



**NEWPORT'S INSTITUTE
OF COMMUNICATIONS AND
ECONOMICS (NICE)**

STUDENT GUIDEBOOK

A Manual for NICE Students



KNOWLEDGE
Empowering Minds



WISDOM
Inspiring Growth



AWARENESS
Creating Impact



www.newports.edu.pk



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ECONOMICS (NICE)**

STUDENT GUIDEBOOK

A Manual for NICE Students

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*Updated Edition — revised to align with the Admission and Fee Refund Policy 2024-2025
(As approved in the 47th Academic Council meeting, Notification No. NI/AC/Notification/047-02, dated 22-07-2025)*

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Rules and Regulations for Students

All Newports Institute of Communications & Economics students must abide by the institute's procedures, rules, and regulations. Every faculty member must ensure the implementation of the following rules and regulations. In case of non-compliance, the student shall be penalized.

Late Comers

Students arriving late to a class could be marked absent after 30 minutes. In case of internet issues or electricity failure, students have to inform the teacher.

Dress Code

- For Class Lectures: All students are required to be well-groomed and formally dressed. No tracksuits, shorts, T-shirts, or bandanas are allowed for male students. Slippers, sneakers, and chappals are not allowed.
- For Seminars/Workshops: Dress pants, shirt, and tie for males. Formal shalwar suits for female students.

General Conduct

- Session Absents per Course: A student can miss a maximum of 3 classes/sessions per course as per the given instructions. Leaves are also covered within these 3 sessions.
- Smoking is only permitted in the designated smoking zone in the cafeteria. A fine of Rs. 300/- will be charged for smoking outside this zone.
- Eating and spitting of Pan and Ghutka are strictly prohibited. A fine of Rs. 300/- will be charged in case of non-compliance.
- Students are directed to clear all outstanding dues within time. Defaulters will be charged a fine per day fixed by the management.
- The institute will take strict action against those who misbehave with faculty or administrative staff, including expulsion/suspension/termination.
- Students are supposed to observe complete silence in the Library. Damage to lab equipment will result in disciplinary action and the student will be liable to pay for the damages caused.
- Students are directed to carry their identity cards while on campus and show it whenever the institute's authorities ask them.
- The institute strongly discourages any act of violence and academic dishonesty. Strict disciplinary action, including expulsion/suspension/termination, may be taken.
- Students are required to update/inform their mobile number change to the student coordinator.

Academic Year

- There are two full semesters, Spring and Fall, and one crash semester, Summer.
- Each semester comprises 16 teaching weeks, including 14 sessions/weeks and two dedicated examination weeks.
- The summer semester is eight weeks; students use this time for internships, business projects, and makeup courses. Students may register in the summer semester if they have failed a course or were unable to sit an exam for another reason, or may attempt limited courses at the department's discretion.

Course Load for Semesters

Spring and Fall Semesters

Undergraduate Students: A student typically enrolls for 15-18 credit hours in a regular semester and must take at least 15 credit hours to be classified as full-time. A student wishing to enroll for more than 18 credit hours may be allowed one extra 3-credit-hour course if their CGPA is above 3.5, or in case of repeating/failed/dropped courses.

Graduate Students: A student typically enrolls for 9-12 credit hours in a regular semester and must take at least 9 credit hours to be classified as full-time.

Summer Crash Semester

A student will only be allowed to register in 1-2 courses of 3-6 credit hours.

Enrollment/Registration in Courses

Students are required to choose the courses they wish to enroll in before the start of a semester, per the schedule published by the institute. Students may add/drop courses within the specified timeframe announced by the institute.

A student withdrawing after the 6th week shall be automatically awarded an "F" grade unless the course withdrawal request is accepted.

Attendance Requirements

- 80% attendance in course or lab work is mandatory for students to sit in the final examination.
- The attendance requirement shall not be relaxed under any circumstances.
- Class attendance counts only if the student has cleared all outstanding dues.
- A student can withdraw from a course in which attendance is below requirement by paying a fine set by the institute.

Semester Credit Hour

- A course semester credit hour (SCH) comprises one hour of class work per week for sixteen weeks.
- A laboratory semester credit hour is three hours of practical lab work per week for sixteen weeks.

Add/Drop Course/s

A student has the liberty to add or drop a course within the period announced by the Registration Department. A dropped course will not be counted, graded, or assessed.

Course/Semester Withdrawal

- A student may withdraw from a course within twelve weeks from the start of the semester. A withdrawn course is not counted toward the final GPA and is awarded a 'W' grade.
- A withdrawn course shall be treated as a registered course for tuition-fee evaluation, and a penalty or full course fee will be payable by the student.

