Foundation University
School of Virtual Education
(FUSVE)

Rules & Regulations (Undergraduate Degree Programs)

September 02, 2025

Foundation University School of Virtual Education (FUSVE)

Rule Book for Undergraduate Virtual Degree Programs

1. Preamble

The Foundation University School of Virtual Education (FUSVE) is established to provide quality, flexible, and inclusive higher education through virtual and blended learning technologies. This Rule Book defines the academic, administrative, ethical, and operational framework governing undergraduate programs offered by FUSVE, ensuring compliance with Foundation University Islamabad (FUI) statutes, Higher Education Commission (HEC) of Pakistan regulations, and international best practices in online education.

Approved Programs:

- Bachelor of Business Administration (BBA)
- BS Accounting & Finance
- BS English
- BS Media Studies

Mode of Study: Fully Virtual / Online

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2. Vision, Mission, and Core Values

2.1 Vision

To be among leading globally recognized digital institution of learning that contributes towards development of the nation through excellence in digital virtual education and innovative methods of research.

2.2 Mission

To inspire creative inquiry and research to foster personal and professional development of its students through virtual education," and to "provide equitable access in diverse disciplines to produce valuable human resource for the local and the global communities.

2.3 Core Values

- Academic Integrity

- Inclusivity and Accessibility

- Innovation and Digital Excellence

- Student-Centred Learning

- Social Responsibility

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3. Governance and Administrative Structure

3.1 Governing Authority

FUSVE shall operate under the statutory authority of Foundation University Islamabad (FUI) and shall adhere to all policies approved by:

- Board of Governors, FUI

- Academic Council, FUI

3.2 Organizational Structure

- Rector, Foundation University Islamabad

- Director, School of Virtual Education

- Program Coordinators

- Faculty Members (Full-time / Adjunct)

- Virtual Education Support Units (LMS, IT, Student Services)

3.3 Committees and Statutory Academic Bodies

The following committees and statutory academic bodies shall function for FUSVE in accordance with FUI regulations:

- Academic Committee, School of Virtual Education

- Examination & Assessment Committee

- Disciplinary Committee

- Quality Enhancement Cell (QEC) Liaison Committee

3.4 Virtual Board of Studies (V-BoS)

- Each academic program offered by FUSVE shall have a Virtual Board of Studies (V-BoS).

- The V-BoS shall be responsible for curriculum development, review, and academic quality enhancement of virtual programs.

- The V-BoS shall meet at least twice a year through virtual or hybrid mode.

- Proceedings and recommendations of the V-BoS shall be forwarded to the Board of Faculty (BoF) for review and endorsement.

- After approval by the Board of Faculty, the proceedings shall be placed before the Academic Council of Foundation University Islamabad for final approval, strictly in accordance with FUI statutes.

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4. Academic Programs and Curriculum

4.1 Program Structure

All undergraduate programs shall be structured in accordance with HEC Undergraduate Education Policy, including:

- Minimum credit hour requirements

- General education, core, and elective courses

- Final Year Project / Capstone where applicable

4.2 Curriculum Approval

- Curricula shall be approved by the Virtual Board of Studies (BoS) and Academic Council of FUI.

- Periodic review shall be conducted to ensure relevance and quality.

4.3 Medium of Instruction

The medium of instruction and examination shall be English, unless otherwise approved.

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5. Admission Policy

5.1 Eligibility Criteria

Admissions shall be offered in accordance with HEC and FUI policies, including:

- Intermediate / A-Level / Equivalent qualification

- Minimum percentage / grade as prescribed for each program

5.2 Admission Process

- Online application submission

- Document verification

- Entry test and/or interview (if applicable)

- Merit-based selection

5.3 Credit Transfer & Migration

- Credit transfer shall be allowed as per HEC and FUI rules.

- Maximum transferable credits shall not exceed prescribed limits.

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6. Registration and Enrollment

6.1 Semester Registration

- Students shall register for courses each semester through the official LMS and student information system within the notified registration period.

- Registration shall only be considered valid after verification of prerequisites and clearance of dues.

6.2 Credit Hour Limit

- A student shall not be permitted to register for more than 18 credit hours in a semester.

- Registration below the minimum credit load or above the prescribed limit shall require approval of the competent authority, in accordance with HEC Uniform Semester System rules.

6.3 Add / Drop and Course Withdrawal

- Students may add or drop courses within the officially notified add/drop period.

- Course withdrawal after the add/drop period shall be governed by HEC and FUI rules, with appropriate academic and financial implications.

6.4 Semester Freeze / Leave of Absence

- A student may apply for semester freeze (leave of absence) on valid grounds such as medical, personal, or professional reasons.

- Semester freeze shall be governed by HEC Uniform Semester System rules and FUI regulations.

- Normally, a student may freeze a semester for a maximum duration as permitted by HEC, subject to approval of competent authority.

- Frozen semester(s) shall not be counted towards the maximum duration of the degree.

6.5 Rejoining After Semester Freeze

- A student shall apply for rejoining the program within the notified timeline.

- Rejoining shall be subject to availability of courses and compliance with updated curriculum, if applicable.

