outbound exchange programs to broaden their educational horizons. Students may spend one or more semesters at an overseas university or educational institution authorized by the HEC under this scheme. For students participating in an outbound exchange program, the following policy will be applicable:

- Before participating in any outbound exchange program, the student must obtain approval from the institute. Such requests ought to be sent via the department head or dean. The Registrar's office will receive the matter from the Dean. The semester at IMS must be frozen by the student before they go for the outbound exchange program. For colleges that IMS has an exchange agreement with for student exchange, there won't be any tuition fees associated with the semester's suspension.
- The number of days the student will spend abroad on an exchange program should be taken into consideration when determining the length and number of semesters to freeze. The student is required to follow the designated dates of departure and return. The length of the semester or semesters spent studying overseas will not be taken into account when determining the time bar.
- Credit transfers will only be permitted between Higher Education Commission (HEC)-recognized schools and universities. Only degree-level programs (equal to comparable-level programs at Home University) offered on campus will have their credits transferred. In order to be eligible for a credit transfer, a student must always meet the minimum requirements set forth by the relevant academic program.

Through inbound exchange programs, students from universities or other international educational institutions can spend one or more semesters studying at IMS. For the inbound exchange program, the following rules will be in effect:

- Only students from internationally accredited schools and colleges may participate in the inbound exchange program, as approved by HEC. IMS will determine whether to accept students under the incoming exchange program on a case-by-case basis. In the event of the semester system, the student must have obtained a minimum CGPA of 2.50/4.0, and in the case of the yearly system, 50%. The supporting documentation will be examined carefully on their face value.