



PARENTS AS PARTNERS

PARENTS' GUIDE FOR HABIB UNIVERSITY EDUCATION



Introduction

Welcome, Habib University Parents!

We are very glad you are here and that you have entrusted us with the important task of helping your student earn a university education. During their time at Habib University, your student will be challenged and will grow academically, as well as personally and socially, as they experience Habib University's liberal arts and sciences education.

Habib University remains the hub of Liberal Arts and Sciences Education in Pakistan, ever since its inception in 2014. Offering a truly transformative and evolved learning experience, it is an institution that truly redefines higher education in the country. The university operates through the fulfilment of its core philosophy, derived from the Arabic word "Yohsin". This term broadly defines the notions of thoughtful self-cultivation, grounded on the five values of Excellence, Beauty, Passion, Respect and Service. The aim that Habib University wants to achieve through the aforementioned virtues and a comprehensive, interdisciplinary curriculum, is to produce critically-conscious, ambitious and thoughtful future leaders who build a name for themselves individually, and positively impact their society.

In this Student Family Guidebook, we will introduce you to student support services and resources available at Habib University. This family handbook is designed to share answers to common questions, provide information about programs and resources available, and clarify how we can work together to ensure that your student takes advantage of the opportunities and resources available to them at the University.

Thank you for being a part of the Habib University community. We look forward to partnering with you as together we guide your student along his or her journey through university.

Student Success is Our Top Priority

Mission of the University

“Habib University’s mission is shaping futures. The University accomplishes this mission by providing a demanding, contextually relevant and engaging world class liberal arts and sciences education to the most talented students, regardless of their financial capacity or any social considerations, thereby empowering them to build their futures, enrich their lives and become leaders in improving their country and the world.”

Habib University has a very specific and focused mission, that is, to shape futures through a demanding, contextually relevant and engaging world-class liberal arts and sciences education. This learning experience prepares students for success by helping them to develop excellent technical skills, nurture their thinking and creative potential and cultivate their personal attributes for communication, teamwork, leadership, problem solving, lifelong learning and dealing with ambiguity and uncertainty.

One of our key strategic goals is to ensure that our graduates are sought after by top employers and high-quality graduate schools. Besides engaging students in an intellectually challenging and collaborative learning process, Habib University has invested heavily in creating an eco-system of student success. Our student success services provide all types of support and help to students to ensure that students overcome their academic and skill gaps and participate fully in their learning process.

The following table presents the summary of all student support services available at the University for student success.

Service & its Location	You may Contact the Service for...	Contact info
Office of Academic Performance (OAP) – Advising Unit Located inside the Student Centre	Meet with OAP to get help and guidance on: · Course selection, change of major, dropping a course, taking a semester break, etc. · Reflecting on your academic issues and developing a success plan · Time and stress management · Identifying ways to excel in your academic endeavors	E-mail: oapadvisor.2026@habib.edu.pk Extension: 5621
EHSAS Center (Educational Help, Services and Academic Support) Located at the Library Lower Ground Floor– Accessible from the library ground floor	Meet with the EHSAS Center to get help and support in: · Acquiring academic help for various courses from Peer Tutors · Attending exam preparatory sessions and skill based workshops · Working as a peer tutor	Email: EHSAS.Center@habib.edu.pk Extension: 5627
Writing Center Located at Library, Ground Floor	Meet with the Writing Center for help and support in: · Improving your reading and writing skills · Meeting with writing tutors for one-on-one writing tutoring sessions · Attending writing workshops · Attending reading circles · Acquiring help to prepare for writing personal statement, preparing for professional language tests etc.	Email: writing.center@habib.edu.pk Extension: 5620
Office of Student Life Located opposite Cafe2Go on Central Street	Interested in clubs and societies? Meet with Student Life to: · Participate in various clubs and chapters, govern policies through student government, showcase their talents in sports and recreational activities · Student Life provides a broad range of services and support to Habib students, including leadership development, residential programs, public service, community engagement	E-mail: lfe@habib.edu.pk Extension: 4580