Repeat & Substitute a Course

- An undergraduate course with a grade of C or below, and a graduate course with a grade of D or below, may be repeated; only the better grade counts toward CGPA.

- A student may substitute an elective course with another elective course; such substitution is treated as a repeat course.
- A student can repeat any number of credit hours within the permitted time duration before degree completion.
- Substitution requires the approval of the Head of the Department of the respective academic department, at the end of a degree program.

Change of Program

- Students may apply for a change of program with the approval of the concerned HOD before the start of a semester.
- The institute shall transfer only related courses to be opted into the new program.
- Transferred courses shall appear on the transcript without semester details from the original program.
- Program transfer is only available to NICE students, and program-transferred students shall not be considered for the award of a medal.

Examination and Grading System

A student shall be eligible for the final examination if their name is included in the exam seating plan and the list of eligible candidates. A student who misses the final examination shall be graded on sessional performance, with a re-examination only upon approval of the concerned teacher and department. A student may apply for course withdrawal if hospitalized on the day of the examination.

Assessment Weightage

Component	Weightage
Final Examination	50%
Midterm Examination	30%
Quizzes, assignments, presentations, reports, and performance, etc.	20%

Grading Scale

Grade	Score	Definition
A+	85% & above	Excellent
A	80%-84%	Very Good
B+	75%-79%	Good
B	70%-74%	Fair
B-	65%-69%	Satisfactory
C+	60%-64%	Satisfactory
C	55%-59%	Poor
D	50%-54%	Very Poor, needs improvement
F	Below 50%	Failure
I/W	—	Absent or Withdrawal

Plagiarism

Newports Institute follows a strict Plagiarism Policy to maintain academic integrity, covering acts such as copying an idea, article, argument, images, formulas, or other data from a published source without citation, and self-plagiarism (verbatim or near-verbatim re-use of one's own previously submitted work without citing the source).

GPA & CGPA

GPA (Grade Point Average) is computed by multiplying the credit hours of each course by the grade points assigned to the grade earned, then dividing the sum of these products by the total credit hours registered in that semester.

CGPA (Cumulative Grade Point Average) is calculated by summing all earned grade points and dividing by the total number of registered credit hours during the program.

Incomplete "I" Grade

- A teacher may award an I (Incomplete) grade to a student who fails to meet all course requirements for reasons beyond their control.
- An I grade shall not be allowed in a regular course/lab work.
- An I grade must be converted to an earned grade within the following semester, otherwise it automatically converts to an F grade.

Change of Grade

- A student may file a petition with the Examination Office to review a final grade within two weeks of the declaration of results.
- The review is limited to omission and calculation errors.
- The review process is initiated after receipt of the requisite fee prescribed by the institute.

Transfer Between Campuses

Newports Institute currently operates a single campus (Main Campus, 40-L Block 6, P.E.C.H.S, Karachi), so this policy is not currently in effect. It is retained here for reference should additional campuses open in the future.

Where more than one campus is operational, transfer of students between campuses is allowed, subject to: submission of an application to the Registration Department; availability of seats at the admitting campus; meeting eligibility criteria for the program; clearance of all dues; and payment of the transfer fee. CGPA includes all grades transferred from the previous campus/program combined with courses taken in the new one.

Requirement for the Award of Degree

Program	Minimum CGPA
Undergraduate/Bachelor Programs	2.50
Graduate/Master Programs	3.00
M.Phil/MS	3.00

- A student can submit the final-year project/thesis after completing the department's minimum coursework.
- The final-year project/thesis must be completed in two semesters and cannot be registered as 6 SCH in a single semester.
- The final-year project/thesis is conducted in a group of 2-4, depending on project length and complexity.
- Part-I and Part-II of the final-year project/thesis are graded separately in the semester in which each was submitted, based on the project report and project demonstration, as determined by a committee set up by the concerned department.
- A plagiarized project/thesis report will earn an F grade.
- Internship is mandatory for all students and is evaluated by the departmental committee. A student cannot register for a course while doing an internship.

Medal Award Policy

- Students wishing to compete for a medal award shall apply to the Controller of Examinations (CoE) Office on the prescribed form.
- A medal shall be awarded only at the respective convocation.

Only graduates who fulfill the following are considered:

- Completion of all degree requirements within the normal duration.
- CGPA of 3.50 or higher on a 4.00 scale.
- No F grade in the transcript.
- No transfer of credits from other universities/institutions.
- No disciplinary punishment throughout the tenure of the degree.

