



**WELCOMING  
CEREMONY**  
FOR THE CLASS OF 2029

# PARENTS **AS** PARTNERS

FROM THE OFFICE OF STUDENT AFFAIRS



## Dear Parents and Guardians,

Habib University is excited to welcome you as part of the Habib Community!

Pioneering a student centric approach in academia, Habib University has remained devoted to its mission of curating an intellectually stimulating undergraduate student experience. Our world class faculty, and a campus designed to reflect the most innovative 21st century pedagogies, are both tools that play an important role on this journey.

With a focus on ensuring student success, the University strives to support its students in multiple ways to help them realize their goals and aspirations. We see parents as our partners and seek your support in helping your sons/daughters to understand the value of higher education and scaffold them to focus on their undergraduate educational journey amidst the multitude of distractions surrounding them.

As part of this effort, this letter outlines essential policies and processes and the ways in which you may help them in optimizing their learning experience.

## Parents' Role in the Undergraduate Education of their Students

By the age of 18, students attain maturity in their physical development and also acquire abilities for abstract, complex and critical thinking. They also start building their own identities, values and goals. At this stage they are no more 'children' but not yet 'adults' as well. They are passing through emerging adulthood and your role as parents becomes very critical in supporting their personal and educational development. The following key points may help you in supporting your university going student:

- Maintain a balance between protecting them and acting on their behalf and trusting them and giving them independence for their decision making.
- Treat them as adults and communicate with them accordingly. Seek their opinion, offer choices, acknowledge their roles and responsibilities, and avoid dictates.
- Continue to offer physical and emotional closeness, but respect their need for privacy and independence.
- Appreciate them for their strengths and qualities and continue offering guidance and sharing values.
- Demonstrate a genuine interest in their education by taking out some time every week to talk about their university experience. Appreciate their successes and help them to reflect on their challenges and identify possible solutions.
- Build a trusting relationship with them so they can share their ongoing academic progress openly with you without any hesitation.

## Communication Between the University and Parents

At the University, students are treated like young adults and trusted to fulfill their responsibilities and ask for help if they need it. The University contacts the parents in specific situations. However, if parents want to know anything about university education, policies, processes or the progress of their students at the end of the semester, they may request for a meeting at [oapadvisor.2029@habib.edu.pk](mailto:oapadvisor.2029@habib.edu.pk)

As per parental communication policy, the University will reach out to parents in the following circumstances:

- A student is placed on below good academic standing as per the University's Academic Standing Policy
- If the University permanently separates a student (expulsion or rustication) for any reason.
- A student is found responsible for any conduct violation including but not limited to harassment/intimidation, substance abuse, threats/bullying, verbal or physical assault/battery, hazing, use of alcohol, sexual misconduct, privacy violations, or repeated and/or escalating conduct issues.

- A student is placed on scholarship and/or financial aid probation or becomes ineligible for continuing scholarship and/or financial aid due to academic or disciplinary sanctions.
- A student is found to be at risk physically, mentally or emotionally and may harm himself/herself or others.

## Student Support Services

We believe in shaping the future of our students with care and compassion and engaging them in a process of thoughtful self-cultivation. To realize this vision, the University has made significant investments in creating a comprehensive student support services framework. HU Student Support Services ensure the overall wellbeing of students, help them to thrive academically and nurture them into becoming thoughtful leaders and conscious citizens. Encourage your student to avail academic support from Office of Academic Performance, EHSAS Center and Writing Center, engage with Office of Student Life to find out about clubs and societies, and the Office of Career Services to gain career guidance.

## Key Information and Policies about University Operations

### University Timings

At Habib University, classes are scheduled from Mondays to Fridays, between 8.30 a.m. and 6:30 p.m. Sometimes, extra classes, or assessments are also scheduled on Saturdays. Depending on the number of courses students study in any given semester, each student's timetable is unique. This means that some days during the week, your student may have back to back classes, and on other days, they may have gaps during classes.