6.6 Cancellation of Registration

- Registration of a student may be cancelled due to prolonged absence, non-payment of dues, or disciplinary action, in accordance with university rules.

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7. Teaching–Learning System

7.1 Learning Management System (LMS)

- All academic activities shall be conducted via the officially approved LMS of FUI.

- Students and faculty are responsible for regular login, participation, and compliance with LMS policies.

7.2 Modes of Instruction

- Live synchronous virtual lectures

- Recorded asynchronous lectures

- Moderated discussion forums

- Virtual labs, studios, or simulation environments where applicable

7.3 Attendance Policy

- Virtual attendance shall be monitored through LMS analytics.

- Minimum attendance requirement shall be 75% or as notified by FUI / HEC.

7.4 Minimum Requirements for Virtual Course Execution

To ensure academic rigor and quality, each virtual course shall meet the following minimum execution requirements:

- Course Outline: Approved course outline must be uploaded on LMS at least two weeks before the commencement of the semester.

- Lecture Delivery:

  o Minimum number of live sessions as prescribed in the approved course outline.

  o Complete set of recorded lectures to be made available on LMS progressively and no later than one week after the respective live session.

  o All the course material must be prepared by the instructor and violation of copyrights will be penalized to the instructor. In case of dire need to place copyrighted material on requisite portals, prior permission must be

obtained and ensuring prior permission will be the responsibility of the instructor.

- Learning Materials:

    o Lecture slides, reading materials, references, and supplementary resources must be uploaded before or at the time of lecture delivery. Copyrights must not be violated.

- Student Engagement:

    o At least one moderated discussion, activity, or reflective task per teaching block.

    o Clearly notified virtual office hours (minimum once per week).

- Assessment Coverage:

    o Continuous assessments aligned with CLOs and PLOs.

    o Written or recorded feedback on assessments within 7–10 working days.

- Monitoring & Reporting:

    o LMS-based tracking of attendance, engagement, and assessments.

    o Course completion and compliance report to be submitted to the Program Coordinator at semester end.

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8. Learning Management System (LMS) Governance and Compliance

8.1 Mandatory Use of LMS

- The official LMS approved by FUI shall be the sole platform for delivery, assessment, communication, and record keeping of all virtual courses.

- Use of unofficial platforms for academic delivery or assessment is prohibited unless formally approved.

8.2 LMS Content Update Timelines

- Course Content: Complete course shell (outline, CLOs, assessment plan, references) must be finalized and visible on LMS two weeks prior to semester start.

- Weekly Content: Weekly lecture materials and activities must be uploaded before the start of each teaching week.

- Recorded Lectures: Uploaded within 7 days of delivery.

8.3 LMS Question Bank Management

- Each course instructor shall maintain a secure LMS-based question bank.

- Mid-Term Question Bank: Must be uploaded and locked at least two weeks before mid-term examinations.

- Final Examination Question Bank: Must be uploaded and locked at least three weeks before final examinations.

- Question banks shall include adequate coverage of CLOs and difficulty levels.

- These question banks will be considered for updating by Academic Assessment Committee after a period of two years or as deemed necessary.

8.4 LMS Assessment Integrity

- Randomization of questions, time controls, and access restrictions shall be enabled where applicable.

- Any modification to assessments after student access is strictly prohibited without approval.

8.5 LMS Audit and Compliance

- LMS logs shall be treated as official academic records.

- Periodic LMS audits shall be conducted by the School and QEC to ensure compliance.

- Non-compliance may result in administrative or disciplinary action.

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9. Assessment and Examination Rules

9.1 General Principles

- All assessments and examinations for virtual undergraduate programs shall be conducted in accordance with FUI examination regulations and HEC guidelines.

- While teaching and continuous assessment may be virtual, end-term examinations shall ordinarily be conducted on-campus at designated examination centres of Foundation University Islamabad.

9.2 On-Campus Examination Requirement

- Students enrolled in virtual undergraduate programs shall be required to appear in mid-term and final examinations on campus, unless otherwise notified by competent authority.

- Examination centres shall be notified well in advance through official channels.

- Students must comply with university rules regarding entry, identification, and conduct during on-campus examinations.

9.3 Special Cases and Exceptions

- In exceptional circumstances (e.g., overseas students, medical emergencies, force majeure), alternative examination arrangements may be considered subject to:
  - Documentary evidence
  - Approval of the Controller of Examinations and competent authority
- Such alternatives may include proctored online examinations or approved partner centres.

9.4 Examination Schedule and Admit Cards

- Examination schedules shall be notified through LMS and official university communication.
- Admit cards shall be issued electronically and must be produced (digital or printed) at the examination centre.

9.5 Examination Conduct and Discipline

- Students shall strictly follow examination instructions, seating plans, and invigilation directives.
- Use of unfair means, electronic gadgets, impersonation, or misconduct shall be dealt with under FUI Examination and Discipline Rules.

9.6 Evaluation, Result Compilation, and Notification

- Scripts and assessments shall be evaluated by qualified faculty approved by competent authority.
- Results shall be compiled and notified through official systems of FUI.