Gold Medals are awarded to the top students of each batch and degree program; ties are awarded the same medal. An overall Gold Medal for best achiever of the institute is based on academics, co-curricular, and extra-curricular activities.

Student Grievances against Course Instructor

Newports Institute has constituted a Grievance and Conflict Committee to redress grievances and complaints about any course instructor, grades, or other academic issues. A student must submit a grievance in writing to the Student Affairs Department within five days of the receipt of the grade issuance or the date of incidence. The committee's decision is final and binding on all parties.

Probation

The Assessment Committee of the relevant Academic Department may place a student on probation if found deficient in academic standards to the extent they are likely to be relegated/withdrawn, allowing them to continue for one semester. The student must make up the academic deficiency by the end of the ongoing semester. While on probation, a student may:

- Contact the teacher in charge for extra coaching.
- Report progress to the teacher in charge regularly.
- Complete any extra semester work given by the teacher in charge.

Relegation of Semester

A student's semester may be declared null and void, and relegated, due to:

- Semester GPA consistently remaining below 2.00 for three consecutive semesters; or
- A total of three 'F' grades earned during studies, provided not all earned in a single semester; or
- An 'I' symbol awarded in 50% or more subjects in three consecutive semesters; or
- Remaining absent for 30 or more continuous days without duly sanctioned leave from the HOD; or
- Obtaining admission at another university/institution without intimation to NICE; or
- Attendance falling below 75% in two consecutive semesters; or
- Disciplinary grounds, when recommended by the Discipline Committee.

Freezing of Semester

A student who freezes a semester resumes studies from the stage at which they left off. No freezing is allowed mid-semester, and the maximum duration of the degree program remains unchanged. A student not enrolled in any course in a semester is not considered a regular student for that period, and may enroll in a subsequent semester subject to meeting course pre-requisites; the institute is not required to offer all courses every semester. Freezing is only allowed after completion of the 1st semester (or the applicable predecessor semester).

Cancellation of Admission

If a student fails to attend any lecture during the first four weeks after the commencement of the semester, their admission stands cancelled automatically without notification. In such cases, fees paid toward admission or tuition are not refundable, except as set out in the Fee Refund Policy below.

Admissions Policy

This section reflects the Admission and Fee Refund Policy 2024-2025, as approved in the 47th Academic Council meeting (Notification No. NI/AC/Notification/047-02, dated 22-07-2025).

- Newports Institute follows an open admission policy, accepting students based on merit regardless of race, gender, ethnicity, background, or socioeconomic status, provided they meet the Institute's admission criteria.
- The Institute does not reserve any quota seats for admission to any of its programs.
- Admissions are conducted twice a year, during the Fall and Spring Semesters, starting with the Fall Semester.
- The Institute reserves the right to determine the number of students/seats available for each program.
- The Institute offers scholarships and financial assistance based on need, merit, or both, following its latest Scholarship Policy and Guidelines.
- The Admissions Committee reserves the right to increase, decrease, or abolish the specified percentage of scholarships on a case-by-case basis.
- Admitted students are registered under the name mentioned on their Matric (HSC) or O-Level equivalence certificate (SSC) issued by IBCC, which is also used on the degree and transcript.

Admission Criteria

Each applicant is individually reviewed and assessed by the Institute based on the following criteria:

- Applicants must present original credentials (degrees, certificates, mark sheets, transcripts) and identification documents (CNIC/Passport) for validation and verification by the Admissions Department.
- The Institute invites applications through print media, social media, or any other suitable mode.
- There is an admission test for each program; applicants with 50% or above in NTS/SAT/GAT may be exempted, with that percentage equated to the admission test percentage.
- All successful applicants must pass an interview, which evaluates social attitude, motivation, positive character, and background.
- O- and A-Level grades are equated to Matric and Intermediate level percentages respectively; an IBCC equivalence certificate is mandatory. Foreign degree holders must provide HEC Equivalency at the time of admission.
- Admission requirements and the roadmap of each degree program are made available on the institute website, prospectus, or other suitable medium.

- A result-awaiting candidate may apply by furnishing a certificate confirming they have appeared in the exam and expect to meet the minimum required percentage.
- If a candidate fails to provide the result within the prescribed time, or fails to attain the required percentage, admission stands cancelled; no admission fee is charged if the candidate applies for fresh admission.
- In case of incorrect or forged information revealed at any stage of a student's academic career, admission shall be cancelled and no transcript shall be issued.
- A candidate seeking admission at Newports Institute must abide by all its rules, regulations, and policies as published from time to time.

