



# STUDENT HANDBOOK

Undergraduate

# 2019

# UG

NATIONAL UNIVERSITY OF  
SCIENCES & TECHNOLOGY

National University of Sciences and Technology (NUST) is the dynamic face of higher education in Pakistan. Although, barely 28 years old, this premier national institution justifiably feels proud of its unprecedented credentials as a centre of excellence. NUST has taken a great leap in Quacquarelli Symonds (QS) World University Rankings 2020 by jumping 17 positions up from 417 to 400.

NUST has risen to even greater prominence as per the latest subject-wise ranking (2019) by QS, UK. NUST now stands out in 6 subject areas i.e., Electrical & Electronic Engineering 265, Computer Science & Information Systems 239, Mechanical, Aeronautical & Manufacturing Engineering 374, Physics & Astronomy 397, Mathematics 333 and Business & Management 428 among 42 Subject areas.

NUST has marked another milestone by joining the league of world's 100 best young universities under the age of 50 by QS, UK. NUST has also been ranked among Top World Universities under the age of 50 by the prestigious Times Higher Education (THE), UK. NUST has been ranked at 87 in Asia by QS, UK and 201-250 in THE Asian University Rankings 2019.

NUST has also attained the overall rank of 224 amongst the THE Annual Ranking List 2019 of the top 442 universities from Emerging Economies.

NUST was ranked at 1<sup>st</sup> position by HEC among the Pakistani universities in the category of Engineering & Technology announced in 2015

(discontinued after 2015).

NUST multi-disciplinary campuses offer undergraduate & postgraduate programs in a wide range of fields including Engineering, IT, Biosciences, Business Management, Economics, Psychology, Environment, Applied Sciences, Architecture and Behavioral Sciences. In the years ahead, we are hopeful to pursue with renewed vigour and zeal our vision of expanding not only our academic programs but also the student intake across various NUST schools without diluting our traditional standards of excellence. Technological supremacy is the key to shape the destiny of a nation.

NUST fuels the spirit of inquiry, enterprise and dynamism in all facets of research and professional education. The dividends of our focused and sustained efforts are distinctly visible in the vibrant involvement of our students and faculty in a wide range of research projects, publications, patent filing and joint research ventures. NUST Technology Incubation Centre (TIC), and Science and Technology Ventures (STV) are some of the potent NUST initiatives to expand the base of research and development towards building the national economy.

NUST is a place worth any aspiring student's time, labour and money to claim a place in the comity of those educated in the spirit of challenging times today and tomorrow. It is a great transforming experience to live, imbibe and treasure.

## **Disclaimer**

*This handbook is being issued for general information and guidance of the students joining the University in 2019 and does not form part of any contract. The University reserves the right to withdraw or make amendments in Academic Regulations and other rules/policies/instructions as and when deemed necessary.*

## **Important**

*You are required to read all the instructions given in this handbook and deposit the Undertaking given at the end of this handbook (**Annex F**), duly completed, to your school administration by **30<sup>th</sup> September, 2019**.*

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## 1. NUST at a Glance

You are welcome to National University of Sciences and Technology (NUST), a premier national institution committed to imparting high quality undergraduate and postgraduate education in various engineering disciplines, management, social, applied bio-sciences, architecture, information technology and basic sciences. You represent a distinguished group of students selected strictly on merit to join this comprehensive University comprising 19 constituent colleges/schools/centres. Currently, NUST offers degree education in as many as 27 undergraduate, 61 MS and 42 PhD programs in various NUST institutions.

## 2. Constituent Institutions

With the shifting of NUST Main Campus to H-12, Islamabad in 2008, our constituent institutions were re-organized with a view to consolidating, utilizing and administering resources most efficiently. Listed below are the constituent NUST institutions.

- a. Military College of Engineering (MCE), Risalpur.
- b. Military College of Signals (MCS), Rawalpindi.
- c. College of Electrical and Mechanical Engineering (C of E&ME), Rawalpindi.
- d. Pakistan Navy Engineering College (PNEC), Karachi.
- e. College of Aeronautical Engineering (CAE), Risalpur.
- f. School of Electrical Engineering & Computer Science (SEECS), Islamabad.
- g. NUST Business School (NBS), Islamabad.
- h. School of Social Sciences & Humanities (S<sup>3</sup>H), Islamabad.
- i. School of Chemical & Materials Engineering (SCME), Islamabad.
- j. School of Civil & Environmental Engineering (SCEE), Islamabad.
- k. School of Mechanical & Manufacturing Engineering (SMME), Islamabad.
- l. School of Natural Sciences (SNS), Islamabad.
- m. Atta Ur Rahman School of Applied Biosciences (ASAB), Islamabad.
- n. School of Art, Design & Architecture (SADA), Islamabad.
- o. Research Center for Modeling & Simulation (RCMS), Islamabad.
- p. NUST Institute of Peace & Conflict Studies (NIPCONS), Rawalpindi.
- q. US Pak Center for Advanced Studies in Energy (USPCAS-E), Islamabad.
- r. Research Institute for Microwave and Milimeter-Wave Studies (RIMMS).
- s. NUST Balochistan Campus (NBC), Quetta (being launched in Fall 2019).

## 3. Vision

To evolve NUST into a world class Centre of Excellence among Higher Education Institutions, leading the transformation of Pakistan towards a rapidly developing Knowledge Economy to realize the national objective of a progressive and prosperous

country among comity of nations.

## 4. Mission

In pursuance of NUST vision, strive to achieve following mission goals: -

- a. To develop NUST as a Comprehensive, Academic and Research led university with a focus on Creativity, Innovation and Entrepreneurship so as to amicably negotiate Social, Economic and Environmental challenges faced by the country.
- b. With foundations based on principles of Merit, Transparency and Fair Play, nurture talent by providing equal opportunity to all segments of polity.
- c. Empower students to develop their full potential acquiring leadership and social skills, to act as agent of change within the society.
- d. Improve global visibility by enhancing mutually beneficial linkages with international organizations and partner universities.
- e. Strengthen NUST financially to enable the university achieve its goals by raising awareness amongst local and international Pakistani diaspora including Alumni base around the world.
- f. Ensure conducive learning and working environment for students and staff at par with international standards.

## 5. Strategic Thrusts

- a. **Excellence in Teaching and Education.** Provide high quality education in science and technology within the reach of all segments of the society.
- b. **Focus on Research.** Undertake high quality relevant research to support the needs of emerging knowledge-based economy and society.
- c. **Spirit of Enterprise.** Develop instruments and mechanism to cultivate in NUST graduates the spirit of enterprise and entrepreneurial culture and build strong linkages with industry.
- d. **Internationalization and Global Vision.** Establish strong international linkages to ensure inflow of new knowledge and state-of-the-art technologies, and build, as a corollary, positive international image of our university and the country.
- e. **Positive Social Impact.** Formulate curricula and programs to suit a wider cross section of the population in terms of education and absorption of new technologies.

## 6. Why Study at NUST?

NUST symbolizes quality and excellence. Its spirited faculty, industrious students and excellent support infrastructure provide an academic environment, found only in the

very best of the world universities, which is evident from the following:

**a. NUST is a member of:**

- (1) International Association of Universities (IAU).
- (2) Association of Commonwealth Universities (ACU).
- (3) The Talloires Network.
- (4) International Network for Quality Assurance Agencies in Higher Education (INQAAHE).
- (5) United Nations Academic Impact (UNAI).
- (6) Association of Management Development Institution in South Asia (AMDISA).
- (7) Asia-Pacific Quality Network (APQN).
- (8) Association of Quality Assurance Agencies of the Islamic World (QA-Islamic).

**b. NUST Rankings**

- (1) NUST has taken an even greater leap in QS World University Rankings 2020 by jumping **17** positions up from **417** to **400**.
- (2) NUST has risen to even greater prominence as per the latest subject-wise rankings (2019) by Quaquarelli Symonds (QS), UK. NUST now stands out in 6 subject areas i.e., Electrical & Electronic Engineering **265**, Computer Science & Information Systems **239**, Mechanical, Aeronautical & Manufacturing Engineering **374**, Physics & Astronomy **397**, Mathematics **333** and Business & Management **428** among **42** Subject areas.
- (3) NUST has marked another milestone by joining the league of worlds **100** best young universities under the age of **50** by QS, UK. NUST has also ranked among Top World Universities under the age of **50** by the prestigious THE, UK.
- (4) NUST has been now ranked at **87** in Asia by Quaquarelli Symonds (QS), UK and **201-250** in THE Asian University Rankings **2019**.
- (5) NUST has also attained the overall rank of **224** amongst the Times Higher Education (THE) annual ranking list **2019** of the Top **442** Universities from Emerging Economies.
- (6) NUST was ranked at **1<sup>st</sup>** position by HEC amongst the Pakistani universities in the category of Engineering & Technology announced in **2015** (HEC discontinued university rankings after 2015).

**c. Awards**

- (1) APQN has awarded its Best/Model Internal Quality Assurance Award 2014 to NUST.



- (2) “Education for Empowerment” program of NUST has been awarded 1<sup>st</sup> place in the MacJannet Prize for Global Citizenship 2015 by the Talloires Network and the MacJannet Foundation.
- (3) The “Turnitin” has awarded NUST an Academic Integrity Award 2015 by recognizing its hardwork for implementing the plagiarism policy.

## 7. Important Telephone Numbers

### Main Office NUST

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Chief Security Officer	+92-51-90851525

## Constituent Institutions

### Military College of Engineering (MCE), Risalpur

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### National Institute of Transportation (NIT), Risalpur

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### Military College of Signals (MCS), Rawalpindi

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### College of Electrical & Mechanical Engineering (C of E&ME), Rawalpindi

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### Pakistan Navy Engineering College (PNEC), Karachi

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### College of Aeronautical Engineering (CAE), Risalpur

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### School of Civil & Environmental Engineering (SCEE), Islamabad

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<https://www.facebook.com/nationaluniversityofsciencesandtechnology/>



[https://twitter.com/Official\\_NUST](https://twitter.com/Official_NUST)



<http://www.linkedin.com/company/551751/>



[www.youtube.com/NUSTOfficial](http://www.youtube.com/NUSTOfficial)

1. **Credit Hours.** The minimum number of credit hours, as approved by NUST Academic Council for each program, and duration for completing the Bachelors' Programs are given below:

Ser	Program Title	Credit Hrs
a.	Bachelor of Electrical Engineering	129+X
b.	Bachelor of Mechanical Engineering	136
c.	Bachelor of Computer Engineering	138
d.	Bachelor of Mechatronics Engineering	137
e.	Bachelor of Software Engineering	133+X
f.	Bachelor of Avionics Engineering	134
g.	Bachelor of Aerospace Engineering	134
h.	Bachelor of Science in Management Information Systems	124
i.	Bachelor of Civil Engineering	133
j.	Bachelor of Environmental Engineering	136
k.	Bachelor of Geoinformatics Engineering	133
l.	Bachelor of Science in Computer Science	131+X
m.	Bachelor of Chemical Engineering	131
n.	Bachelor of Metallurgy & Materials Engineering	134
o.	Bachelor of Science in Mathematics	133+X
p.	Bachelor of Science in Physics	134
q.	Bachelor of Science in Chemistry	136
r.	Bachelor of Business Administration	133
s.	Bachelor of Science in Accounting & Finance	136
t.	Bachelor of Science in Mass Communication	133
u.	Bachelor of Public Administration	133
v.	Bachelor of Science in Economics	136
w.	Bachelor of Science in Psychology	131
x.	Bachelor of Science in Applied Biosciences	128
y.	Bachelor of Military Arts and Science	130
z.	Bachelor of Architecture	182
aa.	Bachelor of Industrial Design	141

2. **Duration.** The minimum and maximum duration of all above mentioned programs except Bachelor of Architecture is 4 and 7 years respectively. However, Bachelor of Architecture's minimum and maximum duration is 5 and 8 years respectively.

3. **Internship.** Internship with reputed public / private sector organizations for a minimum duration of 6-8 weeks for the students will be arranged by NUST Placement Office/Concerned Institution, during 3<sup>rd</sup>/4<sup>th</sup> year semester breaks to provide them with practical on-job training and confidence before employment as professionals. Internship is an essential requirement for all NUST degree programs and it is reflected on the transcript issued to graduates on completion of degree.

4. **Community Service Course.** Each student is required to undergo a 2 Credit Hours (CHs) Community Service course as part of the standard curriculum. The students who do not qualify the course are usually at a disadvantage during job placements and practical life.



