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## Blackstone School of Law & Business

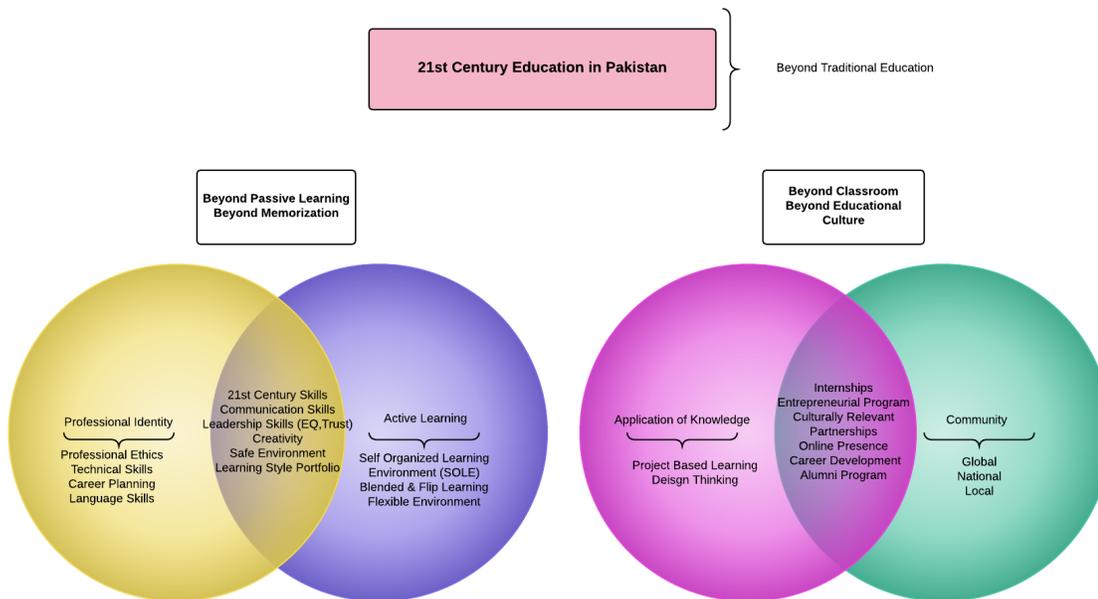
### Student Handbook

## SCHOOL MISSION, VISION, AND VALUES STATEMENT

### Mission Statement:

Driven by a strong need to improve the quality of higher education in Pakistan, our mission is to prepare 21st-century professionals who are ready to collaborate with the global workforce to make a social impact.

### Vision of Education:



### Business Philosophy:

With our students, faculty, and staff at our core, we are strongly committed to:

Fostering a culture of trust and dignity;

Maintaining work and family life balance;

Developing a learning partnership between students, faculty, and staff;

Using modern pedagogy to promote research and reasoning; and



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Being mindful.

### **ACADEMIC INTEGRITY**

Blackstone School of Law's community is defined by an uncompromising standard of excellence in teaching, learning, and members of the community— faculty, students, and staff—have a responsibility to promote and maintain that standard. Academic integrity is at the heart of that responsibility. Fundamental to the intellectual enterprise, academic integrity undergirds the academic life described in the following pages and is an essential component of the statement of responsibilities and standards of conduct that govern student life at Blackstone Law.

### **BLACKSTONE SCHOOL OF LAW'S HISTORY**

Blackstone is a non-profit college in the city of Lahore, Pakistan. The School provides legal educational services and support to the University of London LL.B. (Hons.) students. This degree is recognized by the Pakistan Bar Council and the Higher Education Commission of Pakistan. In addition to being recognized in Pakistan, the University of London's LL.B. degree is recognized as fulfilling the requirements of the Academic Stage of training to proceed to the Vocational Stage of training for legal practice in England, Wales, and other jurisdictions, provided students complete the necessary courses.

