

Foreword

Welcome to the Student Handbook of Greenwich University. This handbook serves as a guide to campus resources, student life, and university procedures.

By enrolling at Greenwich University, students agree to adhere to the rules and regulations outlined in the Student Handbook and the Student Code of Conduct. Lack of awareness of any policy will not be accepted as an excuse for non-compliance. The University reserves the right to modify its regulations and policies at any time.

Failure to comply with the stated guidelines may result in disciplinary action, including suspension or cancellation of admission, to uphold the university's academic standards, ethical values, and community well-being.



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STUDENT DEVELOPMENT COUNCIL (SDC) & STUDENT SOCIETIES



The Student Development Council is a non-political, non-religious body, with the Vice-Chancellor as its patron. Its routine activities are supervised and controlled by the elected President.

Key Positions

- President
- General Secretary
- Treasurer
- Secretary, Industrial Liaison
- Publicist

Student societies encourage co-curricular and extracurricular engagement. They create platforms for competitions, leadership, and creativity.

List of Societies

- CSR Society
- Literary Society
- Greenwave Sustainability Society
- Photography Society
- Music Society
- Performing Arts Society
- Sports Society
- Debate & Diplomatic Society
- Mental Health Society
- Film Society
- Fluff network
- Fashion Society
- Greenwich University Model United Nations (GUMUN)



STUDENT SUPPORT DEPARTMENTS & SERVICES



STUDENT FACILITATION CENTER (SFC)

The SFC is a one-stop solution for students' academic and administrative needs. It serves as a bridge between students and university departments, ensuring effective communication and timely support. SFC manages a range of student matters, including course registration, add/drop requests, fee-related queries, semester freeze applications, and other academic or administrative concerns.

Our mission is to ensure a smooth and efficient student experience by bridging communication between students and university departments. The SFC team is committed to providing prompt support – all student queries are addressed and resolved within 24 hours during working days.

Operating Hours

- SFC Office: 9:00 am – 6:00 pm (Monday to Saturday)
- Front Desk: 9:00 am – 6:00 pm (7 days a week)
- University Offices: 9:00 am – 5:00 pm (Monday to Saturday)
- Student Portal: 11:00 am – 7:00 pm (online support – Reach Out Portal)

Response Time: All student concerns and queries will be addressed within 24 hours.

STUDENT ADVISORY & COUNSELING



Deans, HoDs, and Coordinators provide guidance on:

- Course selection and academic challenges
- Probation counseling
- Personal and professional development

Workshops cover leadership, entrepreneurship, ethics, health, and physical education.



CAREER GUIDANCE

The Corporate Services & Placement (CSP) Department connects students with the corporate sector.

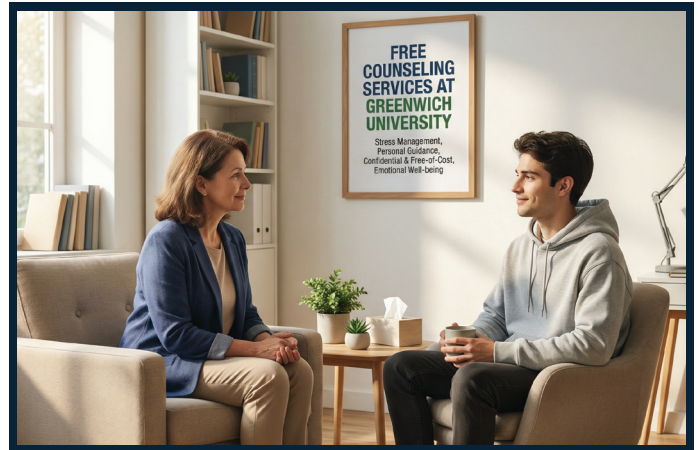
Services Include

- Career counseling and mentorship
- Internship placements
- Career fairs and HR seminars

PSYCHOLOGICAL COUNSELING



Greenwich University provides confidential, free of cost counseling to students, to help them manage stress and personal life challenges.