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10. Academic Integrity and Ethics

10.1 Plagiarism Policy

- All submitted work shall be subject to plagiarism checks.
- Plagiarism beyond permissible limits shall result in penalties as per HEC policy.

10.2 Code of Conduct

- Students shall maintain respectful and ethical behaviour in all virtual interactions.

- Misuse of digital platforms is strictly prohibited.

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11. Student Discipline

11.1 Disciplinary Offenses

- Academic dishonesty as per FUI Regulations

- Online harassment or cyber misconduct as per FUI Regulations

- Impersonation in examinations as per FUI Regulations

11.2 Disciplinary Actions

- Warning as per FUI Regulations

- Grade penalty as per FUI Regulations

- Suspension as per FUI Regulations

- Expulsion (subject to due process) as per FUI Regulations

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12. Student Support Services

12.1 Academic Advising

Each student shall be assigned an academic advisor.

12.2 Technical Support

- LMS and IT helpdesk support

- Orientation sessions for virtual learning tools

12.3 Counseling and Wellbeing

- Online counseling services shall be available.

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13. Faculty Rules and Responsibilities

- Faculty shall comply with FUI statutes and HEC standards. All FUI regulations will be applicable.

- Timely delivery of lectures, assessments, and feedback is mandatory.

- Faculty shall maintain confidentiality and professional ethics.

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14. Quality Assurance

- Continuous quality monitoring through QEC as per FUSVE Profile.

- Student feedback mechanisms as per FUSVE Profile.

- Periodic internal and external reviews as per FUSVE Profile.

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15. Use of Digital Resources and Intellectual Property

- Course content remains intellectual property of FUI unless otherwise specified.

- Unauthorized sharing or recording of lectures is prohibited.

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16. Fee Structure and Financial Regulations

- Fee structure shall be approved by competent authority.

- Refunds, fines, and penalties shall be governed by FUI financial rules.

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17. Grievance Redressal Mechanism

- Students may submit grievances through designated online portals that will then be dealt of FUI Grievance Redressal Committee as per SoPs in vogue.

- Appeals shall be resolved through structured committees.

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18. Degree Award and Graduation Requirements

- Completion of required credit hours as per FUI regulations.

- Clearance of financial and disciplinary dues as per FUI regulations.

- Any other requirement as per FUI regulations.

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19. Data Privacy, Cybersecurity, and Digital Safety

19.1 Data Protection

FUSVE shall ensure protection of student, faculty, and institutional data in accordance with applicable laws and best practices. All academic and administrative data shall be stored on secure servers approved by FUI.

19.2 Cybersecurity

- Unauthorized access to LMS, examination systems, or digital resources is strictly prohibited.

- Any attempt of hacking, data manipulation, or misuse of credentials shall result in strict disciplinary action.

19.3 Digital Safety and Etiquette

Students and faculty must follow ethical online behavior, ensuring respectful communication and avoidance of cyberbullying, hate speech, or misuse of digital platforms.

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20. Online Proctoring and Examination Security Policy

20.1 Proctoring Mechanisms

- Online examinations (other than Mid and Final term) may be conducted using AI-based or human-assisted proctoring tools.

- Students must ensure availability of required hardware, software, internet connectivity, and identity verification.

20.2 Examination Violations

- Multiple logins, impersonation, screen sharing, or use of unauthorized material shall be treated as serious offenses.

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21. Industry Linkages, Internships, and Experiential Learning

21.1 Industry Engagement

FUSVE shall promote strong linkages with industry, media houses, financial institutions, and corporate organizations and will utilize existing MoUs of FUI with multiple organizations to enhance employability.

21.2 Internships

- Internship / practicum shall be encouraged or mandated where applicable.

- Virtual and hybrid internships shall be considered equivalent, subject to approval.

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22. Academic Calendar and Academic Load

22.1 Academic Calendar

The academic calendar shall be notified annually, indicating:

- Semester duration

- Teaching weeks

- Examination periods

- Result declaration timelines

22.2 Academic Load

- Normal semester load shall be as per HEC policy.

- Reduced or enhanced load may be allowed with approval of competent authority.

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23. Special Provisions for Working Professionals and Overseas Students

23.1 Flexible Learning

- Recorded lectures and asynchronous learning shall be available.

- Assessment timelines may consider time-zone differences.

23.2 Verification and Equivalence

Overseas qualifications shall be verified through IBCC / HEC equivalence mechanisms.

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24. Grievance Redressal and Appeals (Enhanced Framework)

24.1 Multi-Tier Grievance Mechanism

- Level 1: Program Coordinator

- Level 2: Director / Dean, School of Virtual Education

- Level 3: University Grievance Committee

24.2 Timelines

All grievances shall be resolved within defined timelines to ensure transparency and fairness.

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25. Amendments and Interpretation

- Foundation University School of Virtual Education reserves the right to amend, modify, or withdraw any regulation contained in this Rule Book.

- Interpretation of these rules shall rest with the competent authority of FUSVE, and its decision shall be final.

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25. Effective Date

This Rule Book shall come into force from the date of approval by the competent authority of Foundation University Islamabad.

Approved by:
Director FUSVE, Foundation University Islamabad