## Examinations & Other Semester Requirements

5. The following may be scheduled during a semester of studies for the purpose of grading:

- a. **Minor Test (Quiz).** A number of unannounced/announced quiz tests are conducted frequently in each course at irregular intervals, (normally 2-3 per credit hour) throughout the semester.
- b. **Major Test**
  - (1) **Mid Semester Examination/One Hour Test (OHT).** Mid Semester Exam is a 2-3 hours test conducted at mid semester or a number of OHTs (one hour duration), conducted (normally one per credit hour) in each course at regular intervals with due notice of at least two days.
  - (2) **End Semester Examination (ESE).** The last comprehensive examination of approximately three hours duration is given in each course on its completion.
- c. **Class Assignment.** A task relevant to a course of study assigned by concerned faculty to substantiate the course contents. The assignment may or may not be graded.
- d. **Practical/Lab Test.** These tests include all such examinations/evaluations to ascertain the level of competency of practical application of knowledge acquired.
- e. **Project.** Project is a research work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into practical use. Projects are usually assigned as part of course-work to individual or group of students and each student is required to present the project work.
- f. **Attendance.** 75% attendance is must for a student to be allowed to appear in the End Semester Examination of a subject. Student shall be awarded **XF** grade if respective attendance falls below 75%. No deviation to this rule is allowed under any circumstances.
- g. Students are required to make oral presentations during the semesters as part of courses specially configured to develop their soft skills.

6. All End Semester Examination are managed by the constituent institutions on dates and according to the schedule prepared by them.

7. **Question Paper.** All question papers are set by respective faculty and duly scrutinized, approved, and conducted in accordance with the university policy. As per the spirit of semester system, there shall be no choice in attempting the questions. It shall also be ensured that the Question Papers are balanced with respect to the examination policy and have been prepared to cover the essentials of the whole syllabus completed by the faculty.

8. **Use of Reference Material during Test/Examination.** Prior to quiz, OHT and mid/end-semester examinations, the concerned faculty/invigilator may announce

such books, notes or other material which can be referred to by the student during the test/examination. Student should not be in possession of any other book, notes, papers or material etc.

**9. Examination Schedule.** The Deputy Controller of Examinations of the respective institution publishes the examination schedule at least two weeks prior to the commencement of the End Semester Examination.

**10. Academic Calendar.** Director Academics prepares the academic calendar of the University based on the details provided by each institution and other directorates of Main Office NUST at least two months before the commencement of academic year, i.e., Fall Semester.

**11. Conduct of End Semester Examination.** Dean approves the detailing of officers/faculty as superintendent/deputy superintendent for the conduct of End Semester Examination. These officers/faculty shall ensure the following, namely:

- a. Students are seated in the examination room according to the seating plan prepared by the Examination Branch.
- b. All answer books used in the examination are initialed by the invigilator. No other answer books are to be used.
- c. Answer books are issued to the invigilators five minutes before the commencement of the examination and retrieved at the end of the examination.
- d. Absentee report, if any, is prepared and forwarded to the Examination Branch at the end of each examination.

**12. Invigilation Duties.** Invigilators are detailed by the Deputy Controller of Examinations of the institution after the approval of Dean. They report to the superintendent/deputy superintendent thirty minutes before the commencement of examination and shall ensure:

- a. Students are seated according to their seating plan.
- b. Students are warned against the use of unfair means and have been advised to surrender notes, papers, cell phones, iPads, etc or other unauthorized material before the commencement of the examination.
- c. No student is allowed to join the examination thirty minutes after its commencement.
- d. No student is allowed to leave the examination room within one hour of commencement of examination. The visits to wash rooms shall be carefully controlled.
- e. The question papers and answer books of a student detected using unfair means or assisting another candidate, is taken away and the matter reported to the superintendent/deputy superintendent of examination. The superintendent records all available evidence to be used as written proof later on.

- f. The students write their examination code number on the front cover of each additional answer book used. If more than one answer book is used, they are stapled together. All unused answer books are handed over to the superintendent/deputy superintendent after the examination.

**13. Invigilators' Responsibility.** The invigilator distributes the question papers to the students according to the schedule published by the Examination Branch of the respective institution. The invigilator collects answer books from the students and hands over to superintendent/ deputy superintendent after the examination. The subject faculty shall remain available near the examination of their subject to clarify query, if any.

**14. Student Responsibility.** Student shall report half an hour before the time fixed for the examination on the first day and ten minutes on subsequent days. No books, notes or documents are to be taken in the examination room except those authorized by the examiner.

**15. Unfair Means.** Any student found using unfair means or assisting another student during a test/examination shall be liable to disciplinary action. A student found guilty of such an act by the institution Discipline Committee, will be dealt with in the light of policy in vogue. Use of unfair means generally covers the following, namely:

- a. An attempt to have access to the question paper before the test/examination.
- b. Use/possession of unauthorized reference material during test/examination.
- c. Any form of communication by the student with any one in or outside the examination room while the test/examination is in progress.
- d. Unauthorized entry into faculty's office or that of his/her staff with the intention of having an access to or tampering with the official record/Examination papers etc.
- e. Possession of cell phone, smart phones, smart watches or any other smart gadget/electronic device that may assist in examination.

**16.** The basis for determining a student's grade in a course of studies is left at the well-considered discretion of the individual faculty/ Departmental Board of Studies (DBS). Since some courses are purely theoretical, some are purely practical and some have a theoretical as well as a practical portion, the grading scheme in the format given below may be followed by each department for the purpose of uniformity:

## Grading Scheme Per Semester

Engineering / IT / Sciences			
Nature of Exam	Duration	Frequency	Weightage (%age)
End Semester Examination	2-3 hours	1	40-50
One Hour Test (OHT)*	One hour	1 CH Course – minimum 1 OHT 2-4 CHs Course– minimum 2 OHTs	30-40
Quiz	-	1 CH Course – minimum 2 2 CHs and above Courses – minimum 3	10-15
Assignment	Own time@	-	5-10
Project	Own time@	-	10-20
Lab Work / Project			
Lab Work	3 contact hours	1 per week for each lab CH	70-80
Lab Exam Project	-	-	20-30

\* Mid Semester Examination will be held in lieu of OHTs during Summer Semester.

@ Duration of own time is decided by the class teacher.

17. For purely theoretical and purely practical courses, the grading scheme is evident in the suggested format. However, for subjects which have the two categories (theory and practical) combined, the final grade is computed by multiplying the number of credits assigned to each category with the percentage marks obtained in that category and dividing the sum of the two by the total credits in that subject. For example:

Example				
Subject	Theory Credit	Practical Credit	% age Marks Earned	
			Theory	Practical
Physics	3	1	70	90
Overall grade = $(70 \times 3 + 90 \times 1) / (3+1) = 75\%$				

18. The overall subject percentage thus obtained shall be rounded off by the individual faculty up to two decimal points.

19. The performance of each student in a course of studies is graded as follows:

Letter Grade	Grade Points
A	4.00
B+	3.5
B	3.00
C+	2.5
C	2.00
D+	1.50

Letter Grade	Grade Points
D	1.00
F	0.00
I	Incomplete
W	Dropped
Q	Qualified
T	Transfer
XF	0.00 (F Grade due to Shortage of Attendance)

**Note:** Q Grade i.e., Qualified is applicable to specified course(s) as per NUST Policy.

**20. Relative Grading System.** University follows relative grading system on a scale of 1.00 to 4.00 points.

**21.** To earn course credits, a student must obtain a minimum of 1.0 grade point for undergraduate program in each course.

**22.** To successfully complete the degree requirement, a student must obtain a minimum CGPA of 2.00 (2.50 for BBA, BS Economics, BS Public Administration, BS Mass Communication, BS Accounting & Finance and BS Psychology).

**23. Credit and Contact Hour Correlation**

- a. **Credit Hour (CH)** means a lecture of one-hour duration (including ten minutes break) per week per semester for a subject countable towards a student's Cumulative Grade Point Average (CGPA) shall be considered as one CH. However, in case of studio, one credit hour requires two CHs.
- b. **Contact Hour** means one hour including ten minutes break spent on academic and research related activities including instructional work/tutorials, studio work, research work, projects, seminars, workshops, internships, etc, during the course of studies at the University. Generally speaking one CH of course work is equal to one contact hour whereas one CH of studio work is equal to two contact hours, and one CH of lab work/workshop/ seminar/research work/project is equal to three contact hours.

**24. Class size & Composition.** In all NUST programs the class size usually does not exceed 50. To have healthy academic competition among the students, composition of the class is based on the performance in NET / Semester results. In first semester the sections are formed on the basis of admission merit, later after one year of study, the composition is re-adjusted as per latest semester result. In case a student requests for change of section, the request be evaluated as per justification and shall be decided by head of the institution.



## 25. Award of F, I &amp; W Grades

- a. **Award of Grade F.** In addition to F grade awarded on the basis of academic failure, a student shall not be allowed to appear in final examination of a subject in which his/her attendance is less than 75%, and s/he shall be awarded **XF** grade in that subject. The **XF** grade so obtained shall only be cleared by repetition of the course whenever offered.
- b. **Award of Grade I.** A student, who, because of illness or other acceptable reasons approved by the DBS/FBS, fails to complete the required work in any course or misses any examination/test defined as under, provided his/her overall attendance is not less than 75%, is given **I** as a grade. If a student fails to make up the coursework, he will be awarded an **F** grade. However, in highly extraordinary cases further extension may be approved by Registrar Dte, Main office on recommendation of the FBS.
  - (1) **Mid Semester Examination/OHT.** Whenever a student misses Mid Semester Examination/OHT due to reasons acceptable to the DBS, make up test should be arranged within the period to be decided by the DBS but not later than four weeks from original date of missed Mid Semester Exam/OHT.
  - (2) **End Semester Examination.** Whenever a student misses End Semester Examination due to reasons acceptable to the FBS, make up examination should be arranged within first six weeks after the beginning of the subsequent semester. In highly exceptional cases, approval for any further extension beyond six weeks period is to be obtained from Registrar Dte, Main office on recommendation of FBS.
- c. **Award of Grade W.** Grade **W** will be awarded on dropping of a course.

## 26. Adding / Dropping of Course(s)

- a. Adding/Dropping of course(s) shall be allowed within the first two weeks of start of a semester. It shall be ensured that minimum number of credit hours is not less than 12 and maximum number of credit hours does not exceed 18 (21 in exceptional cases).
- b. A student taking less than regular semester load will not be considered for any academic honour/award, except Rector's Gold Medal.
- c. A student shall be allowed to drop a registered course latest by 8th week of a regular semester and 5th week of a summer semester with recommendation of the HoD and approval of the Dean / Associate Dean. Letter grade **W** shall appear in the transcript against the specific course and shall not be considered for computation of GPA.
- d. Student having **W** on the transcript will not be considered for academic honour / award, except Rector's Gold Medal.

- e. A student will be allowed to have a maximum of two **Ws** in a semester. S/he will not be allowed to accumulate more than four **Ws** at any one particular time during course of studies.
- f. **Offering and Registration of Courses.** Each institution will finalize additional courses to be offered in a particular semester well before its start but not later than the last week of the previous semester, keeping in view the resources available.

**27. Final Grade.** The grade earned by a student in home assignments, quiz, laboratory work, mid semester/OHT, End Semester Examination etc, are formalized into final result by the concerned faculty. It must be ensured by the faculty that all examination answer sheets including End Semester Examination are shown to the respective students prior to finalization of the results. The faculty prepares the final results of the students on the CMS and submits it to the DBS. The grade sheets of each course duly approved by the DBS are sent to the Deputy Controller of Examination on CMS.

**28. Computation and Approval of Results.** After the results are received from each Department, the Examination Branch of the institution shall compile the final results of each class. The final results shall show the grades obtained in each course of the semester, the Semester GPA and the CGPA of each student. The result sheets shall also indicate the tentative disposal (probation, warning, suspension, withdrawal) of students failing to achieve the required standard. The institution shall hold the FBS meeting within two weeks of the conclusion of the End Semester Examination, and approve the result. The result shall be formally announced by the Examination Branch of concerned institute after it is approved by the FBS. Result approved by FBS meeting shall be considered as Provisional Result and shall not be admissible in any court of law. Similarly, the provisional result prepared by the institutes in violation of NUST Regulations / Policies shall be considered null and void and shall not be admissible in any court of law.

