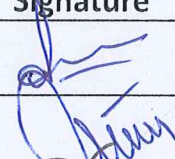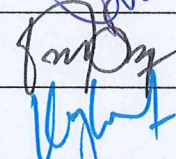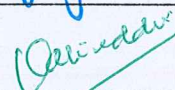# UIT UNIVERSITY

Policies & Procedures Manual

UIT University

Title of Policy: Policy on Compliance with the Pakistan Qualification Framework	
Revision Date (if any): NIL	
Policy Area: Academic	**Policy Number:** UITU/P/ACAD/020-V1
Approved by (Statutory Body/ Competent Authority):	
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	Name	Designation	Signature	Date
Prepared by:	Syeda Umme Aeman Kamal	Manager QEC		19-05-2025
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Reviewed by:	Amir Siddiqui	Registrar		14-7-2025
	Dr. Kashif Mehmood	Provost		
Approved by:	Prof. Dr. Vali Uddin	Vice Chancellor		14/7/25

Note: The policy is effective immediately upon approval and supersedes all previous versions. It will remain in force until revised or replaced by an updated policy issued by the university authority.

Policy on Compliance with the Pakistan Qualification Framework

1. **Purpose**
   1.1. This policy establishes UIT University's commitment to aligning its academic programs and qualifications with the Pakistan Qualification Framework (PQF), as approved by the Higher Education Commission (HEC) of Pakistan.
   1.2. The policy ensures that all academic credentials issued by the University are classified based on learning outcomes, including skills, competence, and knowledge, in accordance with the PQF's levels-based and outcomes-focused framework.
   1.3. This compliance enhances the quality, recognition, and standardization of qualifications awarded by UIT University, facilitating academic excellence and socio-economic development in Pakistan.

2. **Scope**
   2.1. This policy applies to all academic programs, qualifications, and credentials offered by UIT University, including undergraduate, graduate, and postgraduate degrees, diplomas, and certificates.
   2.2. It encompasses all faculties, departments, and affiliated institutes under the University's jurisdiction, as well as all academic and administrative personnel responsible for program design, delivery, and assessment.

3. **Definitions**
   3.1. **Pakistan Qualification Framework (PQF):** A national mechanism for the classification of qualifications based on learning outcomes, including skills, competence, and knowledge, as established by the HEC. It is also known as the National Qualification Framework of Pakistan (NQF). The PQF/NQF is structured across eight levels, each defining specific educational and professional competencies.
   3.2. **Pakistan Qualification Register (PQR):** A comprehensive database maintained by the HEC, listing all quality-assured qualifications and recognized higher education institutions in Pakistan.
   3.3. **Quality Assured Qualifications:** Academic credentials that meet the standards set by the HEC and are listed in the PQR.
   3.4. **Higher Education Commission (HEC):** The statutory body responsible for regulating and promoting higher education in Pakistan, including the development and oversight of the PQF.

4. **Policy Statement**
   4.1 UIT University shall fully comply with the Pakistan Qualification Framework (PQF) as mandated by the Higher Education Commission of Pakistan. All academic programs and qualifications offered by the University shall adhere to the PQF's levels-based structure and outcomes-focused criteria, ensuring alignment with national standards for quality assurance and recognition.

5. **Responsibilities and Procedures**
   5.1. **Curriculum Development and Alignment**

5.1.1. The Academic Council, in collaboration with the Quality Assurance Committee, shall ensure that all academic programs are designed and periodically revised to meet the learning outcomes specified for the relevant PQF level.

5.1.2. Program specifications, including course syllabi, learning objectives, and assessment methods, shall explicitly map to the PQF descriptors for skills, competence, and knowledge.

5.1.3. All new programs must undergo an internal review process to verify PQF compliance before submission to the HEC for approval and inclusion in the Pakistan Qualification Register (PQR).

5.2. Quality Assurance

5.2.1. The Quality Assurance Committee shall conduct annual audits to verify that all active programs remain compliant with PQF standards.

5.2.2. Any program found non-compliant shall be subject to immediate review and revision to restore alignment with PQF requirements.

5.2.3. UIT University shall maintain accurate records of all qualifications and ensure their inclusion in the PQR, as required by the HEC.

5.3. Faculty and Staff Training

5.3.1. The Office of Provost shall provide regular training to academic and administrative staff on PQF requirements and their implementation in curriculum design, teaching, and assessment.