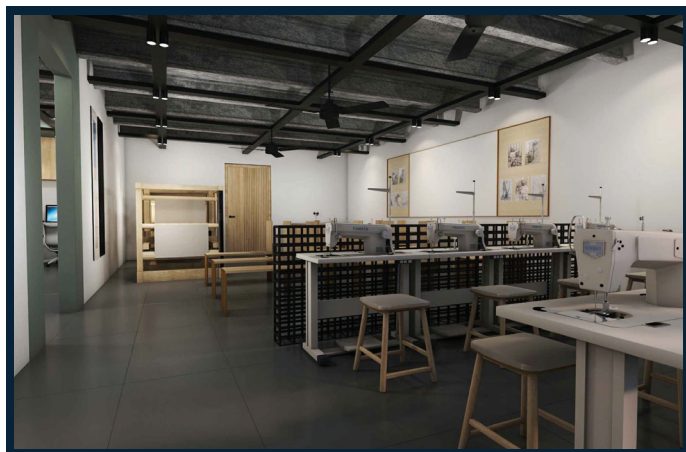
COMPUTER/ IT LABORATORIES

Four IT labs are available with access to:

- Microsoft Office, SPSS, Photoshop, Illustrator, Maya, Premiere
- Guidance on using the student portal and digital resources



LABORATORIES/ FACILITIES FOR FASHION DEGREES



Facilities include:

- Sewing machines, textiles, pattern-making equipment
- Design software and industry-standard tools

LIBRARY

Library has three sections:

- Greenwich Research & Development Center (GRDC)
- Central Library (10,000+ books)
- Online Digital Library (25,000+ journals/publications)

Rules

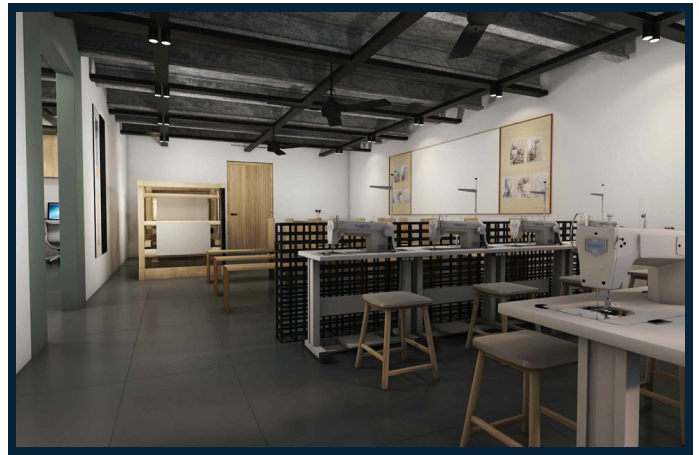
- No food, drink, or phones
- Proper handling of books required
- Smoking/vaping strictly prohibited



COMMUNICATION CENTER / REGISTRATION DEPARTMENT



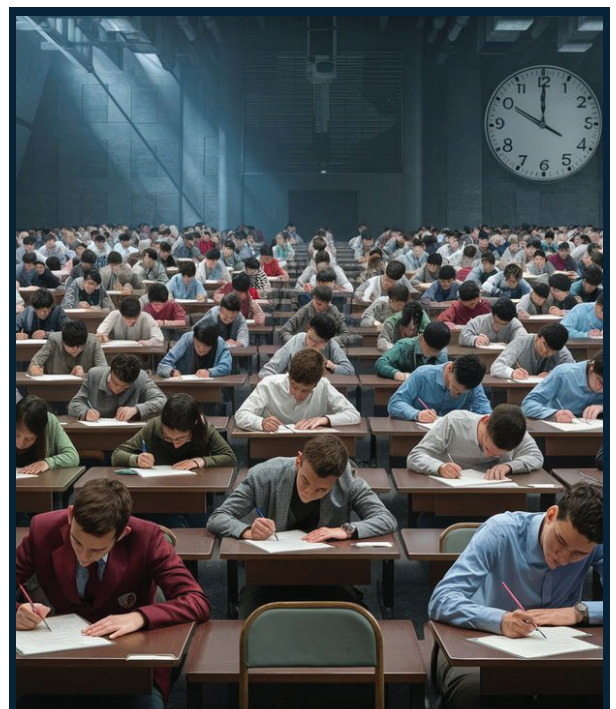
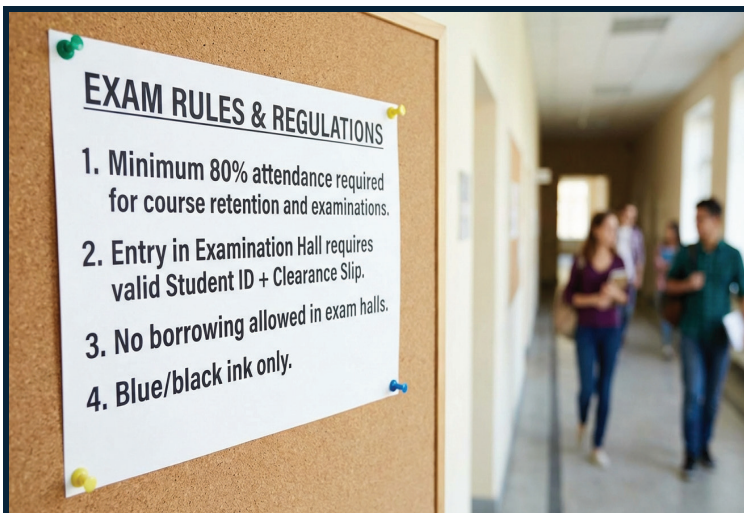
Manages semester registration, payment queries, and liaise between students and academic departments.