Weightage of Admission Standards

Assessment	Undergraduate	Graduate
Grades obtained in Matric/O-Level or equivalent	10%	10%
Grades obtained in HSSC/A-Level/DAE or equivalent	40%	10%
Grades obtained in Graduation/Bachelor Program	Not Applicable	30%
Aptitude Test (passing marks 50%)	40%	40%
Interview (subject knowledge, communication, personality, etc.)	10%	10%
Total	100%	100%

Programs currently offered include, at the undergraduate level, BS Computer Science, BS Software Engineering, Associate Degree in Computer Science, BBA (4-Year and 5th-Semester entry), BS Accounting & Finance, B.Com, and Associate Degree in Commerce; and at the graduate level, MBA (1.5-Year, BBA-following) and MBA (2.5-Year, Regular) and MS Business Administration. Refer to the institute prospectus or website for full eligibility details of each program, as these are updated from time to time.

Credit Transfer Policy

Transfer into NICE can only be accepted for candidates who have studied, or are currently studying, at an HEC-recognized university. Transferred credits must carry a minimum letter grade of B or above (or 70% marks) for Master's programs, and C+ or above (or 60% marks) for Bachelor's programs. The transfer request must be made at the time of admission, with all related documents submitted along with the Course Transfer Request Form. Credit transfer is subject to the approval of the Institute's Credit Transfer Committee.

Scholarships and Financial Assistance

Newports Institute offers scholarships and financial assistance on the basis of need, merit, Hafiz-e-Quran status, siblings studying at the institute, and similar considerations, in accordance with its latest Scholarship Policy and Guidelines and subject to the availability of funds.

- The Institute reserves the right to accept or deny requests for financial assistance. Submitting an application for financial assistance or a scholarship does not by itself make a student eligible until a decision is made.
- The decision to provide financial assistance of any sort lies solely with the management, and cases are decided after evaluating the information provided in the scholarship application and any related investigation to authenticate that information. Candidates and their parents/guardians may be required to appear for an interview.

Merit-Based Scholarships

- Merit scholarships are primarily awarded for extraordinary academic performance, and also for exceptional achievement in sports, arts, debates, and other co-curricular fields.
- Students may be nominated by the Dean of their degree program, or may apply directly if they meet the eligibility criteria.

- Only full-time/regular students who have not taken long breaks/interruptions during their studies may apply.
- Applicants must have an overall CGPA of at least 3.5, along with proof of accomplishments/certificates/medals for non-academic categories.
- Merit scholarships apply only to the tuition fee; other payable dues remain the student's responsibility.
- Scholarships are valid for the current semester only and must be renewed every semester based on continued performance.
- A change of degree program voids a student's merit scholarship, and the scholarship is terminated if the student discontinues or drops a semester, or withdraws from an examination.
- The Institute reserves the right to claim back any fee exempted through a scholarship obtained by unfair means or false information.

Review of Scholarship Cases

The Institute formally reviews cases of all scholarship-holder students each semester, renewing or rejecting cases based on academic progress and changes in financial circumstances. A constituted panel reviews and submits recommendations for continuation of the scholarship program. Scholarships of students whose performance falls short of the required parameters may be recommended for discontinuation until their grades improve to the minimum eligibility criteria for their category.

Fee Refund Policy

Only the security deposit is refundable if admission is cancelled after the commencement of classes. Beyond that, tuition fees are refunded on a sliding scale tied to how soon a student withdraws after classes begin:

Timeline	Percentage of Fee Refunded
Up to the 10th day of commencement of classes	100%
Up to the 15th day of commencement of classes	80%
Up to the 20th day of commencement of classes	60%
Up to the 30th day of commencement of classes	50%
31st day onwards of commencement of classes	No Refund

Non-Refundable Fees

- Admission Fee: The fee paid as an admission fee is non-refundable.
- Registration/Application Fee: Any fee payable at the time of initial application is non-refundable under any circumstances.
- No Refund on Expulsion: A student expelled from the institute due to disciplinary misconduct is not eligible for any refund, except for the refundable security/deposit fee.

Issuance of Grade Sheet

Students may obtain a grade sheet containing their results by requesting the Examination Department. They may also view the details and history of their grades via the Student's Portal, using the access information provided by the institute.

Issuance of Transcript and Degree

Students are issued an official Transcript and Degree reflecting grades obtained in each course attempted on completing the degree program. Grades and credits earned in a repeat course are counted toward the result at graduation.