Service & its Location	You may Contact the Service for...	Contact info
Office of Health & Wellness Located on the right side of the courtyard, opposite Cafe2Go, next to The Office of Student Life on Central Street	Visit the Office of Health & Wellness for the following services: · Visit the HU Clinic if you require immediate help for an injury, medical emergency, or are feeling unwell · Meet with a mental health counselor if you feel you want support, someone who can provide you with a listening ear, or if you are feeling stressed · Avail gym and pool facilities	E-mail: wellness.center@habib.edu.pk Extension: 4581
Office of Career Services Their office is located next to the elevators near the main entrance lobby of the campus – opposite the main reception desk. Walk-in for a chat or schedule an appointment via email.	Meet with a Career counselor to get guidance and help on: · Internship or job placements · Graduate school preparation · Career resources available on campus · Developing career experience and network building · Developing and enhancing transitional skills and tools in order to successfully transition into the job market	Contact career.services@habib.edu.pk Extension: Head of Career Services: 5114
Office of Student Finance Location The Student Centre – turn right after entering the Student Centre to visit the office, behind the Meeting Room and Student Government Office.	Meet with the Office of Student Finance for: · Seeking help regarding fee payment, scholarships and financial aid	E-mail: student.finance@habib.edu.pk Extension: Manager, Student Finance: 4543
Office of the Registrar Located within the Student Center. Enter the Student Center and turn right to reach to the Office. It is behind the Meeting Room and Student Government Office.	Meet with the Registrar for: · Help with Peoplesoft, enrolment in courses, and requesting change of major · Requesting attendance, leave of absences, and admission withdrawals, issuance of letters and transcripts · Seeking help with finalizing class schedules and information on examination schedule · Requesting for guest access and after hours campus access	E-mail: registrar-office@habib.edu.pk Extensions: Senior Manager, Academic Systems & Deputy Registrar: 5613

Service & its Location	You may Contact the Service for...	Contact info
Library and Information Commons Located at Central Street, next to CafetoGo	Visit the Library and Information Commons to: · Borrow and renew books for pleasure or for courses · Avail reference services · Ask for IT support related to printing, enabling internet on devices, self-service portal, and campus management system · Seek help from library staff with literature searching for course research and projects	E-mail: library@habib.edu.pk
IT Support Services IT Desk located in the Library Information Commons	Visit the IT Desk for the following services: · Accounts creation and password management · Internet network (WIFI) connectivity support · MS Office 365 (Email, OneDrive, Skype for Business etc.) · Printing services · IT/ AV infrastructure of all learning spaces · Student Portal (gateway to all IT resources) · Campus Management System (Student Academic Administration) · Student Mobile App · Learning Management System (Student Course Management)	E-mail: servicedesk@habib.edu.pk Extension: 4224
Transport Services Student Transport Located Transport Office – Lower Ground Administration Department	Meet with the Transport office for: Avail transport to and from the University by registering up for the van service	Contact Mr. Raza Rajani for all transport related queries E-mail: raza.rajani@habib.edu.pk

Academic Life @ Habib

What degrees are offered by Habib University?

Habib University is divided into two schools: Dhanani School of Science (DSSE) and Engineering and School of Arts, Humanities, and Social Sciences (AHSS). Under DSSE, three programs are offered in Computer Science, Electrical Engineering, Computer Engineering. Under AHSS, three programs are offered in Social Development and Policy, Communication and Design, and Comparative Humanities.

What are the timings of the University?

Academic hours generally run 8:00 am till 8:00 pm Monday to Thursday, 8:00 am till 6:30 pm Fridays, and 8:30 am till 5:00 pm on working Saturdays. During the hours that classes are conducted, the University endeavors to have facilities and support services available including but not limited to the Library, EHSAS Center, Writing Center, cafeteria, Film Studio, gym and swimming pool. Business hours are 9:00 am till 5:00 pm Monday to Friday and on working Saturdays. The University will observe all holidays announced by the federal government.

What is the structure of an academic year?

The academic year typically starts in August and runs until the end of April or beginning of May. The academic year is split into two semesters – Fall and Spring. Fall semester runs from August till December and the Spring semester from January till end of April/beginning of May. Habib offers select courses in the summer semester as well, which runs from June till beginning of August.

Is Habib a recognized university by the Higher Education Commission of Pakistan?

Habib University is recognized by and officially listed on both the websites of the Higher Education Commission of Pakistan, and the Sindh Higher Education Commission.



Are Habib's engineering programs approved by Pakistan Engineering Council?