Blackstone Law is a new-age educational institute that provides an engaging learning experience to encourage critical thinking and collaborative work through the use of cutting-edge technology and modern pedagogical techniques, namely, Self Organized Learning Environment and the Flipped classroom. We implement SOLE, a methodology devised by Sugatha Mitra, a TED speaker, and prize winner, to develop the core and advanced competency skills in our students. The School has hundreds of lecture videos freely available to the students to support their learning when they go home. A classroom is a place for collaborative research on intriguing and open-ended questions asked by the faculty and sharing the findings. The skills that we aim to develop in our students include:

Core competencies:

1. Applying the law to facts
2. Critical thinking
3. Analytical ability



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4. Sound reasoning
5. Asking the right question
6. Persuasiveness
7. Listening skills
8. Oral skills

Advance competencies will include:

1. Collaboration skills
2. Emotional intelligence
3. Ethics and Compassion

We are driven by the need to improve the standard and quality of legal education in Pakistan.



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## 1. School Academic Policies and Procedures

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### **OBLIGATION TO READ EMAIL**

All official communication from the school and departments is sent to the student's BSOL e-mail or via text/whatsapp on the number on record. School officials will assume all messages sent to the address and number on record will have been received and read by the student.

Email or text/whatsapp sent by a student will be considered formal communication.

### **COMPLIANCE WITH UNIVERSITY, SCHOOL AND DEPARTMENT POLICIES**

Students are personally responsible for knowing all academic and administrative policies and regulations affecting their program of study and for abiding by all such policies and regulations during their period of enrollment at the School. Continued enrollment is subject to compliance with the academic and administrative policies and regulations as described herein and otherwise published by the School. Failure to understand the policies and regulations does not relieve a student of his/her responsibility for adhering to the policies and regulations. No policy in any other School handbook may supersede those outlined in this bulletin.

### **ACADEMIC PROGRAM AND GRADUATION REQUIREMENTS**

Students are responsible for meeting, in a timely fashion and in the appropriate sequence, the requirements set forth in this bulletin, the respective departmental handbook, by licensing agencies, and by the University of London throughout their program of study. Each student is responsible for matriculation and ensuring satisfactory progress toward the degree or certificate. Students should direct any questions about requirements, policies or procedures to the concerned management official reasonably prior to the related deadlines.

**Students needing accommodation for a disability should begin by contacting Student Services at 0333-4410700**

### **REGISTRATION AND REGULATIONS**

Registration constitutes a commitment by the student to abide by University, school, and department policies, rules, requirements, and regulations. These include, but are not limited to registration, academic performance and progress, student conduct, health and safety, housing, use of the libraries and computing resources, operation of vehicles on campus, facilities, and the payment of fees. Some of these are outlined in this bulletin; others may be found in the respective School offices.

Students may add, drop or swap courses within the designated time frames. Students assume all fees associated with schedule changes. Please see the Academic Calendar for important registration deadlines.



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## ACADEMIC STANDING

### Enrollment Status

There are five categories:

1. Active – Matriculated and making satisfactory progress in an academic program(s).
2. Leave – On an approved leave of absence for a specific amount of time.
3. Withdrawal – Voluntary and student-initiated removal from the academic program. Individuals are eligible for readmission to departments and schools as per the discretion of the Advisory Board.
4. Discontinuation – Failure to register for a required academic term and obtain an approved leave of absence (or failure to return from an approved leave of absence) will result in removal from the academic program(s). Individuals are eligible for readmission to departments and schools.
5. Dismissal – Permanent termination of active student status in the department and school in addition to the loss of all pertinent rights and privileges. The individual is prohibited from readmission in the School.

### Academic Probation

Students failing to maintain the required academic progress will be notified by the Office of the Dean. The student will be placed on academic probation and referred to his/her department. If any special circumstances are explaining the failure to make satisfactory progress, the student should immediately (within 48 hours of communication being sent) inform the Office of the Dean.

Students on academic probation are required to meet with their advisors, discuss the situation and develop a plan for improving academic performance. A summary of the discussion is to be written and submitted to the Office of the Dean. This record will be placed in the academic file. This process must be completed within two weeks from the time the student receives a notification from the Office of the Dean or the department.

Any student failing to make satisfactory academic progress after being placed on consecutive probation twice will be dismissed from the School.

### Program Withdrawal

When a student initiates a withdrawal from the School, a request must be made in writing to the Student Services Office via e-mail: [info@bsolpk.org](mailto:info@bsolpk.org). This email authorizes the Student Services office to withdraw the student and provide a School Leaving Certificate after confirming her/his good standing with the School. It must be received before the start of the academic year in which authorization to register is to be canceled.

