

BLACKSTONE

School of Law & Business

STUDENT HANDBOOK

Academic Year 2026

University of London Recognised Teaching Centre

5-A Ahmed Block, Garden Town, Lahore, Pakistan
info@bsolpk.org · bsolpk.org
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A Message from the President

Dear Student,

Welcome to Blackstone School of Law & Business — a community built on the belief that world-class legal and business education belongs in Pakistan, not just abroad.

As a University of London Recognised Teaching Centre, we hold ourselves to a standard that is global in scope and personal in delivery. Whether you are here to pursue an LLB, become a Barrister through the Bar Transfer Course, complete your LLM, earn your BSc in Business Administration, or qualify as an ACCA — we are committed to giving you the environment, faculty, and support to achieve it.

This handbook is your guide. It sets out everything you need to know — from academic policies and your rights as a student, to financial responsibilities and how to seek support. Please read it carefully and keep it as a reference throughout your time with us.

We are proud of every student who walks through our doors. Now it is your turn to make us proud.

Ujala Akram

President & Founder, Blackstone School of Law & Business

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1. About Blackstone

Blackstone School of Law & Business is a private, not-for-profit institution located in Lahore, Pakistan. Founded with the mission of raising the standard of legal and business education in Pakistan, Blackstone has grown into one of the country's most distinguished institutions for internationally recognised professional qualifications.

Blackstone is a **University of London Recognised Teaching Centre** — one of very few institutions in Pakistan authorised to deliver UoL programmes. Our degrees carry the University of London crest and the Vice-Chancellor's signature, with no reference to 'external' or 'international' status.

Legal Status	Not-for-profit educational institution
Recognition	University of London Recognised Teaching Centre
HEC Status	Recognised by the Higher Education Commission of Pakistan
Bar Council	Recognised by the Pakistan Bar Council
BTC Affiliation	Lincoln's Inn · Bar Standards Board
ACCA Status	Approved Learning Partner
Address	5-A Ahmed Block, Garden Town, Lahore, Pakistan
Website	bsolpk.org
Email	info@bsolpk.org

Our Pedagogical Approach

Blackstone employs a modern, student-centred approach to teaching. We use the **Self-Organised Learning Environment (SOLE)** methodology — developed by Prof. Sugata Mitra — alongside the **Flipped Classroom** model. Students have access to a library of lecture videos and are encouraged to engage critically in class rather than passively receive information.

The skills we develop in our students include:

Core Competencies

- Applying the law to facts
- Critical thinking and analytical ability
- Sound legal reasoning
- Persuasiveness and oral advocacy
- Active listening

Advanced Competencies

- Collaboration and teamwork
- Emotional intelligence

- Ethics and professional responsibility
- Research and written communication

2. Mission, Vision & Values

Mission

To prepare 21st-century professionals who are ready to collaborate with the global workforce and make a lasting social impact — through world-class legal and business education delivered in Pakistan.

Vision

To be Pakistan's foremost institution for internationally recognised legal and professional qualifications — producing graduates who compete and excel on a global stage.

Our Core Values

Excellence: We hold ourselves and our students to uncompromising academic standards.

Integrity: Honesty, transparency, and ethical conduct are non-negotiable.

Community: We foster a culture of trust, dignity, and mutual respect.

Innovation: We use modern pedagogy to make learning engaging and effective.

Accountability: Students, faculty, and staff are each responsible for their conduct and performance.

3. Programmes Offered

LLB (Hons) — University of London	3 Years
A qualifying law degree awarded by the University of London, recognised by the Pakistan Bar Council and HEC. Academic direction by the University of London Laws faculty. Eligible for the Academic Stage of legal training in England and Wales.	
Bar Transfer Course (BTC)	18–24 Months
A preparatory programme for the Bar Standards Board (BSB) examinations, offered in partnership with Lincoln's Inn. Successful students are Called to the Bar as Barristers. Full exemption from academic and vocational stages is available for eligible candidates.	
LLM — University of London	1–2 Years
A Masters of Law awarded by the University of London. Ideal for legal professionals seeking advanced academic qualification without relocating abroad.	
BSc Business Administration — University of London	3 Years (4 with CertHE)
A business degree awarded by the University of London with academic direction from Royal Holloway. Open to A-Level and FSc/FA graduates. Option to attend graduation in London.	
ACCA	3–4 Years
Association of Chartered Certified Accountants qualification delivered as an ACCA Approved Learning Partner. One of the world's most recognised finance qualifications. Pathway to Big 4 and global finance careers.	