The time period available in between classes is very important and can help students a lot. The Habib University campus has an excellent library, several interesting spaces to study alone or with a group of students, student support services, gym, swimming pool, sports courts, etc. Encourage your student to utilize the time in finishing homework, studying in the library, preparing for tests, availing additional learning support from Writing Center and EHSAS Center, attending events and activities on campus, or networking with their peers and faculty.

Students are encouraged to make optimal use of their time on campus – at Habib, there is an always an opportunity for learning, and accessing it benefits students by diversifying their undergraduate portfolio.

### Attendance Policy

All students enrolled in a given semester are expected to attend all classes and sessions (100%) in all courses in which they are enrolled that semester. During the course of a given semester, some students may encounter circumstances beyond their control due to which they may not be able to attend classes. In view thereof, the University may allow absences from a very few sessions during the entire semester.

The University's standard Attendance Threshold is a minimum 85% of all sessions (i.e., students must be present in at least 85% of all classes/sessions of a given course) scheduled during the course of the semester. However, instructors may nominate a stricter attendance threshold (but cannot relax it more than the aforementioned 85%). Students must abide by these attendance thresholds set by the relevant faculty. If/Once a student's attendance falls below the aforementioned Attendance Threshold in a given course, they cannot receive credit for that course, and may be removed from the course by the Registrar's Office. Please make sure that your student is regularly attending classes and not skipping them.

Not meeting the attendance policy may result in students being withdrawn from, or failing the course. In such an instance, students will be required to repeat the course in an upcoming semester, a consequence that may incur an extra fee.

It is strongly recommended that students and parents/guardians familiarize themselves closely with the attendance policy documented in Course Catalogue and available at the University website to ensure smooth academic progression.

## Semester Wise Academic Calendar

At the beginning of each year, Habib University also publishes an annual academic calendar on the website. To access this calendar, please click on the following link, or scan the given QR code:

<https://habib.edu.pk/office-of-registrar/academic-calendar/>



## Student Grades and Class Schedules

Utilizing the ease of access offered by innovative software platforms, Habib University uses 'PeopleSoft' and 'CANVAS', two online tools where student information is easily available for students, parents and guardians. Students can access these platforms using their university email ID and Password.

We encourage you to establish a trust relationship with your student so they can share information related to their attendance and performance with you. Students' weekly schedule and attendance details will be available at PeopleSoft. At Canvas you may find the assessment details and progress on ongoing assessment.

The final course grades for all courses are also published on PeopleSoft at the end of each semester and may be viewed on the platform.

## Students Code of Conduct

Habib University is committed to being a safe space for all community members. As an academic platform, we also celebrate the diversity of people's backgrounds and ideas, and implement a zero tolerance policy for conduct violations.

Physical and verbal bullying, harassment, engaging in substance abuse (or coercing other community members to engage with such abuse), vandalism, and all other actions that pose a risk to oneself and any other community member are prohibited and strict action is taken as per the code of conduct protocols established on campus.

Academic integrity violations including, but not limited to cheating, plagiarism, collusion, etc., are also considered offences and entail serious consequences.

In this context, all students and parents/guardians are also encouraged to review the code of conduct available on the 'Student Portal' on the university website.

As first year students begin their higher education journey, we look forward to collaborating with parents and guardians to curate a university experience that is enlightening, holistic, and one driven towards shaping bright futures. We wish all students and their families the very best for this wonderful adventure!

## **Transport Services**

Transport to and from the University is provided by an external Coach Service. They ensure an efficient and reliable transportation network, prioritizing safety and convenience. Pick and Drop Services from and to a designated predetermined transportation location are offered. This service will be provided for commuting to and from campus only once a day as per the fixed university business hours. For any transport related matter, you may contact: **student.transport@habib.edu.pk**, **+92 21 3431 1051 – 1055 (Ext. 6741) and +92 322 285 0263**