Withdrawal from the School is not officially complete until all financial obligations are cleared with the Finance Office

Students wishing to withdraw for health reasons or emergencies must contact the Office of the Dean in addition to the Student Services. The Dean and the Student Services will work together on an appropriate response to the specific circumstance.



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Students must discuss plans with their advisors before contacting the Student Services to withdraw.

The student is responsible for dropping courses through the University of London Student Portal separately from withdrawal from the School.

### **Readmittance**

If a student withdraws or is discontinued from the School and wishes to return, s/he must submit a new application for admission. See the School website for details. Those dismissed from the department and school are not eligible for readmission. Readmission decisions are made at the discretion of the school and are based on several factors, including, but not limited to, the following: the applicant's academic status when last enrolled; activities while away from campus; the length of the absence; the perceived potential for successful completion of the program; and any other factors or considerations regarded as relevant by the admissions office.

### **LEAVES OF ABSENCE**

In circumstances where continuous enrollment is not possible, students may request a suspension of their enrollment through a leave of absence. Failure to be enrolled by the appropriate deadline or to be approved for a leave of absence by the start of a quarter will result in discontinuation from the program of study.

Students who do not meet the requirement for continuous registration during the academic year must obtain an approved leave of absence, in advance, for the term(s) they will not be registered. The leave of absence must be reviewed by the Student Services.

### **Status while on Leave**

Students on an approved leave of absence retain their student status; however, they are not registered and therefore do not have the rights and privileges of registered students.

### **Internal Grades**

Only the instructor of record assigns grades. All grades, except incomplete and continuing work, become final when assigned and reported to the Office of the Registrar. An instructor may approve and report a correction of a final grade to the Office of the Registrar only if a clerical or procedural error was made in assigning, transmitting, or recording the original grade. Grades can only be changed up to one year after the class was originally taken.

### **Appeal of Grade**

Assessment of student learning is at the sole discretion of the instructor of record. Such assessments are not negotiable. When registering for a class, a student implicitly agrees to allow the instructor to make a qualitative judgment of his/her command of the subject matter to be expressed as a letter grade. Any questioning or appeal of a grade should therefore be limited to a procedure (e.g., computational errors or failures to follow grading policies outlined in the syllabus). A student with a complaint must first discuss the matter with the instructor of



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record. If the matter is not resolved at this level, the student must submit the concern in writing to the department chair. The chair will discuss the case with the course instructor and may recommend the instructor review the grade.

If the matter is not resolved at this level, the student must submit the concern in writing to the Office of the Dean. The Dean will proceed similarly.

Any recommendations made will not be binding upon the instructor of record. The decision to initiate a change of grade remains with the instructor.

Throughout the process, the confidentiality of instructors and students will be protected.

Any complaint must be initiated within two weeks from the date when the grade was assigned,

### **Procedures for Student Grievances Concerning Unfair Treatment by Faculty or Staff**

Blackstone Law is dedicated to being a community enriched by men and women of diverse backgrounds and perspectives, respectful of difference and enlivened by open dialogue, caring and just toward others, and committed to broad participation in achieving the common good. In the same way that we require faculty to be collegial in their practice of scholarship, teaching, and service, we expect the faculty of the School to be professional and fair in all their interactions with students, both in and outside of the classroom.

A student who feels that he/she has been disadvantaged by capricious or biased decision-making by faculty/staff may initiate a formal grievance. The allegation can be resolved as described below:

A. A student with a complaint must first discuss the matter with the faculty/staff member. Any complaint must be initiated within two weeks of the occurrence of the incident.

B. If the matter is not resolved at this level, in the case of a complaint against a faculty member, the student may then take the matter to the Chair of the department involved. The chair will discuss the case with the faculty member and may counsel the faculty member. In case of a complaint against a staff member, the student may then take the complaint to the direct supervisor of the staff member.

C. If the matter is not resolved at this level, upon request of the student, the dean will proceed similarly. Specifically, the student should provide a written complaint to the dean. Dean may review the written complaint and may convene a panel of faculty and staff to assist in the review. After consulting with the panel of faculty and staff, the dean will respond in writing to the student.