EXAMINATION DEPARTMENT

Key Rules

- Minimum 80% attendance required for course retention and examinations.
- Entry in Examination Hall requires valid Student ID + Clearance Slip.
- No borrowing allowed in exam halls
- Blue/black ink only.



SPORTS AT GREENWICH UNIVERSITY



Sports promote health, discipline, and teamwork.

Facilities Include

- Football, futsal, basketball, paddle tennis courts, badminton, volleyball, throwball, etc
- Snooker, billiards, chess, darts, scrabble

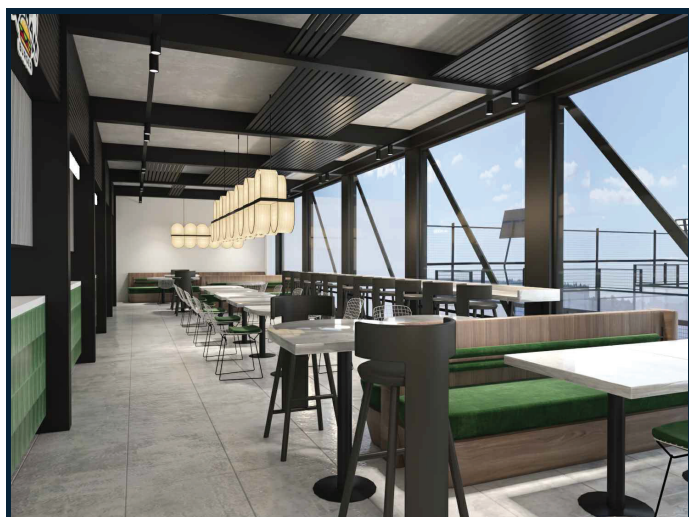
Guidelines

- Registration and meeting eligibility criteria are mandatory
- Respect, fair play, punctuality required
- Pre-existing medical conditions must be reported



CAFETERIA

Provides affordable, hygienic meals. Students may use their ID card as a prepaid debit card.



COMPETITIONS AND EVENTS

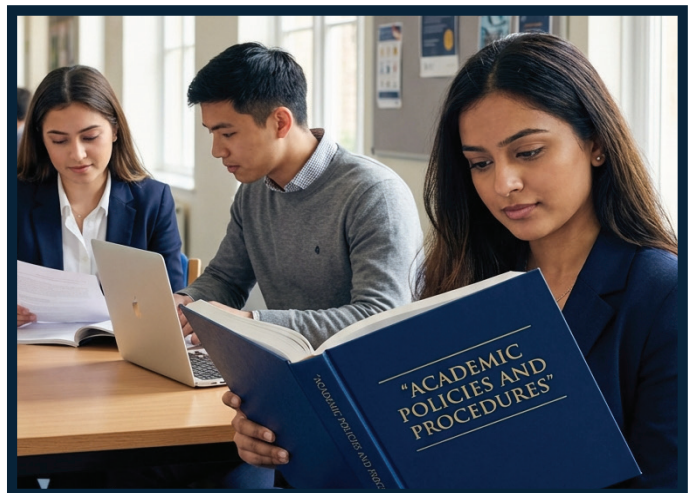
Greenwich organizes

- Sports tournaments
- Inter-university competitions
- Cultural and academic events



ACADEMIC POLICIES AND PROCEDURES

- Students must uphold university regulations and national laws.
- Unauthorized access to information or misrepresentation is prohibited.
- Possession or use of drugs/alcohol is strictly forbidden.