The Engineering degrees offered by the Dhanani School of Science and Engineering are accredited by the relevant professional councils appointed by the HEC. Both the Electrical Engineering and Computer Engineering programs are accredited by the Pakistan Engineering Council (PEC), which in turn is both a full member of the Washington Accord and a full member of the International Professional Engineer (IntPE) Agreement (IPEA).

The Electrical Engineering batches of 2018, 2019 and 2020 are accredited by the Pakistan Engineering Council.

The Computer Engineering program at Habib University was given the green signal to be launched by the Pakistan Engineering Council in May 2019.

Is Habib's Computer Science Program approved by the National Computing Education Accreditation Council – NCEAC?

The Computer Science Degree offered by Dhanani School of Science and Engineering is accredited by the relevant professional councils appointed by the HEC. The Computer Science program is accredited by the National Computing Education Accreditation Council.

The Computer Science Classes of 2018, 2019 and 2020 are accredited by the National Computing Education and Accreditation Council.

What academic support services are available for my son or daughter to help them in successfully meeting the requirements of various courses?

The Office of Academic Performance (OAP) is one of the first offices your student will encounter in their campus life, playing a major part in their induction and orientation into Habib University.

Your student will be assigned an adviser at OAP. They can have a meeting with the adviser to discuss their academic issues. The adviser will help them develop a success plan as per their needs.

Students can avail Peer tutoring services from EHSAS if they need additional guidance in any of their courses. They may visit writing centre if they need help in enhancing their reading and writing skills.

What is academic advising and how does it benefit my student?

Academic advising is an integral part of the undergraduate learning experience, and is a powerful tool to help students realize their full potential. It helps students in navigating the maze of educational options and opportunities, and supports them in creating solutions to their academic as well as personal problems. All students at Habib are assigned an OAP Advisor as well as a Faculty Advisor.

How does my student know who their OAP and Faculty Advisor is?

A student's OAP and Faculty Advisors are listed in the University's Campus Management System (PeopleSoft) available via the Student Portal at the University's Intranet.

When students join the University, they are informed about their advisers and are invited for introductory meetings with their advisors

How can my student meet with a faculty member to get advice and help?

Students can meet with their faculty by scheduling an appointment or visiting them during faculty offices hours. During this time, faculty are most likely to be in their offices, available to discuss assignments, concepts and any general queries. The Registrar's Office circulates faculty office hours to students. Faculty offices are located in the Faculty Pods across campus. The pods are clusters of faculty offices, with both formal and informal spaces for interaction between students and faculty.

My student is having trouble with classes, how can they find a tutor?

They must talk to their OAP adviser for guidance or may contact EHSAS either by visiting the Centre or sending an email at EHSAS.Center@habib.edu.pk

Every semester, EHSAS also announces a schedule of the peer tutors available for support. Students can contact them as per announced timetable.

How can my student acquire support for enhancing their writing skills?

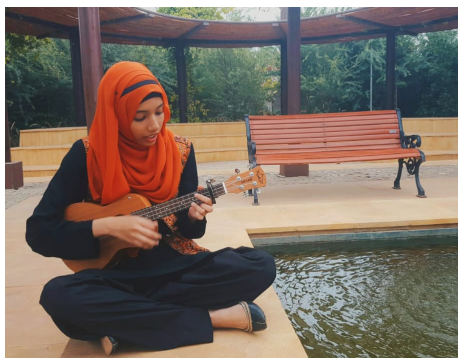
Our Writing Center has both Professional and Peer Writing Tutors who provide assistance through one-on-one sessions, as well as through workshops. Your student must visit writing centre and talk to one of the writing tutors there or can book an appointment with a writing tutor using www.huwc.youcanbook.me

Will I receive grades or progress reports? Can I contact my student's faculty or advisors?

It is your student's responsibility to share their grades and progress with you. All academic information goes directly to the student and recorded in PeopleSoft and Canvas (the Learning Management System). Please remember that your students are working toward increased independence and responsibility. Allowing them to determine who receives their academic information is a part of that growing independence.

The Registrar's Office sends an official letter to students at home if their performance goes below good academic standing and Office of Academic Performance reach out to parents if student is unable to respond to the improvement needs.

Parents wishing to gain more information on their child's performance and progress may reach out to Office of Academic Performance to schedule a meeting.



What happens if my student is temporarily ill and cannot meet all their assignments and deadlines?

Students with temporarily disabling conditions that are a result of injuries, surgery or short-term medical conditions may need access to services and resources similar to individuals with permanent disabilities.