## **ACADEMIC INTEGRITY AND CONFIDENTIALITY**

### **Academic Integrity**

The School is committed to academic excellence and integrity. Students are expected to do their work and to cite any sources they use. A student who is guilty of a dishonest act in an examination, paper, or other work required for a course, or who assists others in such an act,



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may, at the discretion of the instructor, receive a grade of “F” for the course. Besides, if a student is found guilty of a dishonest act may be subject to sanctions, up to and including dismissal from the University, as a result of the student judicial process as described in the Student Handbook. A student who violates copyright laws, including those covering the copying of software programs, or who knowingly alters official academic records from this or any other institution is subject to similar disciplinary action. For the full text of the academic integrity policy and protocol, go to [www.scu.edu/provost/policy/academicpolicy](http://www.scu.edu/provost/policy/academicpolicy).

### **Confidentiality**

Students have the right to expect confidentiality when sharing private content. State law and professional ethics codify exceptions to confidentiality.

Students to whom personal disclosure is made in courses, practical, counseling sessions, and other training activities also have an obligation of confidentiality.

Any student suspected of violating the confidentiality of others will be subject to the Periodic Professional Review process articulated below.

Based on the recommendation of the full-time faculty, such matters may be (a) dismissed; (b) referred to the faculty advisor or program director, or (c) referred for formal review or investigation by two faculty members on an *ad hoc* basis. The full-time faculty who hear the matter shall appoint the *ad hoc* committee. In the case of (b) or (c), the department chair shall be advised of the outcome. The department chair shall consult with the dean or the dean’s designee regarding the matter and the departmental decision. The department chair will be responsible to communicate the outcome to the student in writing.

Potential outcomes of this review include but are not limited to, counseling the student, temporary involuntary leave of absence that may include completion of a designated remedial activity(es) before or concurrent with the return to class or dismissal of the student from the program. Dismissal may come at any point of the student’s academic program and will not be impacted by the number of units completed. If the advisor, program coordinator, or *ad hoc* committee believes the situation is serious enough to warrant immediate implementation of an outcome, the decision may be immediately implemented before the 30-day appeal period has run.

This information will be placed in the student’s official file.

The student will have the right to appeal by submitting in writing the basis for the appeal to the Dean of the School within 30 days of the date of the written notice informing the student of the department’s action. Grounds for appeal include 1) any new information not present at the time of the departmental decision; and 2) any perceived procedural errors made by the department. The dean shall consider the appeal and issue a written response within 30 days. The decision of the Dean shall be final.

### **STUDENT RECORDS AND RELEASE OF INFORMATION**

Blackstone School of Law strictly protects the confidentiality of the records of students. A student is any person who attends or has attended class as a registered student of Blackstone School of Law and for whom the School maintains education records. The School is



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authorized to release directory information to any person on request unless a student explicitly requests in writing that the School not do so and keep directory information confidential.

1. Student's name
  2. Telephone number
  3. Email address
  4. Photograph
  5. Major field of study
  6. Classification level/academic level
  7. Dates of attendance (defined as an academic year or quarter)
  8. Participation in officially recognized activities and sports
  - 9.
  10. Degrees (including expected or actual degree date), honors, and awards received, and dates
13. Most recent educational agency or institution attended

During the registration period and throughout the academic year, students may request in writing, through the Student Services that directory information be kept confidential. Once filed, the request remains in effect until the beginning of the next academic year, or a shorter period, if designated by the student. Graduating students must notify the Student Services in writing to remove the non-disclosure notation from their record.

The School may release educational and directory information to appropriate parties without consent if the School finds an articulable and significant threat to the health or safety of a student or other individuals in light of the information available at the time.

Students have the right to inspect and review their educational records at the following offices:

1. Admissions and Student Services Office, including application forms, admission transcripts, letters of acceptance, and a student's permanent academic record are on file and maintained electronically.
2. Records relating to a student's financial status with the School are maintained in the Finance Office.

Students have the right to request the amendment of their educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of a student's privacy or other rights. Students may direct complaints regarding academic records to the dean.