4. Admission & Enrolment

How to Apply

All applications are submitted through our official online admissions portal at bsolpk.org. The admissions team will contact you within 48 hours of submission.

Entry Requirements by Programme

Programme	Minimum Entry Requirement
LLB (Hons)	2 A-Level passes OR FSc/FA (minimum 45%)
BTC	LLB degree or equivalent qualifying law degree
LLM	LLB (Hons) or equivalent law degree, minimum 2nd class
BSc Business Admin	2 A-Level passes OR FSc/FA. CertHE pathway available for FSc/FA graduates.
ACCA	Minimum 10 O-Level/Matric passes including English and Maths OR relevant de

Enrolment

Upon receiving an offer, students must:

- Complete the enrolment form provided by Student Services
- Submit copies of all academic certificates and CNIC
- Pay the admission fee (non-refundable) within the specified deadline
- Complete University of London or professional body registration as applicable
- Attend the new student orientation session

Important

The admission fee is strictly non-refundable. Please ensure you are committed before completing enrolment.

5. Academic Policies & Procedures

5.1 Official Communications

All official communications from Blackstone are sent to your **BSOL email address** or via WhatsApp/SMS to the number on record. It is your responsibility to check these regularly. Failure to read official communications does not exempt you from compliance with deadlines or policies.

5.2 Registration

Registration constitutes a commitment to abide by all Blackstone and University of London policies. Students may add, drop, or swap courses within designated time frames. All fees associated with schedule changes are the student's responsibility. Please refer to the Academic Calendar for registration deadlines.

5.3 Academic Standing

Active: Enrolled and making satisfactory academic progress.

Leave: Approved leave of absence for a defined period.

Withdrawal: Voluntary, student-initiated removal from the programme.

Discontinuation: Failure to register or return from approved leave.

Dismissal: Permanent termination of student status. Not eligible for readmission.

5.4 Academic Probation

Students failing to maintain satisfactory academic progress will be placed on academic probation by the Office of the Dean. Students on probation must meet with their academic advisor within two weeks and submit a written improvement plan. A student placed on probation **twice consecutively** without improvement will be dismissed from the School.

5.5 Leaves of Absence

Students who cannot maintain continuous enrolment may apply for a Leave of Absence through Student Services. Students on approved leave retain student status but are not entitled to the rights and privileges of registered students. Failure to obtain approved leave results in discontinuation.

5.6 Programme Withdrawal

To withdraw from the School, students must submit a written request to info@bsolpk.org. Withdrawal is not complete until all financial obligations are cleared. Students must also separately drop courses on the University of London student portal where applicable.

5.7 Grades and Appeals

Assessment is at the sole discretion of the instructor of record. Grade appeals must be initiated within **two weeks** of the grade being assigned and must be based on procedural grounds (e.g., computational error) — not academic disagreement. The appeal process is: Instructor → Department Chair → Office of the Dean. The instructor's decision remains final.

5.8 Readmission

Students who withdrew or were discontinued may apply for readmission by submitting a new application. Decisions are at the discretion of the Advisory Board. Students dismissed from the School are not eligible for readmission.

6. Academic Integrity & Plagiarism

Academic integrity is the foundation of everything we do at Blackstone. All students are expected to submit original work and properly credit all sources used. Any violation of academic integrity undermines the value of your degree and the reputation of our institution.

What Constitutes Academic Misconduct

Plagiarism: Presenting another person's work, ideas, or words as your own — whether from books, websites, or other students — without proper attribution.

Collusion: Submitting work prepared with another student that was intended to be individual work, without permission.

Contract Cheating: Submitting work produced by a third party (paid or unpaid) as your own.

Exam Misconduct: Using unauthorised materials, communicating with others, or copying during examinations.