**29. Record of Results.** The final result shall be recorded on the provisional semester transcript of each student. The Examination Branch of the respective institution shall prepare four copies of individual student semester transcript. The original copy shall be sent to the sponsoring authority (where applicable) second and third copy to the students and their parents/guardians. The fourth copy shall be retained in the student's permanent file at the institution. The complete semester result of each course shall be sent to Examinations Branch, Main Office NUST for scrutiny and formal notification. Result notified by Examinations Branch, Main Office shall be considered as Approved Final Result.

**30. Reassessment / Rechecking of Papers.** Reassessment means re-evaluation of answer(s) already checked/evaluated by the examiners. Answer books of a student in any examination shall not be reassessed under any circumstances. Rechecking will be carried out as per the instructions mentioned in **Annex A**.

**31. Issue of Academic Transcript / Detailed Mark Sheet.** A student desirous of obtaining Academic Transcript/Detailed Mark Sheet may apply to Controller of Examinations, University Main Office through his/her respective institution along with the prescribed fee, as per the policy issued on the subject.



## **Award of Bachelors' Degree and Academic Deficiencies (Applicable to all programs except those specified separately)**

### **1. Award of Bachelors' Degree**

- a. On recommendation of the FBS of the constituent institution, the University awards undergraduate degree to the student who satisfies the following conditions, namely:
  - (1) Has completed prescribed credit hours, as per approval of, NUST Academic Council for each program for Bachelors degree.
  - (2) Has achieved a minimum CGPA of 2.00 with a minimum of **C** grade in final year project work for BE/BS program, where applicable.

### **2. Academic Deficiencies.** A student who obtains one or more of the following grades in the semester result shall be considered academically deficient, namely:

- a. An **F/XF** grade in any course.
- b. Semester GPA less than 2.00.
- c. CGPA less than 2.00.
- d. **I** (Incomplete) grade in any course.
- e. Less than **C** grade in final year project work for BE/BS program, where applicable.

### **3. Disposal of Academically Deficient Students**

- a. The cases of academically deficient students shall be disposed off initially by the DBS and subsequently by the FBS of the respective institution in the following manner, namely:
  - (1) The DBS shall review the end semester results of deficient students and recommend any one of the following actions to the FBS, namely:
    - (a) Warning.
    - (b) Probation.
    - (c) Suspension.
    - (d) Withdrawal.
    - (e) Repetition of semester(s) if the student's CGPA consistently remains below 2.00.
  - (2) The FBS of the institution upon receipt of the recommendations from the concerned DBS, shall be convened as soon as possible but not later than the first two weeks of the next semester; and,
  - (3) The FBS shall consider each case individually and take one of the following actions as per latest policies of the University, namely:

- (a) Issue warning to the student.
  - (b) Place the student on probation.
  - (c) Recommend suspension.
  - (d) Recommend withdrawal from the University.
  - (e) Recommend repetition of semester(s) if the student's CGPA consistently remains below 2.00.
- b. The warning and probation orders will be issued by the Deputy Controller of Examination of the respective institution. One copy of the order shall be placed in the student's file for record and one copy each shall be sent to the parent/guardian and student's tutor.

#### 4. Warning

- a. **Definition.** "Warning" means a written cautionary statement issued to a student who qualifies to continue his/her studies despite minor deficiencies in some courses so as to make him/her conscious of the weakness and advise him/her to work hard during the semester under progress.
- b. **Policy.** A student should be placed on warning under the following condition as per the latest policies of the University :
- (1) Semester GPA of the student is less than 2.00 or s/he earns **F/XF** grade(s) in a course(s) but does not qualify for probation / withdrawal.
- c. **Compulsions.** While on warning, a student is to:
- (1) Contact concerned faculty for guidance.
  - (2) Keep a complete record of the semester work comprising home assignments, laboratory reports, quiz, mid semester/OHT and the marks obtained.

#### 5. Probation

- a. **Definition.** A student is said to be on probation if s/he is deficient in academic/discipline standards but is allowed to continue studies.
- b. **Policy.** A student should be placed on academic probation under the following conditions:
- (1) His/her CGPA is less than 2.00, and s/he does not qualify for withdrawal. This clause will not be applicable to the first semester.
  - (2) On disciplinary grounds when recommended by the respective discipline committee of the institution and the discipline committee of NUST.
- c. **Compulsions.** While on probation, a student shall:
- (1) Contact concerned faculty for guidance; and,

- (2) Keep a complete record of the semester work comprising home assignments, laboratory reports, quiz, mid semester/OHTs, and the marks obtained.

## 6. Suspension

- a. **Definition.** "Suspension" means that a student is not allowed to continue regular academic activities for a specified time.
- b. **Policy.** A student may be recommended for suspension by the FBS for approval by Main Office, NUST subject to any of the conditions listed below, namely:

- (1) On disciplinary grounds when recommended by the Discipline Committee of the respective institution and the Discipline Committee of the University.
- (2) If overall attendance of the student is below 75% in a semester on medical grounds or reasons beyond his/her control.
- (3) If the student remains absent for more than thirty but less than forty-five consecutive days without valid reason.
- (4) Suspension on reasons beyond student's control or on authorized grounds/sanctioned leave from competent authority.

**Note:** UG program duration is 8 regular semesters (4 years), excluding summer semester which is only meant for deficiency/failure/repetition of courses.

## c. Suspension of Registration

- (1) If a student remains absent for 45 or more consecutive days without intimation or any valid reason, his/her admission / registration will be suspended. However, such student may resume the same program subject to meeting the following conditions:
  - (a) Has completed minimum one year of studies and attained mandatory GPAs.
  - (b) Has been recommended by the respective institution.
- (2) On re-admission, the student will pay the prescribed admission fee and 50% tuition fee for the period of absence. The rate of fee will be as applicable to students of the semester which s/he joins.
- (3) While considering the case for re-admission, it will be ascertained by the respective institution that the student has sufficient time to complete his/her degree within the prescribed time limit, which will start from date of original / first admission.



- (4) No special classes / courses will be planned / arranged for such cases, other than planned classes for repeat courses.
- (5) After re-admission, his/her studies will be governed by the rules and regulations applicable to the entry, s/he joins.
- (6) Suspension of registration, on grounds of prolonged absence, will be granted only once in the program in which s/he was originally granted admission.

## 7. Withdrawal

- a. **Definition.** “Withdrawal” means that a student is considered unsuitable for further studies at NUST and is withdrawn from the program.
- b. **Policy.** A student is recommended for withdrawal as per latest policies of the University by the FBS for approval by Main Office NUST subject to any of the conditions listed below, namely:
  - (1) The student accumulates seven or more **F/XF** grades.
  - (2) Earns four consecutive probations. This clause is not applicable to 7<sup>th</sup> and 8<sup>th</sup> semester of UG programs.
  - (3) On disciplinary grounds when recommended by the respective Discipline Committee of the institution and the Discipline Committee of NUST.
  - (4) Cannot complete his/her degree requirements within the maximum stipulated time of seven years, even if s/he utilizes the summer semester. Such like cases will be recommended by the respective FBS and referred to the Registrar Directorate for approval.
  - (5) A student who remains absent for more than 45 consecutive days without valid reasons, but does not qualify for “Suspension of Registration”
  - (6) Earns five **F/XF** grades or more in first semester only.

**Note:** *If a student is likely to be withdrawn on academic deficiencies, s/he will be duly warned and counseled, and his/her parents will be forewarned for intervention. Such communication will be duly recorded.*

## 8. Repetition/Retest of Course(s)

- a. A student may repeat a course for the following reasons, subject to payment of prescribed tuition fee for the repeated course(s):
  - (1) **Clearance of W / F / XF Grades**
    - (a) A student repeats a course to clear **W/F/XF** grade.
    - (b) It is the student's responsibility to clear the failed /

dropped courses, subject to availability of resources at the respective institution and approval of Dean / Associate Dean / HoD.

- (c) The student's transcript will show both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA;
- (d) The student who repeats a course to clear a **W/F** grade shall not be eligible for academic honours / awards except Rector's Gold Medal.
- (e) **Counting of F grades.** A student who fails in a subject, and after repeating fails again (irrespective of the number of times s/he repeats) the number of **F**'s counted in this case will be one **F** only.

(2) **Improvement of CGPA.** A student may repeat a course to improve his/her CGPA subject to the following provisions:

- (a) The student should register for the course(s) to be repeated after formal permission from the respective HoD.
- (b) The terms and conditions of repeat courses shall be the same as per regular courses. The student transcript will show both the old grade and the new earned grade but the better grade will be used in the computation of CGPA.
- (c) The student shall not be eligible for top academic honours /awards based on a new earned grade(s), except Rector's Gold Medal.
- (d) The student shall not be allowed to improve his/her CGPA after completion of the degree.

(3) **Taking Alternative Elective Course.** A student may take an alternative elective for repetition with the approval of Dean. The student's transcript shall show the grades of both the courses. However, the better grade will be used in the computation of CGPA.

- b. **Retest of End Semester Examination.** In case a failed subject is a pre-requisite for a course in the following semester, the student will have to clear it through retest within first six academic weeks of the next semester. **F** Grade awarded to a student on the basis of academic failure is only eligible to appear in the retest, whereas, **XF** Grade awarded on the basis of low attendance is not qualified to appear in the retest. Such retest will have the same weightage as that of actual End Semester Examination in that subject. Maximum achievable grade in this case will be **D**. There shall be no extra coaching classes

prior to such retest.

**9. Deferment of Semester(s).** A student may seek deferment from regular studies subject to the following conditions:

- a. Deferment will generally be requested before the start of a semester. However, in exceptional cases it may be requested latest by the 2<sup>nd</sup> week of a semester. It will be endorsed by the FBS and processed for formal approval by the Registrar.
- b. During the period of deferment, s/he will be allowed to repeat courses already studied on payment of prescribed fee for repetition of courses but not permitted to study new courses.
- c. S/he shall pay 25% tuition fee to maintain his/her registration.
- d. The student has the requisite time available to complete his/her degree within the stipulated time.
- e. In case, a student opts to defer the first semester s/he have to pay full tuition fee (non-adjustable / non-refundable).

**10. Completion of the Degree**

- a. The Degree Program will be considered complete on fulfilling the following conditions:
  - (1) On fulfillment of prescribed requirements of the degree.
  - (2) Request of the student for the final transcript/award of degree until the maximum allowed limit for the degree.
  - (3) Formal notification by the Controller of Examinations.
- b. The student is allowed to improve his/her grade until conditions of para 10(a) above are fulfilled.



## Award of Bachelor of Industrial Design & Architecture Degrees and Academic Deficiencies

### 1. Bachelor of Industrial Design and Architecture Degrees

- a. This chapter pertains to 8 Semesters of Bachelor of Industrial Design and 10 semesters of Bachelor of Architecture professional degree programs being offered at School of Art Design and Architecture (SADA).
- b. **Duration of Studies**
  - (1) Minimum number of credit hours and duration for completing the Bachelors' Programs shall be as under :

Program	Credit Hours	Duration	
		Minimum	Maximum
Bachelor of Architecture	182	5 years	8 years
Bachelor of Industrial Design	141	4 years	7 years

- (2) For Bachelor of Architecture, Internship with reputed public/private sector organizations for a minimum duration of 14 weeks will be compulsory. Moreover, a thesis of 8 CHs is mandatory.
- (3) For Bachelor of Industrial Design program, digital modeling and factory practice for one month in semester 5, design practice for 6 weeks in semester 7 and Project of 6 CHs in Semester 8 is mandatory.

### 2. Academic Requirements

- a. The Bachelor of Architecture program is a combination of theory subjects, design studios and internship in the various aspects of architecture. It is spread over 5 years and consist of 10 semesters leading to the thesis design in the 10<sup>th</sup> semester. The degree as a qualified "Architect" is conferred in accordance with Pakistan Council of Architects & Town Planners (PCATP) regulations, as applicable from time to time.
- b. The Bachelor of Industrial Design program is a combination of theory subjects and design in the various aspects of industrial design. It is spread over 4 years and consists of 8 semesters.