Missing a few classes or deadlines because of some illness, such as the flu or fever, does not require formal accommodation and students should be able to work directly with their professors to get back on track. Students may reach out to their professors or the OAP for assistance and sharing of medical issues and evidences.

If a student is facing a temporarily disabling condition, they must inform their instructors, the Office of the Registrar and OAP immediately. Students may need to provide supporting documentation as well. Students can request for support for missed classes by meeting with their instructors, as well requesting their class peers or an EHSAS Peer Tutor for help. It is the responsibility of the student to ensure that they cover missed course content and catch up with course work.

In any case if a student is unable to attend around 75% of the classes, they are advised to withdraw from the courses and re-take them.

"How does Habib University monitor students' performance and what happens if a student is not performing well?"

Habib University requires all its students to maintain good academic standing in order to remain enrolled at the University. Academic standing is determined by academic performance and is measured through a cumulative grade point average (CGPA). Failure to maintain good academic standing may result in progressively serious academic sanctions. Students not maintaining good academic standing are provided learning support and advice to help them achieve good academic standing.

Good Academic Standing is maintained by a minimum CGPA of 2.33 and full-time student status (enrolment in a minimum of 12 credit hours per semester).

If students do not maintain a minimum of 2.33 CGPA, they are put on warning. If they do not improve, they are placed on first academic probation and then final academic probation. Failure to achieve a CGPA of 2.33 even after final probation, student is dismissed from the University.

What sort of learn abroad opportunities can HU students engage in?

HU is constantly expanding its network through collaborations with innovative and groundbreaking institutions such as Stanford University, University of Michigan – Ann Arbor, University of California – Berkeley, Pitzer College, and Harvey Mudd College in order to connect HU to the global community.

Students at Habib have access to a unique Study Abroad Program, through HU's extensive global linkages. The Office for Global Engagement (OGE) serves as the hub for Habib University's global initiatives. Habib University students are encouraged to explore academic and research programs across the globe with the support of OGE.

Do students get the opportunity to engage with global scholars?

HU values global conversations and critical dialogue and aims to ensure that the HU community have access to global scholars through workshops, lecturers, and visits from notable scholars, industry professionals and renowned global figures.

The Yohsin Lecture Series is based on HU's philosophy of thoughtful intellectual engagement, and brings leading international scholars to Pakistan.

Campus Life

Beyond academics, what type of activities are on campus, and where can my student find out about them?

The Office of Student Life is an integral part of Habib University and its focus is on student engagement and development outside the classroom environment. Habib's active, thriving, and diverse student community is engaged in different activities that foster leadership, critical consciousness, and talent development.

The Office of Student Life facilitates various meta-curricular activities. Our more than 30 clubs and chapters are led by over 150 student leaders and volunteers who organize multiple activities annually including arts, music, culture, sports, technology, literature, environment, voluntary service and civic engagement.

To become the part of a club or society, student needs to contact student life at life@habib.edu.pk

What types of transportation are available to students?

Transport to and from the university is operated by the transporter - M/s Ciachan Couch Services. If your student needs to sign up for a van service or requires any information, they may contact Mr. Raza Rajani in the General Administration and Material Management department.

What sort of food services are available at the campus?

Whether it be breakfast, lunch, or an early evening snack, HU offers various food options on campus. HU's Tapal Cafeteria prides itself on serving fresh, house-made, delicious food. Throughout campus, students will find various options ranging from coffee and café style food at Café to Go, or snacks at our on-campus dhaba.





Does the University provide accommodation for its students?

No, Habib does not provide accommodation for its students, however, the University has identified a series of independent private student hostels for men and women, all located within 1 to 4 kilometres of the Habib campus. Students choosing this option will be responsible for concluding and fulfilling all agreements under the terms of their contracts with the hostel operators.

How does the University ensure on-campus safety for its students?

Habib University is committed to providing a safe and healthy learning environment to all of its community members in order to ensure their personal and social wellbeing.

Security of the campus and its community is ensured by deployment of security guards around campus and at several critical vantage points. Furthermore, safety and security awareness sessions are conducted for students and staff. The campus is equipped with a first aid medical facility and necessary equipment with regard to fire safety. Moreover, a continued coordination with law enforcement agencies and emergency services is in place in case of any emergencies.