Fabrication: Inventing or falsifying data, citations, or research findings.

Consequences

Violations may result in: a grade of **F** for the assessment or course; a formal written warning; academic probation; suspension; or **permanent dismissal** from Blackstone. Cases involving University of London programmes will also be reported to the University. Blackstone reserves the right to report serious cases to professional regulatory bodies.

AI & Technology

The use of AI tools (e.g., ChatGPT) to generate assessed work without authorisation constitutes academic misconduct. Students must check with their instructor before using AI in any assessment.

7. Student Rights & Grievances

Your Rights as a Student

- Receive clear and timely information about your programme, assessments, and results.
- Be treated with dignity and respect by all faculty, staff, and fellow students.
- Access a fair and transparent complaints and appeals process.
- Confidentiality regarding your personal and academic records.
- Request reasonable accommodation for a documented disability.
- Withdraw your consent for use of photographs or marketing materials at any time.

Grievance Procedure

If you believe you have been treated unfairly by a faculty or staff member, follow the steps below. **Any complaint must be initiated within two weeks of the incident.**

Step 1	Discuss the matter directly with the faculty/staff member concerned.
Step 2	If unresolved, submit a written complaint to the Department Chair (for faculty complaints) or the relevant staff supervisor (for staff complaints).
Step 3	If still unresolved, submit a written complaint to the Office of the Dean. The Dean may convene a review panel. A written response will be issued within 30 days.

Sexual Harassment & Misconduct Policy

Blackstone maintains a **zero-tolerance policy** for sexual harassment, gender-based discrimination, bullying, intimidation, hazing, stalking, and intimate partner violence. Any such conduct — on or off campus — is subject to serious disciplinary action including dismissal. Students experiencing or witnessing such conduct should report it immediately to the Student Services Office at info@bsolpk.org or in person. Confidentiality will be maintained to the fullest extent possible.

8. Attendance & Student Conduct

8.1 Attendance Policy

Regular attendance is essential. Students are expected to attend **a minimum of 75% of all scheduled sessions** per course. Attendance below this threshold may result in the student being barred from sitting the examination for that course. If you are unable to attend due to illness or emergency, you must notify Student Services promptly.

Note

Attendance records are maintained and may be shared with the University of London and professional bodies as required for student registration and examination entry.

8.2 Code of Conduct

All students are expected to:

- Treat faculty, staff, and fellow students with respect at all times.
- Arrive on time and prepared for all classes.
- Dress professionally and appropriately for the academic environment.
- Use electronic devices responsibly and only with instructor permission during class.
- Refrain from any form of harassment, discrimination, or disruptive behaviour.
- Represent Blackstone with integrity in all external competitions, internships, and events.

8.3 Disciplinary Procedure

Violations of the Code of Conduct are handled as follows: minor violations are addressed by the instructor or Student Services; serious violations are referred to the Office of the Dean; and cases involving potential dismissal are reviewed by a panel of faculty and staff. The student will be informed in writing of any decision and has the right to appeal within **30 days**.

9. Financial Responsibilities & Fees

By enrolling at Blackstone, you accept full financial responsibility for all tuition, registration, and applicable fees. Please refer to the Fee Structure page on bsolpk.org for current fee schedules, as rates are reviewed annually.

9.1 Payment Deadlines

Full fees are due by the **first Friday of each academic term**. Students enrolling after the initial billing date may be required to pre-pay. Non-attendance does not waive the obligation to pay.

9.2 Late Payment

Accounts unpaid after the deadline incur a **Rs. 500 late fee per day**. After one week past due, a hold is placed on the account preventing attendance. All holds must be cleared before the student may attend classes, sit examinations, or enrol in future terms.

9.3 Payment Methods

In Person: Visit the Finance Office with cash or a personal/cashier's cheque made payable to Blackstone School of Law.

By Post: Send a personal or cashier's cheque to: Finance Office, Blackstone School of Law, 5-A Ahmed Block, Garden Town, Lahore.

Payment Plan: Available only in cases of documented financial hardship. Supporting documents are required. Contact the Finance Office to apply.