### 3. Tests, Examinations and Grading Policy for Bachelor of Industrial Design and Architecture

- a. **Minor Test (Quiz).** Quiz will be conducted in each course at irregular intervals throughout the semester, with or without prior intimation. Quiz for industrial design studio and architectural design studio course will not be mandatory as the studio itself is an extension of the test of theoretical knowledge. The faculty will exercise its discretion to conduct theoretical minor test, if needed.

b. **Major Test**

- (1) **Mid Semester Examination.** A 1-2 hours test will be conducted at mid semester in each course with due notice of at least two days.
- (2) **End Semester Examination.** The last comprehensive examination of approximately 2-3 hours duration will be given in each course on its completion.
- (3) **Class Assignment.** A task relevant to a course of study assigned by the concerned faculty to substantiate the course contents. The assignment may or may not be graded.
- (4) **Studios.** These include all such evaluations so as to ascertain the level of competency of practical application of knowledge acquired within industrial design and architectural domain. Studio work is comprised of projects which can vary from theoretical to practical nature:
  - (a) For Bachelor of Architecture, the studios to meet PCATP academic standards and the accreditation criteria, the teacher-student ratio will not be more than (1:15). Further, other than the Basics of Design, the studio instructors will be paid-up PCATP members. It is important that all studio work assignments will be submitted on time and late submittals will not be accepted.

c. **Project.** Project is a research / design work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into practical use at undergraduate level.d. **Thesis.** For Bachelor of Architecture, Thesis is a report comprising the precedent study, original research part and an original design solution to an issue or design question approved by the school, of a student which is counted towards the partial fulfillment of his/her Bachelors requirement:

- (1) The thesis lays the rationale and the foundation work for the thesis architecture design, and will ultimately include the architectural proposal. Thus, it will be a composite document which will be graded in two parts; it will ultimately have the drawings in CD format included in it (to be inserted before the end of 10<sup>th</sup> semester).
- (2) Thesis shall be examined and evaluated by External Jurors and Internal Faculty members as assigned and nominated by the School.
- (3) As recommended by the PCATP, the internal grading will be 40% and the external grading will be 60% of the total grades. If a student fails Final Year Thesis Jury, s/he shall be

considered fail and would be re-evaluated after a minimum stipulated period of 12 weeks from the date of original jury. In case a student does not achieve the desired standard even after re-evaluation, then s/he shall have to repeat the semester.

**4. Question Paper.** All question papers will be set by the respective faculty, and duly scrutinized, approved, and conducted in accordance with the university policy. As per the spirit of Semester System, there should be no choice in attempting the questions. It shall also be ensured that the Question Papers are balanced and cover the essentials of the whole syllabus completed by the faculty.

**5. Academic Standards for Award of Degree.** The Grade Point will be awarded on the basis of absolute grading system on a scale of 1.00 to 4.00 points. The performance of each student in a course of study will be graded as follows:

Grade	Numerical Equivalence	Grade Point	
		Major Field Courses	All Other Courses
A	80-100%	4.00	4.00
B+	70-79%	3.50	3.50
B	60-69%	3.00	3.00
C+	55-59%	2.50	2.50
C	50-54%	-	2.00
D+	45-49%	-	1.50
D	40-44%	-	1.00
F	Less than 40%	Less than 55%	0.00
I	-	Incomplete	Incomplete
W	-	Dropped	Dropped
Q	-	Qualified	Qualified
T	-	Transfer	Transfer
XF	-	0.00 (Due to shortage of attendance)	0.00 (Due to shortage of attendance)

**6. Attendance.** Overall attendance of a student in a course (credited and non-credited) shall not be less than 75%. The student shall not be allowed to sit in the End Semester Examination if his/her attendance in a particular course falls below 75%.

## 7. Classification of Courses

- "Major Field Course" will be a core course of Bachelor of Industrial Design and Architecture Programs. Passing grade for such a course will be 2.5 or more (C+ grade).
- "Other Course" means all courses other than Major Field Course. Passing grade for such course will be minimum 1.00 (D grade).

**8.** Parameters for determining a student's grade in a course are laid down as under:

- a. Combined grading system scheme will be adopted for computation of overall grade of a course as under for example:

For Example				
Subject	Theory Credits	Studio Credits	%age Marks Earned	
			Theory	Studio
Basics of Design-I	1	5	70	90
Overall grade = $(70 \times 1 + 90 \times 5) / (1 + 5) = 70 + 450 / 6 = 520 / 6 = 86.7\%$				

- b. Minimum CGPA for award of degree will be 2.0 / 4.0.
- c. Student will not be promoted to 7th semester (Bachelor of Industrial Design) and 9th semester (Bachelor of Architecture) respectively if s/he is having any **F/XF** grade including non-credited course.
- d. **Non Credit Course.** Only pass or fail grade will be awarded. Pass grade will be awarded to the student having 75% or more attendance.
- e. The School has the right to retain the student's studio and /or theory work for publication or putting it on the web pages with due acknowledgment.

## 9. Assessment Modes and Weighting

- a. **Theory Courses.** Assessment will be based on the results of Mid Semester Examination, End Semester Examination, evaluation of the term assignments, the progress and quality of the log book and the minimum level of attendance required in a particular course (75% of total class hours). The assessment for all theory courses /theory component of the course shall be in accordance with the following table.

Scheme of Studies: Bachelor of Industrial Design & Architecture			
Nature of Examination	Duration	Frequency	Weightage (%age)
<b>Theory</b>			
End Semester Examination	2- 3 hours	1	30-50
Mid Semester Examination	1-2 hours	1	20-30
Quiz	-	1 CH Course – min 2 2 CH and above Course – min 3	10-15
Assignment(s)/ Project(s)	Own time	-	15-25
<b>Studio Projects</b>			
Studio	2 contact hours	1 per week for each CH	
Portfolio Review/ Studio Participation			10-20
Studio Work			80-90

## b. Studio Work

- (1) **Design Studios, other than Basics of Design, and 10<sup>th</sup> Semester Thesis Design.** These will include all such evaluations so as to ascertain the level of competency of practical application of knowledge acquired within the architectural domain. Studio work is comprised of projects which can vary from theoretical to practical nature. The individual Studio project instructions are prepared by the instructor and duly approved by the HoD. These may also be called the class studio assignments. Sample assignment already exists, and can be referred to and will form the basis of any new studio class assignments. These studio assignments will follow the overall framework of the curriculum outline, and will be approved one month prior to the start of semester.
- (2) Assessment will be based on the results of projects which include: desk crits, design reviews, mid-project review and final review. The assessment shall also include: portfolio review and participation/attendance.
- (3) **Design Studios - Industrial Design.** These will include all such evaluations so as to ascertain the level of competency of practical application of knowledge acquired within the industrial design domain. Studio work is comprised of projects. The individual Studio project instructions are prepared by the instructor and duly approved by the School. These may also be called the class studio assignments. These studio assignments will follow the overall framework of the curriculum outline and will be approved before the start of semester.

## c. For Bachelor of Architecture, Thesis Report and Final Year Thesis Design-9<sup>th</sup>/10<sup>th</sup> Semester

- (1) Any student failing the final external jury shall be considered fail and would be required to be re-evaluated, after a minimum stipulated period of 12 weeks. In case student fails after re-evaluation s/he shall have to repeat the semester.
- (2) The passing grade for Thesis is C+ (2.5 Grade Point).
- (3) A student, who, because of illness or other acceptable reasons approved by the FBS, fails to take the final external jury shall be awarded an I grade. The student is required to take the final external jury after a minimum stipulated period of 12 weeks from the date of original jury.
- (4) Marks assigned by external jurors are not to be modified / changed under any circumstances.



- d. The internal and external marks weight shall follow PCATP prescribed formula of :
- (1) Internal Evaluation – 40% of overall weight.
  - (2) External Evaluation – 60% of overall weight.
- e. Thesis Design is to be carried out within the course ARCH 502 Architectural Design VIII. It is divided into two components:
- (1) Theory.
  - (2) Studio.

10. The grading scheme being followed is given below:

Architectural Design VIII - Semester 10			
Nature of Exam	Duration	Frequency	Weightage (%)
<b>Theory</b>			
ESE	2-3 hours	1	20-30%
Internal Thesis Report Evaluation	-	1	10-20%
External Thesis Report Evaluation	-	To be carried out by External	60%
<b>Studio</b>			
<b>Internal Evaluation (to be carried out under following heads with associated weight range)</b>			<b>40%</b>
Quarter Jury		1	10-20%
¾ Jury		1	15-25%
Progress Evaluation		-	50-70%
Participation		-	0-5%
<b>External Evaluation (to be carried out under following heads with associated weight range)</b>			<b>60%</b>
Quarter Jury		1	5-15%
Mid Jury		1	10-20%
¾ Jury		1	15-30%
Final External Jury		1	40-70%

#### 11. Specific Designations for Architectural Thesis

- a. **External Juror** means a person holding suitable qualifications in the relevant discipline who may belong to any outside constituent/affiliated institution or university/organization but has not taught the subject to the class during the academic semester for which the examination is being held.
- b. **Supervisor** means an in-house faculty who assists in supervision/guidance of thesis of a Bachelor of Architecture student till completion of Thesis. The supervisor must have sufficient

experience and relevant qualification in the field of research.

- c. **Advisor** means an in-house faculty or specialist from Industry R&D organization who assists in supervision/guidance of Thesis of B Architecture student till completion of Thesis. The advisor must have sufficient experience and relevant qualification in the field of Architecture.

**12. Award of Grade F.** In addition to **F** grade awarded on the basis of academic failure, a student will not be allowed to appear in End Semester Examination of a course in which his/her attendance is less than 75%, and s/he will be awarded **XF** grade in that course. The **XF** grade so obtained will only be cleared by repetition of the course whenever offered, so that the students are made to attend the missed course.

**13. Award of Grade I.** A student, who, because of illness or other acceptable reasons approved by the DBS/FBS, fails to complete the required work in any course or misses any examination/test defined as under, provided his/her overall attendance is not less than 75%, is given **I** grade. The student receiving such a grade makes up the unfinished portion of his/her course and is given a grade at the discretion of the faculty without prejudice to the previous grade **I**. If a student fails to make up the coursework, s/he will be awarded an **F** grade. However, in highly extraordinary case further extension may be approved by Registrar Directorate, Main office on recommendation of the FBS.

**14. Mid Semester Examination.** Whenever a student misses Mid Semester Examination due to reasons acceptable to the DBS, make up test should be arranged within the period to be decided by the DBS but not later than four weeks from original date of missed Mid Semester Exam.

**15. End Semester Examination.** Whenever a student misses End Semester Examination due to reasons acceptable to the FBS, make up examination should be arranged within first six weeks after the beginning of the subsequent semester. In highly exceptional cases, approval for any further extension beyond six weeks period is to be obtained from Registrar Directorate, Main office on recommendation of FBS.

## 16. Adding/Dropping of Course(s)

- a. Adding/Dropping of a course is allowed within the first two weeks of start of a semester. However, the student shall ensure that minimum number of credit hours is not less than 12 and maximum number of credit hours does not exceed 18 (21 in exceptional cases).
- b. A student taking less than regular semester load shall not be considered for any merit scholarship / academic award.
- c. A student is allowed to drop a registered course latest by 8th week of a regular semester and 5th week of a summer semester with the recommendation of HoD and approval of Dean / Associate Dean. However, letter grade **W** shall appear in his/her transcript against the specific course and shall not be considered for computation of GPA.
- d. Student having **W** on the transcript shall not be considered for any

academic honor / award, except Rector's Gold Medal.

- e. A student is allowed to have maximum of two **Ws** in a semester. S/he shall not be allowed to accumulate more than four **Ws** at any one particular time.

**17. Final Grade.** The grade earned by a student in home assignments, quiz, design studio work, mid semester, End Semester Examination etc, are formalized into final result by the concerned faculty. It must be ensured by the faculty that all examination answer sheets including End Semester Examination are shown to the respective student prior to finalization of the results. The faculty prepares the final results of the students on the standard grade sheet, upload on CMS and also submits it to the DBS. The grade sheets of each course duly approved by the DBS are sent to the Deputy Controller of Examination through HoD and Principal.

**18. Computation and Approval of Results.** After the results are received from each Department, the Examination Branch of the institution shall compile the final results of each class. The final results shall show the grades obtained in each course of the semester, the Semester GPA and the CGPA of each student. The result sheets shall also indicate the tentative disposal (probation, warning, suspension, withdrawal) of students failing to achieve the required standard. The institution shall hold the FBS meeting within two weeks of the conclusion of the End Semester Examination, and approve the result. The result shall be formally announced by the Examination Branch of concerned institute after it is approved by the FBS. Result approved by FBS meeting shall be considered as Provisional Result and shall not be admissible in any court of law. Similarly, the provisional result prepared by the institutes in violation of NUST Regulations / Policies shall be considered null and void and shall not be admissible in any court of law.