5.3.2. Training programs shall emphasize the importance of outcomes-based education and the role of PQF in ensuring national and international recognition of qualifications.

5.4. Student Communication

5.4.1. The Registrar's Office shall ensure that all students are informed of the University's compliance with the PQF and the implications for their qualifications' recognition and portability.

5.4.2. Program Specification Document and the University website shall include clear references to the PQF and its relevance to academic credentials.

5.5. HEC Reporting and Accreditation

5.5.1. The Office of the Vice Chancellor shall oversee the timely submission of all required documentation to the HEC for program accreditation and PQR listing.

5.5.2. UIT University shall promptly address any feedback or recommendations from the HEC to maintain compliance with PQF standards.

6. Compliance and Enforcement

6.1 Non-compliance with this policy by any department, faculty, or individual shall be considered a violation of University regulations and may result in disciplinary action, including suspension of program offerings or termination of employment, as determined by the Disciplinary Committee.

6.2 The Quality Assurance Committee shall report instances of non-compliance to the Academic Council and the Vice Chancellor for resolution.

6.3 All qualifications issued by UIT University must be verified as PQF-compliant before conferment. Non-compliant credentials shall not be awarded.

7. Monitoring and Review

7.1 The Quality Assurance Committee shall monitor the implementation of this policy and submit an annual compliance report to the Academic Council and the Board of Governors.

7.2 This policy shall be reviewed every three years or as required by changes to the PQF or HEC regulations. Proposed amendments shall be submitted to the Academic Council for approval.

8. Related Policies and References

8.1　UIT University Academic Program Development Policy

8.2　UIT University Quality Assurance Policy

8.3　Higher Education Commission, Pakistan Qualification Framework, available at: https://www.hec.gov.pk/english/services/universities/pqf/Pages/default.aspx

8.4　Pakistan Qualification Register, Higher Education Commission

Annexures

Annexure A: Mapping of Academic Programs to PQF Levels

Purpose

This annexure provides a template and guidelines for mapping UIT University's academic programs to the Pakistan Qualification Framework (PQF) levels, ensuring alignment with the required learning outcomes, skills, competence, and knowledge as stipulated by the Higher Education Commission (HEC).

Template for PQF Level Mapping

Each academic program must complete the following table, to be reviewed by the Quality Assurance Committee and submitted to the Academic Council for approval.

Program Name	PQF Level	Learning Outcomes	Skills	Competence	Knowledge	Assessment Methods
[e.g., BS Computer Science]	[e.g., Level 6]	[e.g., Apply computational thinking to solve complex problems]	[e.g., Programming, debugging, algorithm design]	[e.g., Independent project management, teamwork]	[e.g., Understanding of data structures, software engineering principles]	[e.g., Exams, projects, presentations]
[Program Name]	[Level]	[Specific Outcomes]	[Specific Skills]	[Specific Competencies]	[Specific Knowledge]	[Specific Methods]

Guidelines

1. **PQF Level Assignment:** Refer to the HEC's PQF documentation (available at https://www.hec.gov.pk/english/services/universities/pqf/Pages/default.aspx) to assign the appropriate level (1–8) based on the program's complexity and outcomes.
2. **Learning Outcomes:** Define measurable outcomes that align with the PQF descriptors for the assigned level.
3. **Skills, Competence, Knowledge:** Ensure these align with the PQF's outcomes-based criteria and are specific to the program.
4. **Assessment Methods:** Specify how outcomes are evaluated to ensure compliance with PQF standards.
5. **Submission:** Submit the completed mapping to the Quality Assurance Committee within 60 days of program approval or revision.

Annexure B: PQF Compliance Checklist for Program Development and Review

Purpose
This checklist ensures that all academic programs developed or revised at UIT University comply with the PQF requirements before approval and submission to the HEC for inclusion in the Pakistan Qualification Register (PQR).

Checklist

Item	Description	Status (Yes/No)	Comments
PQF Level Assignment	Has the program been assigned an appropriate PQF level (1–8)?		
Learning Outcomes	Are learning outcomes clearly defined and aligned with PQF descriptors?		
Skills Mapping	Do the program's skills meet the PQF level requirements?		
Competence Mapping	Are competencies specified and aligned with PQF standards?		
Knowledge Mapping	Is the knowledge component mapped to PQF criteria?		
Assessment Alignment	Are assessment methods designed to evaluate PQF-aligned outcomes?		
Curriculum Documentation	Is the curriculum documented with PQF mappings included?		
Faculty Training	Have faculty been trained on PQF requirements for this program?		
HEC Submission	Has the program been prepared for HEC review and PQR inclusion?		