ANTI-HARASSMENT AT GREENWICH UNIVERSITY

The Anti-Harassment Committee addresses issues of harassment, bullying, and gender sensitivity in line with HEC's framework and the Protection against Harassment of Women at the Workplace Act (2010).



DISCIPLINARY COMMITTEE AT GREENWICH UNIVERSITY

Oversees misconduct and ensure discipline. Violations may lead to warnings, suspension, or termination of enrollment



ACADEMIC PERFORMANCE

- Merit Awards: GPA 3.80+.
- Dean's List: Undergraduate GPA 3.40+, Graduate GPA 3.60+.
- Gold Medal: CGPA 3.75, no misconduct, disciplinary action, no repeat or withdrawal of courses along with clear attendance record/
- Internships: Undergraduate after 90 credit hours, Graduate after 9 credit hours.

COURSE & CREDIT POLICIES

- Credit by Challenge: Up to 9 hours (Undergraduate with CGPA 2.75+)
- Incomplete Grade: If 75% work completed, must be resolved next semester
- Capstone Project: Final-year students must complete

ETHICAL STANDARDS & INTELLECTUAL PROPERTY

- Plagiarism or copying = penalties up to dismissal
- Copyright Policy: Unauthorized duplication of software/content prohibited

GRADUATION REQUIREMENTS

- Minimum 30 credit hours completed at Greenwich University
- Minimum CGPA: 2.5 (Undergraduate), 3.0 (Graduate)
- Deviation from degree requirements requires written approval

GENERAL RULES & REGULATIONS

- Respectful behavior inside and outside campus mandatory
- Phones must be off during class
- Dress appropriately; shabby attire not allowed
- ID cards must be displayed at all times
- Illegal activities = direct expulsion

ATTENDANCE

- Minimum 80% required for finals
- 3 leaves per course allowed per semester (medical/personal/umrah)
- Student ID cards to be used for digital attendance
- Students must attend classes of courses they're automatically enrolled in, attendance can be transferred from one course to another (in case of any change in course registration) however, no other relaxation will be provided.

LEAVE

- Submit leave applications within 3 days with proper evidence
- Must confirm approval with Exam Department within 2 days
- Submission ≠ approval

SEMESTER SYSTEM

- Fall: September – February
- Spring: March – July
- Summer (Optional): July – August

ID Cards: Required for all facilities. Replacement fee PKR 500.

STUDENT RIGHTS & RESPONSIBILITIES

Rights

- Safe environment, fair treatment, right to appeal

Responsibilities

- Integrity, respect, compliance with policies

GRIEVANCE REDRESSAL MECHANISM

- Independent Student Grievance Redressal Committee (SGRC)
- Complaints resolved within 30 days
- Appeals may be made to Vice Chancellor

ACADEMIC INTEGRITY & PLAGIARISM

- Turnitin check is mandatory.
- Max similarity index: 19%.
- AI tools may be used only with faculty approval.

INCLUSIVITY & ACCESSIBILITY POLICY

- Equal opportunity for all students
- Facilities for students with disabilities (ramps, assistive tech, extended exam time)

RESEARCH & ETHICS POLICY

- All research must follow Ethics and Research Committee (ERC) clearance
- Informed consent and confidentiality mandatory

STUDENT EVALUATION OF TEACHERS (SET)

- Anonymous student course evaluations are conducted each semester
- Mandatory for all students

FEE POLICY (NON-REFUNDABLE)

- All tuition and registration fees are non-refundable
- Students should review commitments before enrolling
- Merit- and need-based scholarships are available
- Sports and extra-curricular activities scholarships are available

