

**COMSATS Institute of Information Technology**  
**Registrar Office Principal Seat, Islamabad**

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

August 30, 2013

**NOTIFICATION**

The Academic Council in its 16<sup>th</sup> 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 1<sup>st</sup> semester of his/her studies, however, can avail this status from the 2<sup>nd</sup> 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.

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