



KARACHI SCHOOL OF ART

# STUDENT HANDBOOK

[www.ksa.edu.pk](http://www.ksa.edu.pk)

**Dear Students,**

## **We welcome you on board!**

It is our prime objective to provide you a learning culture and make it a worthwhile educational experience at the Karachi School of Art.

This document is designed to underline some basic information about the academic policies and procedures and other important details related to the course.

Please read the document carefully and do not hesitate to clear any confusion. For any queries or questions you can contact faculty or administration.

**Godspeed!**

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## **RULES & REGULATIONS**

### **Attendance**

Students' attendance summary to be announced after every 6 months. Students not maintaining the required attendance shall have to bear short attendance fine as per following structure:

- 75% above      No Penalty
- 65%-74%      PKR 500/=
- 55%-64%      PKR 1000/=
- 45%-54%      PKR 1500/=
- Below 45%      Disqualification

### **Examination**

- Portfolio                      60%
- Examination                      40%

Portfolio reviews will be conducted twice in an academic year. First review will take place at the end of semester 1. Final review will take place at the end of foundation year along with theory and practical examination. Both reviews hold equal weightage and clearing them is necessary to promote to the next level.

Portfolio review is the assessment of all the assignments done in the studio classes. The students have to present all their work neatly in the chronological order.

### **Leaves**

Leave of a short period can be obtained depending on the significance of the reason. A **computer typed application** must be submitted to the departmental head duly signed by the parents along with the relevant evidences.

Applications submitted after availing the leave will have low probability of acceptance, however, will be considered. Head of departments holds full authority to accept or reject any leave application. Rejected applications will be treated as absents.

### **Breaks**

Break: 12:00 pm to 12:30 pm

### **Library Timings**

9:00 am to 5:00 pm from Monday to Thursday and 9:00 am to 1:00 pm on Friday/Saturday; Sunday closed. Library shall not be accessible to students during lunch break and Friday prayers. Timings tend to change during Ramadan and vacations.

## **FEES**

Fees must be submitted regularly on a monthly basis. Your name will be struck off from the register without prior notice, if the dues are not cleared for **3 or more months**. 25% of current admission fee will be charged to re-register the name. **Late fee fine is applicable after 15<sup>th</sup> of every month**

## **Late Submission**

Late submission of assignments and projects would result in one point grade drop (A to A-) and after a certain time specified by the teacher, minimum passing grade will be awarded.

## **Late Stay**

Students must complete their work within studio timings. In case there is a need to stay back to complete the work due to tight deadlines, students must take written permission from the concerned teacher and must submit it to the administration.

## **Smoking and Thrashing**

The KSA campus is a smoke-free zone. Any student found smoking inside or in front of the campus will be strictly dealt with. It is the responsibility of all to keep the Campus environment clean and tidy. Therefore, no littering or trash should be carelessly thrown or left on the Campus premises. The designated waste boxes should be used for the purpose. Anyone found guilty of smoking or thrashing will face strict penalties.

## **I.D. Cards**

All students are required to possess a valid I.D. Card. These I.D. Cards are required to enter the campus, classrooms and Labs.

## **Dress Code**

The students and staff of the university are expected to dress keeping in view the local cultural values. Students and staff should not wear tight or see-through dress or shorts (females). The dress should not have any script or image, which appears to be offensive or indecent. The students are not expected to put on heavy makeup or expensive jewellery.

## **Mobile Phones**

Mobile phones are strictly prohibited in the School except for some admissible areas. In case of any emergency students are allowed to use the School phones.

## **Transfer Department**

Students are not encouraged to change their specified departments at the end of foundation year, however, under exceptional circumstances and on justified reason it can be allowed, subject to availability of seats.

## CODE OF CONDUCT

KSA expects and will demand discipline, dedication and sincerity from its students. Unethical behaviour at any time will result in irreversible termination from the institute. In an event found guilty of misconduct, the Institute may cancel admission without any warning. For the purpose of this clause misconduct means wilful disobedience and insubordination, wilful damage to institute's property, physical violence against other students, faculty or staff, possession or use of drugs and arms, habitual absence from classes and non-payment of fees without valid reason.

Additionally,

1. Students are advised to switch off mobiles in class rooms, examination halls, labs and library so as not to disrupt the calm of the said rooms.
2. Students are advised to strictly follow the code of conduct on the field and off the field while taking part in sports and other extra-curricular activities. Students are expected to exhibit exemplary behaviour, especially while representing the University in an activity/competition.
3. Matters of indiscipline would be referred to the Discipline Committee, which is authorized to reprimand or check any indiscipline in any way it deems appropriate. Parents of students who disobey authority and violate the code of conduct will be called to the School.

Certain acts of misconduct are so serious that the appropriate penalty is summary dismissal. These acts are termed gross misconduct and are likely to include the following:

1. Theft, fraud and deliberate falsification of records
  2. Physical violence
  3. Bullying or harassment, including use of abusive or threatening language
  4. Unlawful discrimination
  5. Gender harassment
  6. Deliberate damage to property
  7. Bringing the Institute into serious disrepute
  8. Incapacity whilst at school brought on by alcohol or illegal drugs
  9. Serious negligence which causes or might cause unacceptable loss, damage or injury
  10. Serious infringement of health and safety of others
  11. Students are strictly reminded that gender mixing is permissible only within the accepted social and cultural norms of the society. Faculty tolerance should not be construed as an approval to undue intimacy and unacceptable proximity, openly or in isolated areas.
- **These are examples and are neither exclusive nor exhaustive.**

## GRADING SYSTEM

Grade	Percentage
A+	85-100%
A	75-84%
A-	70-74%
B+	67-69%
B	64-66%
B-	60-63%
C+	57-59%
C	54-56%
C-	50-53%
D*	40-49%
F	Below 40%
W	-
I	-

*\*Grade 'D' will be awarded for theory subjects only and does not apply to studios assessment. It will automatically be converted into grade 'F' for studios.*

Grade	Interpretation
A+, A, A-	Excellent
B+, B, B-	Good
C+, C	Average
C-, D	Below average
F	Fail, must repeat the course
W	Withdrawn
I	Incomplete