**19. Record of Results.** The final result shall be recorded on the provisional semester transcript of each student. The Examination Branch of the respective institution shall prepare four copies of individual student semester transcript. The original copy shall be sent to the sponsoring authority (where applicable) second and third copy to the students and their parents/guardians. The fourth copy shall be retained in the student's permanent file at the institution. The complete semester result of each course shall be sent to Examinations Branch, Main Office NUST for scrutiny and formal notification. Result notified by Examinations Branch, Main Office shall be considered as Approved Final Result.

**20. Issue of Academic Transcript/Detailed Mark Sheet.** A student desirous of obtaining Academic Transcript/Detailed Mark Sheet may apply to Controller of Examinations NUST through the School along with the prescribed fee, as per the policy issued on the subject.

**21. Award of Bachelors' Degree.** On recommendations of the FBS of the School, the university will award undergraduate degree to the students who satisfy the following conditions, namely:

- a. Have completed minimum prescribed credit hours, as per approval of NUST Academic Council.
- b. Have achieved a minimum CGPA of 2.0.
- c. **Internship.** For Bachelor of Architecture, a total of fourteen weeks of

internship would be required before the award of degree. For Bachelor of Industrial Design, 4 weeks of digital modeling and factory practice, and 6 weeks of design practice will be required before the award. A form will be filled out by the supervisor of the entity who will be offering internship. A list of prospective firms, and entities will be available with the School. Rostrum of available firms will be available to the students for consultation at all times. It will be the responsibility of the student to secure internship in the field. The student will be evaluated on the standard NUST form used at that time.

**22. Academic Deficiencies.** A student who obtains one or more of the following grades in semester final result is considered academically deficient, namely:

- a. An **F/XF** grade in any course.
- b. Sem GPA less than 2.00.
- c. CGPA less than 2.00.
- d. **I** (Incomplete) grade in any course.

**23. Disposal of Academically Deficient Students.** The case(s) of academically deficient student(s) will be disposed of initially by the DBS and subsequently by the FBS in the following manner, namely:

- a. The DBS will review the end semester results of deficient students and recommend any one of the following actions to the FBS, namely:
  - (1) Warning.
  - (2) Probation.
  - (3) Suspension.
  - (4) Withdrawal.
  - (5) Repetition of semester(s) if the student's CGPA consistently remains below 2.00.
- b. The FBS of the institution upon receipt of recommendations from the concerned DBS, will be convened within two weeks of the conclusion of the End Semester Examination and approve the result.
- c. The FBS will consider each case individually and take one of the following actions as per latest policies of the University, namely:
  - (1) Issue warning to the student.
  - (2) Place the student on probation.
  - (3) Recommend suspension of the student.
  - (4) Recommend withdrawal of the student from the University.
  - (5) Recommend repetition of semester(s) if the student's CGPA consistently remains below 2.00.

**24.** The warning and probation orders will be issued by the Deputy Controller of Examination of the School. One copy of the order will be placed in the student's file for record and one copy each is sent to the parent/guardian and student's tutor.

**25. Warning**

- a. **Definition.** "Warning" means a written cautionary statement issued to a student who qualifies to continue his/her studies despite minor deficiencies in some course so as to make him/her conscious of the weakness and advise him/her to work hard during the semester under progress.
- b. **Policy.** A student is placed on warning as per latest policy of the University,
  - (1) If his/her Sem GPA is less than 2.00 or s/he earns **F/XF** grade(s) in a course(s) but does not qualify for probation and withdrawal.
  - (2) If the student has any **F/XF** grade after the 8<sup>th</sup> semester and will not be allowed to take the course of 9<sup>th</sup> semester until s/he clears all earned **F/XF** grade.
- c. **Compulsions.** While on warning, a student is to,
  - (1) Contact concerned faculty for guidance; and
  - (2) Keep a complete record of the semester work comprising home assignments, laboratory reports, quiz, mid semester/one hour tests and the marks obtained.

**26. Probation**

- a. **Definition.** A student is said to be on probation if s/he is deficient in academic/discipline standards to the extent that s/he is likely to be withdrawn and is allowed to continue studies.
- b. **Policy.** A student will be placed on academic probation under the following conditions:
  - (1) CGPA is less than 2.00, and s/he does not qualify for withdrawal. This clause shall not be applicable in the first semester.
  - (2) On disciplinary grounds when recommended by the discipline committee of the school, and, discipline committee of NUST.
- c. **Compulsions.** While on Probation, a student is to,
  - (1) Contact concerned faculty for guidance.
  - (2) Keep a complete record of the semester work comprising home assignments, laboratory reports, quiz, mid semester/one hour tests and the marks obtained.

## 27. Suspension

- a. **Definition.** "Suspension" means that a student is not allowed to continue regular academic activities for a specified time.
- b. **Policy.** A student may be recommended for suspension by the FBS for approval by Main Office, NUST subject to any of the conditions listed below, namely:
  - (1) On disciplinary grounds when recommended by the Discipline Committee of the respective institution and the Discipline Committee of the University.
  - (2) If overall attendance of the student is below 75% in a semester on medical grounds or reasons beyond his/her control.
  - (3) If the student remains absent for more than thirty but less than forty-five consecutive days without valid reasons.
  - (4) Suspension on reasons beyond student's control or on authorized grounds / sanctioned leave from competent authority.

**Note:** UG program duration of B Industrial Design is 8 regular semesters (4 years) B Architecture is 10 regular semesters (5 years), excluding summer semester which is only meant for deficiency / failure / repetition of courses.

## 28. Suspension of Registration

- a. If a student remains absent for 45 or more consecutive days without intimation or any valid reason, his/her admission/registration will be suspended. However, such student may resume the same program subject to meeting the following conditions:
  - (1) Has completed minimum one year of studies and attained mandatory GPAs.
  - (2) Has been recommended by the respective institution.
- b. On re-admission, the student will pay the prescribed admission fee and 50% tuition fee for the period of absence. The rate of fee will be as applicable to students of the semester which s/he joins.
- c. While considering the case for re-admission, it will be ascertained by the respective institution that the student has sufficient time to complete his/her degree within the prescribed time limit, which will start from date of original / first admission.
- d. No special classes / courses will be planned / arranged for such cases, other than planned classes for repeat courses.
- e. After re-admission, his/her studies will be governed by the rules and regulations applicable to the entry s/he joins.
- f. Suspension of registration, on grounds of prolonged absence, will be granted only once in the program in which s/he was originally

granted admission.

## 29. Withdrawal

- a. **Definition.** “Withdrawal” means that a student is considered unsuitable for further studies at NUST and is withdrawn from the program.
- b. **Policy.** A student is recommended for withdrawal as per latest policies of the University by the FBS for approval by Main Office NUST subject to any of the conditions listed below, namely:
  - (1) If a student accumulates seven or more **F/XF** grades.
  - (2) If s/he earns four consecutive probations. This clause is not applicable to 7<sup>th</sup> and 8<sup>th</sup> semester of B Industrial Design program (9<sup>th</sup> and 10<sup>th</sup> semester in case of Bachelor of Architecture program).
  - (3) On disciplinary grounds when recommended by the School Discipline Committee and Discipline Committee of NUST.
  - (4) Cannot complete his/her degree requirements within the maximum stipulated time of eight years for B Architecture and seven years for B Industrial Design, even if s/he utilizes the summer semester. Such like cases will be recommended by the respective FBS and referred to Registrar Directorate for approval.
  - (5) A student who remains absent for more than 45 consecutive days without valid reasons but does not qualify for “Suspension of Registration”.
  - (6) Earns five **F/XF** grades or more in first semester only.

**Note:** If a student is likely to be withdrawn on academic deficiencies, s/he will be duly warned, and counseled, and his/her parents will be forewarned for intervention. Such communications will be duly recorded in student dossier by student advisor.

## 30. Repetition of Courses. A student may repeat a course for the following reasons:

- a. **Clearance of W / F / XF Grades**
  - (1) A student will repeat a course to clear **W / F / XF** grade.
  - (2) It shall be the students responsibility to clear the failed / dropped courses subject to availability of resources at the respective institution and approval of Dean / Associate Dean / HoD.
  - (3) The student's transcript will show both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA.
  - (4) The student who repeats a course to clear a **W** grade shall not be eligible for academic honours / awards except

Rector's Gold Medal.

- (5) **Repeat of Major Field Course(s).** Students failing in pre-requisite Major Field course(s) will repeat these courses in Spring or Fall semester (regular semesters).
  - (6) **Counting of F grades.** A student who fails in a subject, and after repeating fails again (irrespective of the number of time s/he repeats) the number of Fs counted in this case will be one F only.
- b. **Improvement of CGPA.** A student shall repeat a course to improve his/her CGPA subject to the following provisions:
- (1) The student will register for the course(s) to be repeated after formal permission from the respective HoD.
  - (2) All terms and conditions (of repeat courses) shall be the same as per regular courses. The student transcript shall show both the old grade and new earned grade but the better grade will be used in the computation of CGPA.
  - (3) S/he shall not be eligible for top academic honours / award based on a new earned grade(s) except Rector's Gold Medal.
  - (4) The student is not allowed to improve his/her CGPA after completion of the degree.
- c. **Repetition of Course(s) in Summer Semester.** A student may repeat a course to clear **W/F** (not **XF**) grade or to improve his/her CGPA during Summer Semester subject to conditions laid down in chapter 8 (Summer Semester & Summer Camps). However, for Major Field courses refer to Para 30 a (5).
- 31. Deferment of Semester(s).** A student may seek deferment from regular studies subject to the following conditions:
- a. Deferment will generally be requested before the start of a semester. However, in exceptional cases it may be requested latest by the 2<sup>nd</sup> week of a semester. It will be endorsed by the FBS and processed for formal approval by the Registrar.
  - b. During the period of deferment, s/he will be allowed to repeat courses already studied on payment of prescribed fee for repetition of courses but not permitted to study new courses (a substitute course will be treated as a new course).
  - c. S/he shall pay 25% tuition fee to maintain his/her registration.
  - d. The student has the requisite time available to complete his/her degree within the stipulated time.
  - e. In case a student opts to defer the first semester s/he shall have to pay full tuition fee (non-adjustable / non-refundable).



**32. Completion of the Degree**

- a. The Degree Program will be considered complete on fulfilling the following conditions.
  - (1) On fulfillment of prescribed requirements of the degree.
  - (2) Request of the student for the final transcript/award of degree, until the maximum allowed limit for the degree.
  - (3) Formal notification by the Controller of Examinations.
- b. The student is allowed to improve his/her grade until conditions of para 32(a) above are fulfilled.

**33. Plagiarism.** All Academic work submitted by a student must be his/her own work. If a student submits work done by any other person it is plagiarism, cause for formal school discipline and justification for any faculty member to award a failing grade and or for the DBS/FBS to cancel grade previously awarded only in that particular assignment/project.

**34. School Property**

- a. All movable and non-movable properties belong to the school. In the event of damage NUST regulations are to be followed.
- b. The school has the right to retain the student's studio work, for publication or putting it on the web pages.



## Award of Bachelors' Degree in Management/ Social Sciences and Academic Deficiencies

### 1. Bachelor of Management and Social Sciences Degrees

- a. This chapter pertains to the Bachelors' Program in Business Administration and Social Sciences being offered at NUST Business School and School of Social Sciences & Humanities respectively.

#### b. Duration of Studies

Ser	Programs	Credit Hours
(1)	Bachelor of Business Administration (BBA)	137
(2)	Bachelor of Public Administration (BPA)	133
(3)	Bachelor of Science in Mass Communication	133
(4)	Bachelor of Science in Economics	136
(5)	Bachelor of Science in Accounting and Finance	136
(6)	Bachelor of Science in Psychology	131

**Note:** The minimum and maximum duration of above mentioned programs is 4 and 7 years respectively.

### 2. Award of Bachelors' Degree in Business Administration and Social Sciences

- a. On recommendations of the FBS the University will award undergraduate degrees to the students who satisfy the following conditions, namely:

- (1) Have completed the prescribed credit hours program for Bachelors' degree;
- (2) Have achieved a minimum CGPA of 2.50 with a minimum of C+ grade in project work;
- (3) Have successfully completed 6 – 8 weeks Internship in BBA and Mass Communication.

#### b. Academic Standards for Award of Degree

- (1) The following assessment scheme shall be followed:

Nature of Examination	Duration	Frequency	Weightage (%age)
End Semester Examination	3 hours	1	30 – 50
Mid Semester Examination	2 hours	1	15 – 25
Quiz	-	Minimum 3	05 – 15
Class Participation	-	-	0 – 05*
Assignment(s) / Project(s) / Case Studies	Own time	-	10 – 40

\* Shall be allocated only if there are no Case Studies.