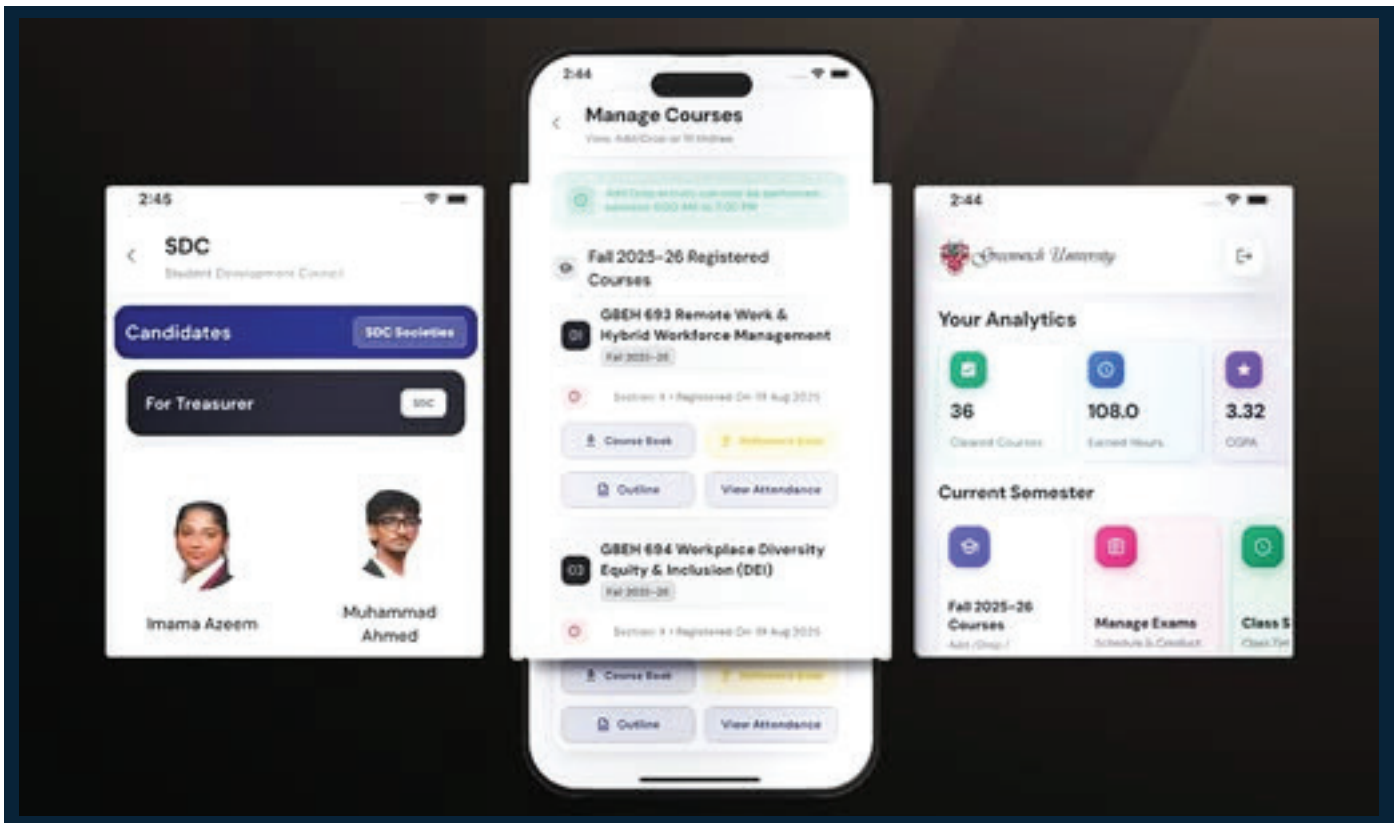
Contact Us



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STUDENT PORTAL



- **Portal:** www.greenwich.edu.pk/studentlogin
- **Website:** www.greenwich.edu.pk
- **Facebook:** facebook.com/GreenwichUniversity
- **YouTube:** youtube.com/channel/GreenwichUniversity
- **Instagram:** instagram.com/greenwichuniversitypk
- **LinkedIn:** linkedin.com/school/greenwich-university