Students wishing to obtain official Transcripts and Degrees apply by submitting the Degree Request Form (DRF) and Degree Supplement Form (DSF) to the Academic Document Release Cell (ADRC), after obtaining account and examination clearance from the relevant departments. Requests are formally processed and documents issued after obtaining approvals and consent from the concerned departments and officials. Processing time may vary depending on workload and delays in various checks.

Document Issuance Checklist

Bonafide Letter / Character Certificate / Language of Instructions Letter

- Document Request Form
- Fee Clearance Status
- Copy of Registration ID
- Fee Receipt

Internship Letter / Verification Letter / Verification Certificate (for HEC attestation)

- Student Application/Request in writing/email
- Copy of Transcript/Degree
- Fee Receipt

Provisional Letter / Completion Letter

- Degree Request Form
- Written request by the student explaining the reason for issuance
- Fee Clearance Status
- Copy of Transcript or Grade Sheet(s) showing completion of all courses
- Fee clearance from Accounts, including degree charges paid
- Fee receipt of charges paid for the above letter

Degree / Transcript

- Degree Request Form
- Certified previous certificate (Bachelor's degree for MBA/MCS; Intermediate certificate for BBA/BCS)
- Fee receipt
- Copy of Transcript or Grade Sheet(s) showing completion of all courses
- Fee receipt of charges paid for the above letter

Resource Persons Directory

For smooth operational procedures, students are requested to consult the person responsible for each matter below.

Matter	Resource Person / Contact
Class session's latest updates (timetable, cancellations, makeup classes)	Front Desk Officers; also check www.newports.edu.pk and the Notice Board

Academic matters — Business Administration & Computer Science (teaching issues, curriculum, course timing, course requests, exemptions)	Quality Enhancement Cell (QEC) — qec@newports.edu.pk
Examinations (results, grade disputes, re-examination, rechecking)	Examination Department — examinations@newports.edu.pk
Course registration for semester	Registrar — registrar@newports.edu.pk
Fee submission / account clearance	Student Resources — sr@newports.edu.pk
Administrative matters	Student Resources — sr@newports.edu.pk
Computer labs and facilities	Student Resources — sr@newports.edu.pk
Library matters	Library — library@newports.edu.pk

Important Contact Numbers & Emails

Campus Address

Main Campus: 40-L, Block 6, P.E.C.H.S, Karachi. Phones: 021-43495556, 021-34547417, 021-34313070.

Institute website: www.newports.edu.pk

Useful Emails

Description	Email Address
Queries, complaints & suggestions	info@newports.edu.pk
Registrar (registration, records, admissions)	registrar@newports.edu.pk
Quality Enhancement Cell (QEC) — academic/teaching matters	qec@newports.edu.pk
Student Resources (SR) — general student support	sr@newports.edu.pk
Student's Council	nsc@newports.edu.pk
Library	library@newports.edu.pk
Examinations	examinations@newports.edu.pk

Appendix — Section B

The specimen forms listed below are retained from the institute's standard document set and are available from the relevant department (Registration, Examination, or Accounts) or the institute website. Students should use the current version issued by the department at the time of request, as form layouts may be updated periodically.

- 1. Document Request Form (Specimen) — used to request a Bonafide Letter, Grade Sheet, or other document.
- 2. Degree/Transcript Request Form (Specimen) — used to request a Degree, Transcript, or Completion Letter, with account clearance and departmental approval sections.
- 3. Degree Supplement Form (Specimen) — records holder information, qualification details, and level of qualification for degree supplement purposes.
- 4. Student Query Form (Specimen) — used to raise queries about document issuance delays, fee discounts, course exemptions, admissions, or other matters.
- 5. Course Registration Form (Specimen) — used each semester to register for selected courses, listing course code, title, timing, day, and instructor.
- 6. Student Data Form — captures student contact details, home and work address, and emergency contact information.
- 7. Merit-Based Scholarship Guidelines — see "Scholarships and Financial Assistance" above for the current eligibility criteria and terms.
- 8. Form for Scholarship and Financial Assistance — a detailed application capturing applicant, family, income, and expenditure information, supported by documentary evidence, for need- or merit-based scholarship review.
- 9. Duplicate Degree/Transcript Issuance Form — used to apply for a duplicate Degree or Transcript in case of loss or theft, requiring supporting documents such as an affidavit, newspaper advertisement, or police report as applicable.

For the exact fillable layouts of these forms, please collect the current specimen from the relevant department or download it from www.newports.edu.pk.