How does the University provide a safe and healthy environment for its students?

Habib University is a community of students, faculty, and staff. Habib University is committed to providing a safe and healthy learning environment to all of its community members in order to ensure their personal, emotional, social, professional, and academic wellbeing.

Students are responsible individuals and members of the Habib University community. The Student Code of Conduct (found through the Student Portal on the Habib University website) defines the general standard of conduct expected of students in accordance with the YOHSIN Values, and outlines a set of social norms or rules and responsibilities that all students must abide by. Students are expected to be aware of, and to conduct themselves in accordance with this Code.

Health and Wellness

How does Habib University take care of health and overall well-being of its students?

The Office of Health and Wellness also known as the Wellness Center strives to assist students in ensuring their wellbeing particularly their physical and also emotional and social wellbeing. The Wellness Team, which includes student peers, organize a number of activities on campus and also online sessions including sports coaching and competition, individual and group counseling, and various sessions including yoga, fitness, meditation, health and hygiene and also mindfulness.

What type of medical help is available at the campus in case of any medical emergency?

In case students feel ill or have minor injury, medical staff available at the Clinic will provide them with basic first aid. In case of emergencies, ambulance services will be arranged for medical treatment at a nearby hospital.

What campus fitness services are offered for students?

Habib University has state-of-the-art gymnasium and swimming pool facilities for its students, faculty and staff. A large number of members use the facility for their fitness, leisure and also social interactions with fellow colleagues. We have separate timings for students to facilitate their classes and also male and female gym trainers and life guards.

To use these facilities, students must sign up for a membership and the forms are available at the gym. They will be required to pay a minimal fee at the bank on campus and submit the form to the Office of Health and Wellness.

My student is feeling anxious/depressed/overwhelmed. How can the University help?

Mental health and agility is an important part of students' wellbeing especially with the increasing level of stress and other social pressures. The Wellness Center provides mental health counseling to help students with their academic, social, and emotional challenges.

Counsellors are available 9:00 am to 5:00 pm from Monday to Friday and also online to cater to students wellness. Students can take appointment for one-on-one counseling.

What sports facilities are available for students on campus?

The university provides various sports facilities on-campus, including sports courts, jogging track, swimming pool, gymnasium, and indoor sports.

The Habib University Gym & Swimming Pool are equipped with state-of-the-art equipment to keep students, staff, and faculty of the university healthy and fit, under the supervision of gym and pool instructors and trainers. To avail the gym and swimming pool facilities, students may collect and submit the membership form from the gym reception.





Career Development

Who specifically helps students with career-related questions?

The Office of Career Services (OCS) engages students in creating thoughtful career plans for their lives after graduation. It guides and support students in deciding their future career paths, be it to choose a major and apply to graduate school, search for internships or full-time employment, or come up with an idea for a startup.

What do Habib Alumni do after graduation?

Habib University Alumni mainly get into four domains:

- 1 Full Time Employment
- 2 Freelance
- 3 Graduate School
- 4 Entrepreneurial Venture

Most of our alumni land jobs in top tier companies, in their respective fields and secure these positions even before graduating.

Alumni freelance on Upwork and Fiver, as well as work on a contractual basis for organizations.

Habib has also seen its students opting for graduate school and securing prestigious scholarships.

Alumni starting their own entrepreneurial ventures comprise a minority, but we have seen numerous success stories of our alumni with their startups.

What sort of work are Habib Alumni engaged in once they enter the job market?

Habib University students choose one of the following streams based on their interest for earning purposes:

- 1 Full Time Employment
- 2 Freelance
- 3 Entrepreneurial Venture

Large percentage of alumni land jobs in top tier companies in their respective fields and secure these positions even before graduating. Our alumni have secured jobs at companies and organizations such as: UBL, HBL.

My student is unsure what they can do with their major after they graduate. Where can they go?

Career counsellors at Habib University are available for drop in advising or by taking an appointment for a one-on-one counseling meeting. HU counsellors help students to reflect on self and identify their personal aspirations and goals. They also help students in exploring available options in their relevant fields by suggesting internships, master's programs, mentors, or jobs as per their needs.

What type of international scholarships can HU alumni qualify for their graduate education?

Our Alumni are eligible for all the major scholarships such as Fulbright, Erasmus Mundus, Commonwealth Scholarships, Aga Khan foundation Scholarships, Daad Scholarships etc.