- (2) The performance of each student in a course of study shall be graded as follows:

Grades	
Numerical Grade	Grade Point
A	4.0
B+	3.50
B	3.0
C+	2.50
C	2.00
D+	1.50
D	1.00
F	0.00
I	Incomplete
W	Dropped
Q	Qualified
T	Transfer
XF	0.00 (Due to shortage of attendance)

- (3) It is the University policy to workout GPA by awarding relative grading on a scale of 1.00-4.00 points.
- (4) To earn course credits, a student must obtain a minimum of 1.0 grade point (**D**).

**3. Offering and Registration of Courses.** Respective institution will finalize additional courses to be offered in a particular semester well before its start but not later than last week of the previous semester keeping in view the resources available.

**4. Awarding of F/XF, I and W Grades**

- a. **Award of Grade F/XF.** In addition to **F** grade awarded on the basis of academic failure, a student is not allowed to appear in final examination of a subject in which his/her attendance is less than 75%, and s/he will be awarded **XF** grade in that subject. The **XF** grade so obtained will only be cleared by repetition of the course whenever offered, so that the students are made to attend the missed course.
- b. **Award of Grade I.** A student, who, because of illness or other acceptable reasons approved by the DBS/FBS, fails to complete the required work in any course or misses any examination/test defined herein, provided his/her attendance in a particular course is not less than 75%, is given **I** as a grade. The student receiving such a grade makes up the unfinished portion of his/her course and is given a grade at the discretion of the faculty without prejudice to the previous grade **I**. If a student fails to make up the coursework, he will be awarded an **F** grade. However, in highly extraordinary case further extension may be approved by Registrar Directorate, Main

Office on recommendation of the FBS.

- c. **Award of Grade W.** If a student drops a course under the provisions of these regulations, s/he will be awarded **W** grade.

## 5. Examinations

- a. **Mid-Semester Examination.** Whenever a student misses a Mid-Semester Examination due to reasons acceptable to the DBS, a make-up test should be arranged within the period to be decided by the DBS but not later than four weeks from original date of missed Mid Semester Examination.
- b. **End Semester Examination.** Whenever a student misses End Semester Examination due to reasons acceptable to the FBS, a make-up examination should be arranged within first six weeks after the beginning of the subsequent semester. In highly exceptional cases, approval for any further extension beyond six weeks period is to be obtained from Registrar Directorate, Main Office on recommendation of FBS.

## 6. Adding/Dropping of Course(s) and Award of Grade W

- a. Adding/Dropping of course(s) is allowed within the first two weeks of start of a semester.
- b. It will be ensured that minimum number of credit hours is not less than 12 and maximum number of credit hours does not exceed 18 (21 in exceptional cases).
- c. A student taking less than regular semester load will not be considered for any academic honour /award.
- d. A student is allowed to drop a registered course latest by 8<sup>th</sup> week of a regular semester and 5<sup>th</sup> week of a summer semester with the recommendation of HoD and approval of Dean.
- e. Letter grade **W** will appear in the transcript against the specific course and will not be considered for computation of GPA.
- f. Student having **W** on the transcript will not be considered for any academic honor/award except Rector's Gold Medal.
- g. A student will be allowed to have maximum of two **Ws** in a semester. S/he will not be allowed to accumulate more than four **Ws** at any one particular time.

## 7. Academic Deficiencies. A student who obtains one or more of the following grades in semester final result will be considered academically deficient, namely:

- a. An **F/XF** grade in any course.
- b. Sem GPA less than 2.50.
- c. CGPA less than 2.50 .
- d. **I** (Incomplete) grade in any course.

**8. Disposal of Academically Deficient Students.** The cases of academically deficient students will be disposed of initially by the DBS and subsequently by the FBS in the following manner, namely:

- a. The DBS shall review the end semester results of deficient students and recommend any one of the following actions to the FBS, namely:
  - (1) Warning.
  - (2) Probation.
  - (3) Suspension.
  - (4) Withdrawal.
  - (5) Repetition of semester(s) if the student's CGPA consistently remains below 2.50.
- b. The FBS of the institution upon receipt of recommendations from the concerned DBS, will be convened within two weeks of the conclusion of the End Semester Examination and approve the result:
  - (1) Issue warning to the student.
  - (2) Place the student on probation.
  - (3) Recommend suspension of the student.
  - (4) Recommend withdrawal of the student from the University.
- c. The disposal orders will be issued by the Deputy Controller of Examination of the School. One copy of the order will be placed in the student's file for record and one copy each will be sent to the parent/guardian and student's tutor.

## 9. Warning

- a. **Definition.** "Warning" means a written cautionary statement issued to a student who qualifies to continue his/her studies despite minor deficiencies in some course so as to make him/her conscious of the weakness and advise him/her to work hard during the semester under progress.
- b. **Policy.** A student will be placed on warning under any of the following conditions and/or as per the latest policies of the University:
  - (1) Semester GPA of the student is less than 2.50 or s/he earns **F/XF** grade(s) in a course(s) but does not qualify for probation/ withdrawal.
- c. **Compulsions.** While on warning, a student is to:
  - (1) Contact concerned faculty for guidance.
  - (2) Keep a complete record of the semester work comprising home assignments, quiz, mid semester and the marks obtained.

## 10. Probation

- a. **Definition.** A student is said to be on probation if s/he is deficient in

academic/discipline standards but is allowed to continue studies.

- b. **Policy.** A student will be placed on probation under any of the following conditions and/or as per the latest policies of the University:
  - (1) CGPA is less than 2.50, and s/he does not qualify for withdrawal. This clause shall not be applicable in the first semester.
  - (2) On disciplinary grounds when recommended by the institution discipline committee and discipline committee of NUST.
- (c) **Compulsions.** While on probation, a student is to:
  - (1) Contact concerned faculty for guidance.
  - (2) Keep a complete record of the semester work comprising home assignments, laboratory reports, quiz, mid semester/one hour tests and the marks obtained.

## 11. Suspension

- a. **Definition.** "Suspension" means that a student is not allowed to continue regular academic activities for a specified time.
- b. **Policy.** A student may be recommended for suspension by the FBS for approval by Main Office, NUST subject to any of the conditions listed below, namely:
  - (1) On disciplinary grounds when recommended by the Discipline Committee of the respective institution and the Discipline Committee of the University.
  - (2) If overall attendance of the student is below 75% in a semester on medical grounds or reasons beyond his/her control.
  - (3) If the student remains absent for more than thirty but less than forty-five consecutive days without valid reasons.
  - (4) Suspension on reasons beyond student's control or on authorized grounds / sanctioned leave from competent authority.

**Note:** UG program duration is 8 regular semesters (4 years), excluding summer semester which is only meant for deficiency / failure / repetition of courses.

## 12. Suspension of Registration

- a. If a student remains absent for 45 or more consecutive days without intimation or any valid reason, his/her admission / registration will be suspended. However, such student may resume the same program subject to meeting the following conditions:
  - (1) Has completed minimum one year of studies and attained

mandatory GPAs.

- (2) Has been recommended by the respective institution.
- b. On re-admission, the student will pay the prescribed admission fee and 50% tuition fee for the period of absence. The rate of fee will be as applicable to students of the semester which s/he joins.
- c. While considering the case for re-admission, it will be ascertained by the respective institution that the student has sufficient time to complete his/her degree within the prescribed time limit, which will start from date of original / first admission.
- d. No special classes / courses will be planned / arranged for such cases, other than planned classes for repeat courses.
- e. After re-admission, his/her studies will be governed by the rules and regulations applicable to the entry s/he joins.
- f. Suspension of registration, on grounds of prolonged absence, will be granted only once in the program in which s/he was originally granted admission.

### 13. Withdrawal

- a. **Definition.** “Withdrawal” means that a student is considered unsuitable for further studies at NUST and is withdrawn from the program.
- b. **Policy.** A student will be recommended for withdrawal as per the latest policies of the University by the FBS for approval by Main Office NUST under the following conditions namely:
  - (1) The student accumulates seven or more **F/XF** grades.
  - (2) Earns four consecutive probations. This clause is not applicable to 7<sup>th</sup> and 8<sup>th</sup> semester of UG program.
  - (3) On disciplinary grounds when recommended by respective Discipline Committee of constituent institution and Discipline Committee of NUST.
  - (4) Cannot complete his/her degree requirements within the maximum stipulated time of seven years, even if s/he utilizes the summer semester. Such like cases be recommended by the FBS and referred to Registrar Dte for approval.
  - (5) A student who remains absent for more than 45 consecutive days without valid reasons but does not qualify for “Suspension of Registration”.
  - (6) Earns five **F/XF** grades or more in first semester only.

**Note:** If a student is likely to be withdrawn on academic deficiencies, s/he will be duly warned and counseled and his/her parents will be forewarned for intervention. Such communications will be duly recorded in student dossier by student advisor.

**14. Repetition of Courses.** A student repeats a course for the following reasons:

a. **Clearance of W/F/XF Grades**

- (1) A student repeats a course to clear an **W/F/XF** grade.
- (2) It shall be the student's responsibility to clear the failed / dropped courses subject to availability of resources at the respective institution and approval of Dean.
- (3) The student's transcript will show both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA.
- (4) The student who repeats a course to clear a **W** grade shall not be eligible for academic honors/awards except Rector's Gold Medal.
- (5) **Counting of F grades.** A student who fails in a subject, and after repeating fails again (irrespective of the number of time s/he repeats) the number of **Fs** counted in this case will be one **F** only.

b. **Improvement of CGPA.** A student repeats a course to improve his/her CGPA subject to the following provisions.

- (1) The student will register for the course(s) to be repeated after formal permission from the Dean and subject to the availability of resources.
- (2) All terms and conditions (of repeat courses) shall be the same as per regular courses. The student transcript shall show both the old grade and new earned grade but the better grade will be used in the computation of CGPA.
- (3) S/he will not be eligible for top academic honors/award based on a new earned grade(s) except Rector's Gold Medal.
- (4) The student is not allowed to improve his/her CGPA after the completion of the degree.

c. **Retest of End Semester Examination.** In case a failed subject is a pre-requisite for a course in the following semester, the student will have to clear it through retest within first six academic weeks of the next semester. **F** Grade awarded to a student on the basis of academic failure is only eligible to appear in the retest, whereas, **XF** Grade awarded on the basis of low attendance is not qualified to appear in the retest. Such retest will have the same weightage as that of actual End Semester Examination in that subject. Maximum achievable grade in this case will be **D**. There shall be no extra coaching classes prior to such retest.

d. **Taking Alternative Elective Course.** A student may take an alternative elective for repetition with the approval of Dean. The student's transcript will show the grades of both the courses.



However, the better grade will be used in the computation of CGPA.

**15. Deferment of Semester(s).** A student may seek deferment from regular studies subject to the following conditions:

- a. Deferment will generally be requested before the start of a semester. However, in exceptional cases it may be requested latest by the 2<sup>nd</sup> week of a semester. It will be endorsed by the FBS and processed for formal approval by the Registrar.
- b. During the period of deferment, s/he will be allowed to repeat courses already studied on payment of prescribed fee for repetition of courses but not permitted to study new courses.
- c. S/he shall pay 25% tuition fee to maintain his/her registration.
- d. The student has the requisite time available to complete his/her degree within the stipulated time.
- e. In case, a student opts to defer the first semester s/he shall have to pay full tuition fee (non-adjustable / non-refundable).

**16. Completion of the Degree**

- a. The Degree Program will be considered complete on fulfilling the following conditions.
  - (1) On fulfillment of prescribed requirements of the degree.
  - (2) Request of the student for the final transcript/award of degree, until the maximum allowed time for the degree.
  - (3) Formal notification by the Controller of Examinations.
- b. The student is allowed to improve his/her grade until conditions of para 16(a) above are fulfilled.

