**Policy for Missed Exams, Quizzes, Assignments, Labs and Attendance**

A student, under extraordinary and unavoidable circumstances, may qualify for the makeup of a missed exam or compensation for missed quizzes, assignments and labs. In order to request for the same, the student will submit an application form to reception/info desk which is available at the same desk. The application will not be received by the authority other than the staff of reception desk. Moreover, requests through emails will not be entertained under any circumstances.

The applications fall in the following two major categories:

1. Unforeseen Reasons/Emergency Situations
2. Planned/Scheduled Activities

The details of the above mentioned categories and particular grounds that may deem an applicant eligible for a makeup are mentioned in the subsequent sections.

1. **Unforeseen Reasons/Emergency Situations:**

In case an exam, quiz, assignment or/and lab is missed due to circumstances beyond student’s control i.e medical grounds or unfortunate death of a close relative, the student will submit an application form **within one week of the conduct of the respective grade item.**

Applicants must ensure the submission of the following supporting documents in each case:

1. ***Medical Reasons***
2. Medical Prescription from any of the following;

* Any Govt / Semi Govt / Armed Forces hospital. The bed rest for respective days should be mentioned by the doctor.
* Recognized / Well-reputed private hospitals (having computerized MR or Patient Number). The bed rest for respective days should be mentioned by the doctor.

1. Receipt of consultancy fee paid
2. Receipt of purchase of medicine

**Medical Prescriptions from NUST Medical Centre will NOT be entertained for makeup of missed Exams and compensation of any grade item. However, in case of referral to PIMS,MH, CMH or any other hospital by NMC doctors, the referral form along with doctor’s recommendation may be submitted for consideration.**

1. ***Death of Relatives***
2. Death certificate of deceased
3. Family Registration Certificate issued by NADRA
4. Applications will be entertained only in case of death of blood relatives (Parents, Siblings, Grandfather or Grandmother).
5. **Planned/Scheduled Activities:**

In case of a pre-planned activity i.e. Iqama renewal, job interview or any other official commitment that coincides with the exams or other grade items, the application seeking department’s approval will be submitted by the student **in advance, at least one week prior to proceeding for the said planned activity.** Moreover, any student wishing to take part in any Student Affairs Dte activity has to take prior permission from the parent school. The school authorities shall evaluate the eligibility of student vis a vis the attendance percentage and CGPA before granting permission.

Applicants must ensure the submission of the following supporting documents in each case:

1. ***Iqama Renewal***
2. Letter / Invitation for Iqama Renewal
3. Copy of passport pages including immigration stamp and particulars of student
4. Copy of Air Ticket
5. ***Official Commitment***
6. Official Letter / Notification from the respective department responsible for assigning the duty, clearly mentioning the dates and time of commitment shall be attached along with the application.

Applications pertaining to planned activities category, submitted by students in advance, will be processed by the department on priority basis and decision regarding application’s approval/disapproval will be communicated to the student before the scheduled official commitment so that student may plan accordingly.

If any of the required supporting documents mentioned above is missing, the application will not be entertained.

Compensation for any of the missed grade items due to all other reasons including recruitment drives, marriage ceremony of any relative, participation in any local / national event, exhibition or competition / test (other than assigned or approved officially by NUST) etc will not be approved.

**Actions after Approval of Application**

*For missed Exam*

1. The department will share a list of students, whose applications have been approved by concerned authority, with the concerned course instructor(s).
2. The makeup exam will be conducted by the course instructor(s) before the deadline mentioned given by the department.
3. The content of the makeup exam should be same as was given in the regular exam.
4. The makeup exam is expected to be **more difficult than the regular exam**. This is to ensure the justice between students giving exams on time and those granted with extra days for preparation of exam. Also, to discourage the students applying for makeup exam while submitting fake documents.

*For missed Quiz*

The average marks of the class in missed quiz or the applicant’s average of all quizzes (whichever is less) or zero will be awarded to the student. There will be no makeup of quiz in any circumstances

*For missed Assignment*

The assignment will be submitted by the student within a week after the approval of application

*For missed Lab*

The student will perform missed lab at his/her own after coordinating with respective lab engineer and course instructor.

**Policy for Missed Attendance**

The attendance policy of PEC is quite clear that student has to attain a minimum 75 % attendance in respective subject to appear in the final exam. The 25 % relaxation includes all kinds of emergencies, official commitments etc. The student who is absent in class cannot be marked present in any circumstances including genuine emergencies or medical issues. Only those students who are regular in their lectures and are not habitual of coming late are allowed to take part in extra-curricular activities.

The students have to manage all their activities, academic and non-academic, within the allowed 25% relaxation.

Therefore, during or at the end of the semester, no application for compensation of the missed attendance will be accepted.