Procedure
1. The Program Development Committee shall complete this checklist during the design or revision phase.
2. The Quality Assurance Committee shall verify the checklist during the internal review process.
3. Any "No" responses must be addressed before the program is submitted for Academic Council approval.

Annexure C: Annual PQF Compliance Audit Report Template
Purpose
This template is used by the Quality Assurance Committee to report the University's compliance with the PQF to the Academic Council and Board of Governors annually.
Report Structure
UIT University Annual PQF Compliance Audit Report
Year: [e.g., 2025]
Prepared By: Quality Assurance Committee
Date: [e.g., December 31, 2025]

1. **Executive Summary**
   - o Overview of compliance status.
   - o Key findings and recommendations.
2. **Programs Reviewed**
   - o List of programs audited.
   - o PQF level compliance status for each program.
3. **Compliance Issues Identified**
   - o Description of any non-compliance issues.
   - o Affected programs and departments.
4. **Corrective Actions Taken**
   - o Steps implemented to address non-compliance.
   - o Timeline for resolution.
5. **Faculty and Staff Training**
   - o Summary of PQF-related training conducted.
   - o Number of participants and outcomes.
6. **HEC Interactions**
   - o Status of program submissions to the PQR.
   - o Feedback received from the HEC and actions taken.
7. **Recommendations**
   - o Proposed improvements for PQF compliance.
   - o Policy or procedural updates, if any.
8. **Conclusion**
   - o Overall assessment of UIT University's PQF compliance.

Submission
The report shall be submitted to the Academic Council by December 31 of each year and presented to the Board of Governors in the first meeting of the subsequent year.

Annexure D: Student Communication Template on PQF Compliance

Purpose

This template ensures consistent communication to students regarding the University's compliance with the PQF and the implications for their qualifications.

Sample Communication

Subject: UIT University's Commitment to the Pakistan Qualification Framework (PQF)

Dear Students,

UIT University is proud to align all its academic programs with the Pakistan Qualification Framework (PQF), a national standard established by the Higher Education Commission (HEC) of Pakistan. The PQF ensures that your qualifications are recognized nationally and internationally, based on clear learning outcomes, skills, and competencies.

What This Means for You:

- Your degree, diploma, or certificate from UIT University meets rigorous national standards.
- Your qualification is listed in the Pakistan Qualification Register (PQR), enhancing its credibility and portability.
- The skills and knowledge you gain are aligned with industry and academic expectations, preparing you for success in your career.

For more information on the PQF, visit:

https://www.hec.gov.pk/english/services/universities/pqf/Pages/default.aspx.

Should you have any questions, please contact the Registrar's Office at registrar@uit.edu.pk or _____.

Sincerely,

[Registrar's Name]

Registrar, UIT University

Distribution

This communication shall be included in student handbooks, posted on the University website, and emailed to all enrolled students at the start of each academic year.

Annexure E: Faculty Training Program Outline on PQF

Purpose

This outline ensures that faculty and staff receive comprehensive training on PQF requirements to support compliance in teaching, assessment, and program design.

Training Program Outline

Program Title: Understanding and Implementing the Pakistan Qualification Framework (PQF)

Duration: 2 Days (12 hours)

Target Audience: Faculty, Program Coordinators, and Academic Administrators

Facilitator: Office of Faculty Development

Day 1: Introduction to PQF

- Session 1: Overview of the PQF and its role in higher education (2 hours)
- Session 2: Understanding PQF levels and descriptors (2 hours)
- Session 3: Mapping learning outcomes to PQF standards (2 hours)

Day 2: Practical Implementation

- Session 4: Designing PQF-compliant curricula and assessments (2 hours)
- Session 5: Case studies of PQF-aligned programs (2 hours)
- Session 6: Q&A and action planning for departments (2 hours)

Requirements

- All faculty involved in program design or delivery must complete this training within six months of hire or policy adoption.
- Refresher training shall be conducted every two years.
- Training completion records shall be maintained by the Office of Faculty Development.