**1. Summer Semester & Summer Camps**

- a. **Summer Semester.** Is not a regular semester. It is mainly utilized for deficiency/failure/additional/repetition of courses.
- b. **Conditions for Offering of Courses.** The institutions offer the course(s) on student's demand if s/he fulfills the following conditions:
  - (1) To clear an 'F' grade which is not earned due to shortage of attendance (except on grounds acceptable to institution).
  - (2) The student wants to improve the grade to clear / avoid Probation.
  - (3) In circumstances where five or more students have requested for a course(s).
  - (4) Additional course (not part of curriculum) will be offered according to the instructions for that particular course.
- c. **Course Fee.** Student(s) will register in a course and deposit the prescribed fee. The student can withdraw his / her name from the course within two weeks from the start of semester without earning 'W' grade. A student shall be allowed to drop a registered course latest by 5<sup>th</sup> week of a Summer Semester. Letter grade 'W' shall appear in the transcript against the specific course and shall not be considered for computation of CGPA. After 5<sup>th</sup> week, if student withdraws from the course he/she will earn 'F' grade. However, once registered, the fee will not be refunded in any case.
- d. **Maximum Credit Hours.** A student can register for a maximum of two courses in a Summer Semester. However for students who went abroad under Outbound Student Exchange Program to attend one/two semester(s), will be facilitated to clear their deficiencies by taking maximum of three courses during the summer semester, and will pay the prescribed fee for the courses taken.
- e. **Procedure for Course Registration.** If a course is being offered in the parent institution the student will register by depositing the prescribed course fee. In case the course is not being offered in the parent institution and the same is being offered in any other NUST institution, the desirous students(s) shall apply through own department to the HoD of host institution under intimation to Academics and Registrar Directorates. No approval is required from the Main Office.
- f. **Summer Camps.** NUST has been conducting several Summer Schools / Camps for national and international students. The details of Summer Camps conducted during Summer 2019 are given below:

- (1) National Summer Camps
  - (a) Robotics & Automation Summer Camp at CE&ME.
  - (b) Artificial Intelligence Summer Camp at SEECS.
  - (c) Science Fun Summer Camp at SCME.
  - (d) Summer Camp for Pre-university students by Student Affairs Dte.
- (2) Belt & Road Innovation Alliance Space Exploration Summer Camp at RCMS
- (3) Summer Camp on Energy at USPCAS-E

## 2. Option of Minors

- a. In line with International practice, NUST has introduced the option of Minors for its undergraduate students. A student who meets the pre-requisites can register a Minor of his/her choice from the list of Minors offered by the NUST institutions as per NUST policy.

- b. **Salients of NUST Policy on Minors.** The Minors are offered as per following details.

- (1) Student may choose a Minor after successful completion of 1<sup>st</sup> year of UG program.
- (2) Where possible (without clash of time table and seats availability in the class, etc) student opting for Minor will be allowed to attend with regular class.
- (3) The time slot of 4:00-5:00 pm (Monday - Friday) or 2:00 - 5:00 pm (Tuesday-Thursday) will be reserved by all institutions for Minor courses in case separate class is to be conducted for Minors.
- (4) Courses with prerequisites may be avoided for Minors, wherever possible, to allow maximum students to opt for such courses.
- (5) Courses with labs, if essential, be modified and lab portion be appropriately adjusted in projects and home assignments.
- (6) Minimum number of students for a Minor subject to be offered separately is "10".
- (7) Minors may also be offered in Summer Semester, if the resources permit.
- (8) MS level courses (RCMS, USPCAS-E & RIMMS) may also be

considered for Minors, if applicable. No special classes will be arranged for MS level Minors.

- (9) Minor with title will be shown in the student transcript.
- (10) Minor CGPA will be calculated separately from SGPA/CGPA.
- (11) CHs for Minors will be in addition to standard work load of the degree.
- (12) Student has to complete a minimum of 12 CHs (4x Courses) to earn a Minor out of six course offered against each Minor.
- (13) Students will be facilitated to take Minor subjects in a semester by extending the maximum limit of CHs from 18 to 21 CHs with the permission of Dean. For further extension in special circumstances the case may be referred to Main Office (Registrar Dte).
- (14) Minimum CGPA required for opting for Minor is 2.75 for Engineering, IT, CS, Natural & Applied Biosciences, Architecture & Industrial Design and 3.00 for UG degree programs of NBS & S<sup>3</sup>H.
- (15) **W** and **F** grade in case of a Minor subject will not be reflected in the student's transcript. However, the student will have to pass all four courses in order to be eligible for the Minor. In case a student does not clear four courses, then the courses with pass grade will be reflected in the transcripts as "Additional Courses".
- (16) If a student wants to change his/her Minor can do so once latest by end of 4<sup>th</sup> semester. Courses with failure (**F grade**) will not be reflected on Student Transcript.
- (17) Student will be charged tuition fee for taking Minor subjects as per policy.
- (18) Guidelines for each Minor will be devised by Minor offering institutions and widely circulated among students to facilitate them in choosing a Minor.

c. The benefits of Minors are:

- (1) Flexibility in choosing career of choice after graduation.
- (2) Edge over others during job interviews.

- (3) Better performance with understanding of multi-disciplinary areas at place of work.

f. Minors Offered at NUST in 2019:

- (1) Management (NBS).
- (2) Applied Biosciences (ASAB).
- (3) Mathematics (SNS)
- (4) Physics (SNS)
- (5) Chemistry (SNS)
- (6) Computing (C of E&ME)
- (7) Design and Simulation of Mechanical Systems (C of E& ME)
- (8) Economics (S<sup>3</sup>H)
- (9) Psychology (S<sup>3</sup>H)
- (10) Govt. & Public Policy (S<sup>3</sup>H)
- (11) Mass Communication (S<sup>3</sup>H)
- (12) Chemical Engineering (SCME)
- (13) Materials Engineering (SCME)
- (14) Automotive Technology (SMME)
- (15) Computer Science (SEECs)
- (16) Sustainable Environmental Management (IESE-SCEE)
- (17) Civil Engineering (NICE-SCEE)
- (18) Geoinformatics (IGIS-SCEE)

### 3. Inter-Institutional Transfer

- a. Under extraordinary circumstances, on the recommendation of the Principal/ Commandant of the concerned institution, the Rector may allow transfer of a student within NUST, under the following conditions:
  - (1) The student can apply after completion of first year of study and before beginning of final year. S/he should apply to Main Office NUST, before the start date of a semester.
  - (2) The credits transferred are counted towards the degree requirement and GPA.
  - (3) Transfer within NUST will be allowed to students admitted on the basis of NUST selection process.

- (4) Inter-institutional transfer of students within NUST will be managed and processed on the basis of laid down procedure in vogue (Evaluation and recommendation by the accepting institute and availability of the seat in the program).
  - (5) University reserves the right to reject cases without assigning any reason.
  - (6) Application must be submitted at least 4 weeks prior to start of a regular semester.
- b. Provisions of NUST inter-institutional Transfer Policy, as amended/updated from time to time, will be applicable in processing of all migration cases.
  - c. How to Apply
    - (1) Download Inter-Institutional Transfer Form available on NUST main web page under Downloads/Forms.
    - (2) Duly filled Inter-Institutional Transfer Form along with required documents be forwarded to Undergraduate Section, Registrar Dte, Main Office, Sector H-12, Islamabad, through respective institute, duly recommended by the Commandant/ Principal.
  - d. **Fee Structure.** Transfer fee within NUST will be charged @ Rs. 5,000/-.

## 4. Change of Program

- a. **Change of Program within Engineering and Non-Engineering Disciplines.** Change of program will be allowed within engineering and non-engineering disciplines where first year has been made common. There will be two category of students, one successfully clearing the first year with minimum 3.3 CGPA, in case of opting for change of program from lower merit program to higher one and mandatory CGPA from higher merit program to lower one and others with lower CGPA not falling in above condition. The procedure / conditions for change in program for both categories are:
  - (1) **Category-A.** Students successfully clearing the first year with minimum 3.3 CGPA, in case of opting for change of program from lower merit program to higher one and mandatory CGPA from higher merit program to lower one.
  - (2) **Category-B.** Students not fulfilling the conditions of Category-A would fall in Category-B. Student seeking change of program shall appear in the NET. A merit list will

be prepared by the Registrar Dte on the basis of following percentage:

(a)	Entry Test	-	50%
(b)	FA / FSC / A level equivalent	-	50%

- b. A merit list will be prepared by the Registrar Dte on receipt of applications from the schools on the basis of CGPA and recommendations of the FBS of school / college.
- c. In case of similar CGPAs of students seeking change of program, preference will be given to the candidate having higher merit position obtained in the NUST admission process.
- d. Transfer of credit hours and grades would be fully transferable and accountable in the re-allotted program. Any leftover courses will be transferred as non-credit courses (additional courses).
- e. The request for change of program will be processed by respective school / college through FBS recommendation and will be submitted to Main Office (Registration Branch UG), immediately on conclusion of the FBS (within 15 days after spring end semester exam).
- f. Registrar Dte will ensure that re-allocation / change of program is appropriately controlled and managed with respect to the laid down procedure and availability of seats in the required program.
- g. Change of program will depend upon the eligibility criteria, availability of seats in a particular program and merit.
- h. Final list prepared as per merit and availability of seats will be processed by Registration Branch UG for approval by the competent authority.
- i. Student availing change of program will not be eligible for any honors and awards.
- j. The change of program once carried out will not be reversed.
- k. Application Form attached as **Annex B**.

**5. Second Degree.** The concept of second degree is that a student who has completed Bachelor degree from a NUST Institution can register for a second degree in any NUST Institution. Under the new degree, the student is given waiver for the common / similar courses (similarity acceptance as per NUST policy) that s/he has studied in the first degree. In order to meet HEC criteria of minimum credit hours for the award of degree, subjects studied and waived off from the first-degree program are transferred against the new degree without the grade letters and credit hours. CGPA of the new degree is calculated based on the courses only undertaken during the second degree.

- a. **Conditions for Second Degree.** Following conditions will apply for second degree:

- (1) The application for undertaking second degree must be received within 1 year of graduation.
- (2) Common courses with minimum **C** grade will be transferred.
- (3) Student will be required to complete credit hours as per respective degree requirements.
- (4) Transferred courses will be listed as transferred and their grades will not be reflected and counted towards CGPA of the new degree
- (5) Student registering for second degree will not be eligible for any honour, financial / academic award applicable to other regular students
- (6) Minimum time for earning the second degree is two years and maximum three years after registering of second degree.
- (7) Second degree option is exclusively available for NUST graduates of the last two years only.
- (8) Programs where second degree programs can be considered including maximum number of possible transferred subjects, initially for the following bachelor degree programs.

Bachelor Degree Programs Transfer for Second Degree	
From Program	To Program
<ul style="list-style-type: none"> <li>Geoinformatics Engineering (SCEE-IGIS)</li> <li>Environmental Engineering (SCEE-IESE)</li> </ul>	<ul style="list-style-type: none"> <li>Civil Engineering (SCEE-NICE)</li> </ul>
<ul style="list-style-type: none"> <li>Materials Engineering (SCME)</li> </ul>	<ul style="list-style-type: none"> <li>Chemical Engineering (SCME)</li> <li>Mechanical Engineering (SMME/CEME/PNEC)</li> </ul>
<ul style="list-style-type: none"> <li>Avionics Engineering (CAE)</li> </ul>	<ul style="list-style-type: none"> <li>Electrical Engineering (SECS/CEME/PNEC)</li> </ul>
<ul style="list-style-type: none"> <li>Aerospace Engineering (CAE)</li> </ul>	<ul style="list-style-type: none"> <li>Mechanical Engineering (SMME/CEME/PNEC)</li> </ul>

- (9) Admission of NUST graduate applicants is strictly subject to merit position determined by Registrar Dte as well as seats availability in the discipline applied.
- b. **Registration Process.** Following process will be followed for the registration in the second degree program
- (1) The candidate who has completed first degree with min CGPA 2.00 will be eligible to apply for registration in the



second degree.

- (2) Application along with complete transcript of first degree will be submitted to the Registrar Dte not later than 30<sup>th</sup> July of the year for which registration is desired. (Registrar Dte may devise a form for the purpose).
- (3) Registrar Dte after verification of the information, given in the applications, will forward it to the concerned Schools / Colleges where the applicant is seeking admission for the second degree within one week after receipt of the application.
- (4) The concerned school will evaluate the applications and will clearly indicate the following:
  - (a) Details of courses accepted / transferred for new degree in the light of HEC/NUST course transfer policy.
  - (b) Details of courses to be studied during second degree.
- (5) School will respond to Registrar Dte within one week, who will process the admission and inform the student before 31<sup>st</sup> August.

