



Proposed
“Semester Freeze Policy”
For
Under-Graduate (BS) Computing Programmes
At
Baqai Institute of Information Technology (BIIT)
Baqai Medical University (BMU)
Version 1.0
2023

1. Introduction

This policy pertains to Baqai Institute of Information Technology (BIIT) – Baqai Medical University BS Programmes (BS-CS, BS-Bioinformatics & BS-SE) only.

2. Purpose

The purpose of this policy is to define the process needed for freezing of semester by the students of BS Programmes at BIIT. The policy may be reviewed after every three years or till the policy is revised by HEC on the subject.

3. Scope

This policy is applicable to all students enrolled in BS programmes at BIIT-BMU.

4. Preamble

With a view to streamline and laid down a Uniform Policy for Freezing of Semester, the BIIT-BMU intends to set forth the following terms/conditions and procedures.

5. Policy Statement

- (i) A student intends to freeze a semester, shall submit a request on the prescribed **Semester Freeze Form** to the HoD/Director of the institute **prior** to commencement of classes. No freezing during the semester shall be allowed.
 - (ii) The concerned HoD/Director will send his recommendations for **final approval** through the concerned **Dean** to the **Registrar-BMU**.
 - (ii) A student seeking freezing of semester must have **cleared all** the outstanding **dues** of previous semester(s).
 - (iii) Freezing of a semester can only be **availed** after **passing the first semester** of the BS programme at BIIT. A **maximum** of **2 semesters/academic year** can be frozen by a student.
 - (iv) If a student freezes a semester(s), he/she will **resume his/her studies** from the **same stage** where he/she left (froze). In case, the student declared not promoted due to late declaration of result, etc. then the student will resume/repeat the failed/not promoted semester.
- In addition, it is understood that the institute is not required to offer all courses in each semester.
- (v) Under the following mentioned special hardship circumstances freezing of first semester and/or maximum duration extension can be considered by the approval of competent authority.

(a) Iddat

(b) Maternity/Delivery



(c) Any other subject to acceptance on justified rationale

Note: *Relevant certificate(s)/documents may be demanded by the concerned to justify the hardship case(s) of the student*

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The policy has been adopted from “**Section 23 – Freezing of Semester, pg. 26, Policy Guidelines for Implementation of Uniform Semester System in HEI’s of Pakistan,** <https://www.hec.gov.pk/english/services/universities/Documents/Final%20Examination%20Policy%20Guidelines.pdf>”



BIIT Semester Freeze Application Form

Academic Programme: BS-CS BS-BI BS-SE

Student Name: _____ Father/Guardian Name: _____

Roll No: _____

Currently Enrolled Semester (e.g. 1st Spring 2023): _____

Semester requested for Freezing (e.g. 2nd Fall 2023): _____

Reason: _____

Signature of Student: _____ Date: _____

For Office Use Only

Date of Application Received	Freezing Semester (e.g. Fall/Spring 20__):	Start Date of Requested Freezing Semester	Status of Semester(s) Outstanding Dues (if any)

Programme Coordinator

Dean/Director

Note: As per record, the above information is correct & verified and there are no outstanding dues against the student.

Approved by: Dean
Name: _____
Signature: _____
Date: _____

Received by: Office of the Registrar
Name: _____
Signature: _____
Date: _____

Enclosure

- Copy of Fee receipt(s) of Previous Semester(s)
- Medical Certificate, Medical Reports, etc.
- Any Other Document(s)