### **SEXUAL MISCONDUCT POLICY**

Blackstone Law upholds a zero-tolerance policy for gender-based discrimination and sexual misconduct and does not discriminate based on sex in its educational programs. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. It applies on campus and it may apply off-campus if the conduct negatively affects a victim's school experience or the overall working, living, and learning environment. This policy is



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intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

Sexual harassment is:

- 1) Unwelcome, sexual or gender-based verbal, written, online, and/or physical conduct. Anyone experiencing sexual harassment in any Blackstone Law program is encouraged to report it immediately to the Student Services. Sexual harassment creates a hostile environment, and maybe disciplined when it is:
- 2) Sufficiently severe, persistent/pervasive, and objectively offensive that it, has the effect of unreasonably interfering with, denying, or limiting employment opportunities or the ability to participate in or benefit from the university's educational, social, and/or residential program, and is based on power differentials (quid pro quo), the creation of a hostile environment or retaliation.

Please refer to the detailed "Blackstone School of Law Sexual Harassment Policy"

### **Other Misconduct Offenses, When the Act is Based Upon Sex or Gender**

The behaviors listed below are misconduct offenses that fall under the Sexual Harassment policy if they are based upon gender. If any of these behaviors are not gender-based, then the Student Conduct Code, Employee Handbook, or Faculty Handbook applies, as appropriate, and the matter is processed and adjudicated through the relevant adjudication system or grievance process.

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits, or opportunities based on gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by the School, which is likely to cause serious bodily injury, psychological harm, or social ostracism, to any former, current, or prospective student.
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally.
6. Violence between those in an intimate relationship (this includes romantic relationships, dating, domestic and/or relationship violence). The existence of such a relationship shall be determined based on a consideration of the following factors:
  1. The length of the relationship
  2. The type of relationship
  3. The frequency of interaction between the persons involved in the relationship.

Intimate relationship violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Intimate partner violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt,



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injure, or wound someone.

7. Stalking, defined as, a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear of his or her safety or the safety of others. 8. Any other School policy, rule, or regulation, when a violation is motivated by the actual or perceived sex or gender identity of the victim may be pursued using this policy.

## Financial Information

### STUDENT FINANCIAL RESPONSIBILITIES

Students assume responsibility for all costs incurred as a result of enrollment at Blackstone School of Law in addition to the responsibilities defined in the Student Handbook of the University of London and agree to abide by School policies and procedures. It is the student's responsibility to keep updated on their account balance, financial aid information, and maintain current valid address information at all times to ensure receipt of all University correspondence promptly.

#### All Sessions and Programmes:

Deadline to pay the full fee in first Friday of classes

Any student with enrollment charges, whether registration is completed by the student or their school's Records representative, is obligated to pay [tuition and fees](#) by the published [payment deadline](#) on their invoice. If you are unable to attend, you must complete the School's formal withdrawal procedure. Registered students who do not withdraw formally from the School will be responsible for full tuition along with any past due charges assessed to the account. Non-attendance will not relieve you of the obligation to pay tuition and fees.

### PAST DUE ACCOUNTS

Students who fail to pay their balance due by the published deadline will be assessed a Rs. 500 late payment fee per day.

If a student's fee remains due after one week of the due date, a hold preventing them from sitting in classes will be placed. Financial [holds](#) will not be removed until the balance is clear, or a payment agreement established.

- Students who defer payment without approval may be withdrawn from classes currently enrolled and/or attending and subject to dismissal from the School.



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- Delinquent accounts may be reported to an outside collection agency or an attorney for assistance in recovering the debt owed to the School.
- The student is responsible for all costs incurred such as, but not limited to, late fees, court costs, collection costs, and/or attorney's fees. All cost of collection incurred by the School, to get a debt collected, must be paid in full before a student returning or re-enrolling at Blackstone School of Law.

## **SCHOOL FINANCIAL AID**

Financial assistance for students is available in the form of scholarships.

The school awards scholarships according to both need and merit. Detailed information and scholarship application can be found on the School's website.

## **TUITION AND STUDENT FEES**

**The Advisory Board sets the annual academic year tuition rate for all programs. Students should refer to the Finance Office or the Blackstone School of Law website for up-to-date figures. Tuition and fee rate differences found in other publications will not be honored.**

## **BILLING AND PAYMENT PROCEDURES**

### **Student Accounts and Billing**

**Students assume responsibility for all costs incurred as a result of enrolling at Blackstone School of Law and agree to abide by applicable University policies and procedures. Students may designate a third party (e.g. parent) to be an authorized payer for their student accounts. That individual is authorized by the student to have access to his/her billing statements and to make payments on the student's behalf. Once authorization is arranged, the authorized payer will be notified via the e-mail address provided by the student verifying his/her access to view and pay a student's bill. Authorized payers do not have access to any other student account information via this site.**

A billing notification will be sent to the student's school e-mail address. Students also may forward their student account statements electronically to any third party they authorize for remittance. Information on a student's account cannot be provided to a third-party payer unless authorized by the student.