My student is interested in graduate school. Who can they speak to about this area?

Students who are interested in graduate school opportunities are guided by the OCS through individual counseling, faculty mentoring, education expos, and by conducting various workshops on topics such as graduate school application process, personal statement, scholarship information, etc. Faculty mentoring program provides students opportunities to benefit from the experiences and network of the world-class faculty of Habib.

How does Office of Career Services prepares students for their future?

The Office has developed a comprehensive and diverse program to ensure that students have a seamless transition from university life to the professional world as per their individual interests and aspirations. The Office engages the students in developing and enhancing their career plans and skills to either embark on a Career Journey, launch their own Entrepreneurial Venture, or get admission in Graduate School to pursue higher education. They help them develop relevant tools and connect them with employers and opportunities.

Are there any networking/career fair events for students?

The Office of Career Services facilitates students with job placements. OCS connects students with employers through campus drives, guest speaker sessions, career fair, networking events and many more activities.

What is the Student Employment Program?

Under the Student Employment Program, a student is employed on campus for a maximum of 16 hours a week during semester and 40 hours a week during summer & winter breaks. Students are paid an hourly wage in exchange for their work.. Students can avail Student-employment opportunities from Semester II if their academic performance is satisfactory and they have scored at least 2.33 CGPA.

Where can my student go for on-campus student employment information?

Students are allowed to seek on-campus employment at the beginning of their second semester onwards, students can be employed within Habib University's various departments across campus. The Office of Career Services has an effective centralized system for student employment that facilitates HU students throughout their tenure. All jobs are announced by the Office and students are free to apply and become the part of selection process.

What type of work will students be engaged in if they opt for the Student Employment program?

The nature of work will vary from student to student depending upon their interest, skills, available time and opportunities. These could include working at the Habib University Library with library staff; working in laboratories with laboratory staff; providing services in the gymnasiums, sports courts and swimming pool; working as a peer tutor for specific skills; assisting the technology team; and becoming a student ambassador for Student Recruitment.



Financial Matters

Money matters are a significant part of your child's education and there are often many questions surrounding this. In this section, you will find some resources to assist you, as well as contact information for the people and offices who can further help.

How do we pay our students fees?

The online software that the University uses, Peoplesoft (pscs.habib.edu.pk), is also used for accessing fee vouchers issued by the University. In order to facilitate the students to pay their fees Habib University has two methods from which student could pay their voucher. One is by paying it online using a debit/credit card. Students can download their voucher from PS and deposit their fees in any branch of HMBL across Pakistan.

The fee should be paid before the due date mentioned on the fee voucher, otherwise students will be required to pay fine after the due date. Payments through cheque takes more than two full working days to transfer, therefore, students should pay their fee at least two days in advance of the due date.

Are scholarships awarded for four years or one year?

Scholarships awarded at the time of admission are for four years, provided the recipient fulfils the following conditions:

- Enrolment as a full-time student, unless the University has approved part-time enrolment
- Maintaining a minimum cumulative GPA of 3.5 for a Yohsin scholarship, CGPA of 3.0 for a Habib Excellence Scholarship and HU TOPS and 2.75 for Habib Merit Scholarships
- Be on good academic standing and follow the University's policies and procedures
- Maintains Good conduct standing



How will the University support its students if they are struggling to maintain the CGPA required to continue with the scholarship?

We trust the capabilities of all our students and facilitate them in their academic endeavours through a variety of ways. Habib University's Writing Centre and EHSAS Centre provide remedial support to students in overcoming their academic problems. Faculty Advisors provide one-on-one guidance to students in different areas

In case students are not able to maintain the required CGPA, their scholarship will not be withdrawn immediately. They will be provided a probationary semester to improve their performance and achieve the required CGPA.

Can students apply for scholarship after admission?

Habib University offers three types of scholarships, which are only offered at the time of admission.

What is Financial Aid?

Financial Aid Program supports the students enrolled at Habib University to meet tuition and other fee requirements of the University as per their financial need. Under its Financial Aid Program, the University offers Grants and limited loans.

If my student did not apply for Financial Aid at the time of admission, can they apply for it during the course of their study at Habib University?

Students can apply for Financial Aid during their study at Habib University if their financial circumstances change. The application will be reviewed as per Habib University's policy and decisions will be taken accordingly.



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