9.4 Refund Policy

Refunds are calculated from the date of **formal withdrawal** — not the last date of attendance. Informal withdrawal (e.g., informing your instructor) does not count. The refund schedule is:

Withdrawal Timing	Refund
By 5:00 PM on the Friday of the first week of classes	100% of tuition
After the first week of classes	No refund
Admission Fee	Non-refundable in all cases

Extenuating Circumstances

Exceptional refund requests beyond the stated policy may be considered for documented extenuating circumstances (e.g., serious illness, bereavement, natural disaster). Submit an Extenuating Circumstances Tuition Refund Request form with supporting documentation to Student Services. The Tuition Refund Review Committee will respond in writing.

10. Scholarships & Financial Aid

Blackstone is committed to ensuring that financial constraints do not prevent talented and deserving students from accessing world-class education. Scholarships are awarded on the basis of both **academic merit** and **financial need**.

Details of available scholarships, eligibility criteria, and application procedures are published on the Blackstone website at **bsolpk.org**. Applications must be submitted before the announced deadline. Late applications will not be considered.

Scholarship Enquiries

Contact the Student Services Office at info@bsolpk.org or visit the Finance Office on campus during office hours.

11. Student Records & Privacy

Blackstone strictly protects the confidentiality of all student records in accordance with the **Personal Data Protection Act (PDPA) of Pakistan**. Records are maintained by the Admissions & Student Services Office and the Finance Office.

Directory Information

The following may be released on request unless you opt out in writing:

- Full name
- Email address
- Telephone number
- Programme of study
- Dates of attendance
- Degrees, awards, and honours received

To opt out, submit a written request to Student Services at the start of each academic year. To exercise any of your data rights (access, correction, deletion), email info@bsolpk.org.

Photographs & Media

Photographs taken at campus events may be used for educational and promotional purposes. You may withdraw consent at any time by notifying Student Services in writing.

12. Health, Safety & Wellbeing

Blackstone is committed to maintaining a safe and healthy campus environment for all students, faculty, and staff.

Student Wellbeing

If you are experiencing personal difficulties that are affecting your academic performance, we encourage you to speak to your academic advisor or contact Student Services. We can refer you to appropriate support resources and, where necessary, arrange a Leave of Absence.

Disability & Accommodation

Students requiring accommodation for a disability should contact Student Services as early as possible — ideally before or at the start of their programme. Contact: **0333-4410700** or **info@bsolpk.org**.

Emergency Contacts

Campus Emergency	0333-4410700
Student Services	info@bsolpk.org
Rescue (Pakistan)	1122
Police	15
Edhi Foundation	115

13. Campus Facilities & Resources

Library: A fully stocked legal and business library including law reports, statute books, ACCA texts, and reference materials. Students have access during campus hours.

Moot Court: A dedicated, fully furnished moot courtroom used for advocacy training, competitions, and simulations. Students are encouraged to use this space regularly.

Lecture Hall: Modern, well-equipped lecture halls with audiovisual facilities. The flipped classroom and SOLE methodology are actively used in this space.

Student Lounge: A common area for students to study, collaborate, and relax between classes.

Wi-Fi: High-speed wireless internet is available throughout the campus.

Student Portal: All students have access to the University of London or ACCA student portal for course materials, results, and registration. Details are provided at enrolment.

Video Library: Hundreds of lecture videos are freely available to students to support self-directed learning outside the classroom.

14. Contact Directory

General Enquiries	info@bsolpk.org
Student Services	info@bsolpk.org 0333-4410700
Admissions — Abubakr	+92 309 5555982 (WhatsApp)
Admissions — Alvina	+92 309 5555984 (WhatsApp)
Admissions — Shahazib	+92 309 5555447 (WhatsApp)
Finance Office	Via reception or info@bsolpk.org
WhatsApp (Pakistan)	wa.me/924235761999
Website	bsolpk.org
Address	5-A Ahmed Block, Garden Town, Lahore 54000, Pakistan

This handbook is subject to revision. The most current version is available at bsolpk.org/student-handbook. Students are bound by the version in effect at the time of enrolment, updated by any amendments communicated by the School.

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