Students are obligated to pay the applicable tuition and fees associated with their enrollment status by the published payment deadline on their invoice. Students enrolling after the initial billing of any term may be required to pre-pay for tuition before enrollment is granted. Registered students who do not withdraw formally from the School are responsible for all tuition and fees assessed to their accounts as well as any penalty charges incurred for nonpayment. **Nonattendance does not relieve the student of his or her obligation to pay tuition and fees.**



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## **Payment Methods**

### **Payments by Mail**

Simply print a copy of your electronic bill and send a personal or cashier's check to our Finance Office. Please make check payable to Santa Clara University and send it to:

Blackstone School of Law

Address: 5 Ahmed Block, Garden Town, Lahore, Pakistan 54000

### **Pay in Person**

You can stop by the Finance Office to make a payment with a personal/cashier's check, or cash.

### **Payment Plans**

Payment plans are only offered in the times of extreme financial difficulty. Evidentiary documents will be required to prove the circumstances.

**The following is the information students will agree to:**

#### **Terms and Conditions**

Students assume responsibility for all costs incurred as a result of enrollment at Blackstone School of Law. It is the student's responsibility to be aware of their account balance and financial aid information, and maintain current valid address information at all times to ensure receipt of all School correspondence promptly.

**Late Payments:** Please note the following policies regarding late payments and delinquent accounts:

- Accounts remaining unpaid by the deadline are subject to a late payment fee.
- All accounts must be paid in full for students to enroll in succeeding terms and to sit in classes.
- The School reserves the right to recover all costs related to the collection of delinquent accounts.
- The School reserves the right to restrict classes and all services of any student if a balance due remains unpaid.

### **STUDENT REFUND POLICY:**

The date on which a student formally withdraws will be the effective date on which any refund of tuition will be determined, not the last date of attendance by the student. Students that fail formally withdraw, even if they do not attend, or fail to notify the School of his/her intent to withdraw, regardless of the reason, will be responsible to pay all tuition and fee charges reflecting on the account once the withdrawal is processed. Informing your Dean, academic department, or instructor does not constitute withdrawal. The notice must be made to the Student Services Office via official email.

Refund of tuition will be calculated according to the following schedule:

- 100% if withdraw by 5:00pm on the Friday\* of the first week of classes
- **No further refunds after the first week.**

**(All dates/schedules are subject to change by the School)**

The admission fee is NON-REFUNDABLE



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## Extenuating Circumstances

Exceptions to the tuition and fees refund policy as stated above will be considered for extenuating circumstances. Students should fill out and submit an Extenuating Circumstances Tuition Refund Request and provide documentation of the extenuating circumstance with the completed form to the Office of Student Services. The request for refund will only be considered if the student has officially withdrawn from the Institute.

The Tuition Refund Review Committee will review the application and determine whether or not any refund will be made.

How to apply:

- Complete Extenuating Circumstances Tuition Refund Request
- Letter of Explanation: Write a letter describing the unforeseen hardship and explaining your resulting financial need. Outline how you have been supporting yourself financially and how your financial circumstances have changed since admission due to an unforeseen circumstance. Include why work/job is not sufficient to cover your expenses.
- Other Documentation: Provide documentation of the unforeseen financial hardship.

Extenuating Circumstances covered by this policy and respective required documents are listed below:

- Death of the student [Documents required: 1) Copy of CNIC of the deceased. 2) Death Certificate]
- Natural disaster resulting in severe economic hardship [Documents required: Newspaper clippings about the incident. 2) Proof of residence where the disaster occurred. 3) Bank Statement. 4) Rental/Ownership Deed]
- Serious illness of a student or of the sponsoring parent [Documents required: 1) Medical reports. 2) Doctor's Note. 3) Copy of prescription. 4) Picture of medication.

The Tuition Refund Review Committee may ask for additional documents. Upon receipt of the requested documents, the Committee will closely inspect all documentation and will decide unanimously whether or not refund will be allowed.