**6. Outbound Student Exchange.** NUST has signed several Memoranda of Understanding (MoU) with International Universities across the world. These MoUs cover student exchange programs on mutually agreed terms and conditions. NUST encourages Inbound and Outbound visiting students for a period of 3 to 12 months. Some of our institutions are sending students to reputed foreign universities to study for one semester. There is no denying the fact that such an exposure to students is extremely useful in their academic and personality grooming. Following outbound student exchange policy will regulate selection of students, selection of courses and acceptance of grades earned overseas by NUST students.

- a. A student should have qualified at least three semesters with minimum CGPA of 2.50/4.00 to apply for an exchange program.
- b. The student should not be on 'Probation'. The Principal / Dean of the School will furnish a certificate that the student has reasonable chance of succeeding on return.
- c. The semester in which a student goes abroad on student exchange program will be considered as deferred. The institution will facilitate the student who succeeds in getting course(s) due to his / her own efforts.
- d. The student should have clean record of discipline.
- e. In case of limited number of opportunities/tie, selection will be

based on higher merit criterion.

- f. Courses taken / certificates acquired must be from a relevant and a well reputed international university.
- g. On return, the student's academic record will be examined by the FBS of the concerned institution. Only relevant subject with minimum of C grade will be accepted for transfer to student's record. Only CHs will be transferred, his / her grade will not be transferred.
- h. Following procedure will be followed to maintain uniformity:
  - (1) **Submission of Application.** Desirous student will submit his / her application on the form (**Please visit NUST website [http://www.nust.edu.pk/pages/Download\\_Details.aspx?DocID=31&category=Forms](http://www.nust.edu.pk/pages/Download_Details.aspx?DocID=31&category=Forms)**) to the Registrar duly recommended by respective FBS of the institution.
  - (2) **Source of Funding.** The institution will identify the source of funding / scholarship i.e., funding provided through a MoU, or, it has been acquired through the student's own independent effort, or students personal funds.
  - (3) **Duration of Exchange Program.** Student will be allowed to study 1 - 2 semesters in a foreign university of repute subject to approval of Main Office. Time spent in a foreign university will be counted towards the degree requirement.
  - (4) **Selection of Courses**
    - (a) The institution will keep in view compatibility of the courses planned to be studied abroad so that their equivalence could be established for exemptions from own / missed courses.
    - (b) There will be no restriction on transfer of courses / Credit Hours. However, grades of such courses will not be transferred.
  - (5) **Acceptance of Attended Courses**
    - (a) On return, the courses studied by the student at foreign universities, with compatible contents and minimum 'C grade / (qualifying grade of the host university) will be formally accepted / reckoned by the FBS for transfer / inclusion in the transcript.
    - (b) Other qualified courses, which are not compatible with own curriculum, may be accepted and reflected as additional courses in the transcript subject to approval of FBS.

- (6) **Deficient Course(s)**
  - (a) The deficient course(s) will be studied during the ensuing summer semesters. (maximum of 3x courses in a summer semester will be allowed for such like cases). The student will pay for the deficient courses.
  - (b) Student will be facilitated by his / her institution to preferably graduate with his / her own classmates. However, there is no guarantee to fulfil this desire.
- (7) **Post Exchange Program Report.** Institution will forward a report indicating compatible courses to be included in coursework and study plan for deficient courses, if any, to all concerned.
- (8) **Tuition Fee.** The selected student will pay tuition fee for the semester(s) attended abroad in accordance with provision of the MoU with that university.

**7. Student Advisory System.** NUST has always endeavored to adopt new measures and practices to help its students achieve par excellence in all domains of their lives. Student Advisory System (SAS) is a platform available to NUST UG students for informal interaction and guidance during their stay at NUST. It helps students to become well conversant with the NUST Academic Regulations and to overcome their personal and academic issues.

- a. **Structure.** All UG students are assigned an Advisor who acts like a guardian / mentor of the student to counsel and provide necessary guidance on regular basis. The students from different academic batches assigned to a particular faculty member form the Advisor Group for that faculty member. All students are required to meet their Advisor during compulsory Advisor Mentoring class once fortnightly as given in class schedule and share their academic performance with Advisor. All freshman and sophomore students are mandatorily part of an Advisor Group. However, in case of 3<sup>rd</sup> and 4<sup>th</sup> year students, those having CGPA less than 2.50 are required to continue as part of the Advisor Group, while others may opt out. Advisor will raise an evaluation report at the end of each semester in respect of each student in his/her group that covers the students' personality traits, trends and academic performance during the semester.
- b. **Key Benefits.** The SAS helps to:
  - (1) Facilitate freshman and sophomore (students in their adjustment phase).

- (2) Imbed a system of grooming, personality development, regular advice and guidance to the students during their course of studies.
- (3) Ensure that all students understand academic regulations/policies as vividly as possible through regular coaching.
- (4) Install and nurture an effective system for monitoring of academic progress of students and provide guidance for improvement.
- (5) Ensure regular dissemination and understanding of important information / revised policies down at student level.
- (6) Provide an effective system for prompt detection of any signs of radicalization/extremism in the campus and handling of students' personal issues.

## 8. Student Counseling

- a. **NUST Center for Counseling & Career Advisory (C<sup>3</sup>A)** is a significant component of student services and offers confidential and professional services to all members of the NUST community. This service is absolutely FREE to all NUST community, i.e., students, staff and faculty members. Counseling helps address short-term personal, social, familial or academic worries, to long-term often more complex, psychological issues.
- b. NUST is the only University in Pakistan that has an autonomous unit, with a committed team of trained psychologists and counselors. Qualified psychologists counsel, administer psychological tests and offer workshops and group sessions on pertinent issues. C<sup>3</sup>A also undertakes research projects and functions as a student/faculty support organization. Self-help brochures are also available on issues related to students' concerns. The centre strives to take a holistic approach towards students' development so they may thrive professionally and personally.
- c. **Counseling Services.** Discussing personal issues with friends and family can have biased responses or a limited approach. There are times when it is appropriate to seek professional help. Counseling is a chance to talk over what is on one's mind with a trained professional who can assist, guide and help address the challenging areas of life. A new perspective of handling and coping is introduced in a caring and supportive environment. C<sup>3</sup>A offers following services to students:
  - (1) Individual Counseling.

- (2) Group Counseling.
  - (3) Psychological Testing.
  - (4) Workshops and Trainings.
  - (5) Seminars and Lectures.
  - (6) Counseling Camps.
  - (7) Community Services.
  - (8) Harassment Complaint Cell.
- d. Some of the issues addressed at C<sup>3</sup>A are:
- (1) Examination anxiety.
  - (2) Lack of confidence.
  - (3) Poor class performance.
  - (4) Lack of motivation.
  - (5) Underachievement.
  - (6) Adjustment problems.
  - (7) Sadness and depression.
  - (8) Home sickness.
  - (9) Stress management.
  - (10) Anger management.
  - (11) Career interest.
  - (12) Relationships/attachment issues.
  - (13) Student-teacher conflict.
  - (14) Procrastination.
  - (15) Internet addiction.
- e. **A counselor at C<sup>3</sup>A** is a trained professional who would accept individual differences, listen empathetically and seeks to help individuals pursue their goals with a healthy approach. The environment is congenial and friendly, where the counselor offers support, care and understanding and responds in a non-judgmental and non-critical way. At C<sup>3</sup>A, people are helped to explore themselves, their feelings and interests and their values, choices and lifestyles are respected. They are guided to make decisions, choices or changes that would help them prosper professionally and personally.
- f. **Psychological Testing Facilities.** C<sup>3</sup>A provides testing and assessment facilities in many areas. The types of assessment offered at C<sup>3</sup>A are:
- (1) Intelligence Quotient (IQ).
  - (2) Emotional Quotient (EQ).
  - (3) Aptitude Testing.
  - (4) Personality Testing.
  - (5) Career Testing and Assessments.

- (6) Anxiety and Depression Inventories.
- g. **Confidentiality.** The centre remains committed to offering a discreet and confidential service and is fully aware of the vulnerabilities and sensitivities of its clients at all times. C<sup>3</sup>A abides by all personal, social, ethical and professional norms. Counseling records at C<sup>3</sup>A do not form a part of or affect a student's academic profile in anyway. Visiting the centre and all records are kept discreetly confidential.
- h. **Harassment Complaint Cell.** C<sup>3</sup>A also functions as a Harassment Complaint Cell as per HEC policy.
- i. **Student Feedback.** A few excerpts from the feedback given by students who benefited from C<sup>3</sup>A:
- (1) "I want to share my experience in C<sup>3</sup>A: it will not be wrong if I use words like disabled and hopeless for myself. I was lacking behind in confidence, was unable to introduce myself to anyone or to share my thoughts and opinions. The very first thing taught to me was self-realization. I shared all my guilts, mistakes and all those concerns of past which used to disturb me and eventually made myself free from black debris which accumulated in me. Now I am able to resolve those past issues to move forward in my future in a better way."
  - (2) "My visit to C<sup>3</sup>A was the first time I visited a Psychologist, despite needing help I was hesitant to contact them. However, after the first session I realized that I should have come much earlier. I received help in resolving my issues from the past that were still influencing me. Throughout the sessions, I never felt or was treated like a psycho or lunatic. The atmosphere was very friendly, casual and nonjudgmental. It has been one of the best decisions of my life."
  - (3) "I am very thankful to the caring professionals at C<sup>3</sup>A who helped me a lot to overcome my depressive features. I felt a marked improvement in my attitude, thinking, and personal life. I learnt to respect and value myself. Proper guidance of the counselor also made my bond strong with ALLAH. I am thankful to you for your thoughtfulness."
- j. **Make an Appointment**
- Visit us at:** SADA Building, Block C, Ground Floor, H-12 Campus, Islamabad
- Office Timings:** Mondays to Fridays - 9:00 am – 5:00 pm
- Call:** 051-9085-1571; 051-9085-1579
- Email:** c3a@nust.edu.pk

- Like us:** <https://www.facebook.com/pg/NUST-Centre-for-Counseling-and-Career-Advisory-C3A-141854882543476/about/>
- Visit us:** <http://www.nust.edu.pk/INSTITUTIONS/Centers/C3A/Pages/default.aspx>

## 9. Financial Assistance

- a. **Financial Assistance for Undergraduate Students.** Financial assistance shall be given to the student on the basis of semester examination results, irrespective of a scholarship from any other source. However, a restriction may be imposed barring student from availing scholarship if the sum exceeds total of tuition fee and the living expenses, including the students' tuition fee, hostel and other allied charges. The student attaining minimum GPA 3.5 / 4.00 in different disciplines will be eligible for financial assistance at the rates approved from time to time. A student taking less than the regular semester load shall not be considered for any form of financial assistance.
- b. **Deferment of Tuition Fee and Award of Subsistence Allowance**
  - (1) **Deferment of Tuition Fee.** Such needy students who are unable to pay the fee shall be allowed deferred payment on case-to-case basis. They will be given degree after the payment of balance amount subsequently. A beneficiary of deferred payment will be required to pay a minimum of 50% in each semester/academic year. S/he will have to clear the remaining 50% amount after completion of degree as per specified time.
  - (2) **Subsistence Allowance.** To ensure equal opportunities and attract more students from the backward areas, NUST offers following concessions:
    - (a) The hostel facilities shall be partially or wholly subsidized for the needy and bright students from the backward areas, subject to submission of proof of their need.
    - (b) After completion of his/her degree, the student will be required to pay back the subsistence allowance.
- c. **Procedure for Award of Subsistence Allowance and Deferment of Tuition Fee**
  - (1) Student desirous of availing this concession/assistance shall be required to apply on the prescribed form obtainable from the office of the respective NUST constituent institution. The form is also available on NUST website under the link download forms. No student shall

be eligible to avail at a time more than one of the above concessions /assistance either from the University or from an outside body.

- (2) The application duly recommended by head of the institution shall be forwarded to Main Office NUST through concerned HoD on half yearly basis i.e., 1<sup>st</sup> June and 1<sup>st</sup> December each year.
- (3) The application shall be considered by a committee comprising Registrar, Director Academics, Director Finance and representative from the institution as member. Registrar and Deputy Director Registration (UG) shall act as Chairman and Secretary respectively.
- (4) Keeping in view the state of funds under the head "Tuition Revenue, the committee shall submit its recommendations to Rector whose decision in the matter shall be final.
- (5) Registrar shall draw up a final list of students for whom the concession / assistance has been approved. Copies of the list shall be forwarded to all concerned institutions with a copy to be displayed on the notice board.
- (6) The awardees of deferment in tuition fee or subsistence allowance will have to provide a duly authenticated undertaking by their guarantors in order for them to avail these concessions.

d. **Forfeiture of Concession.** Absence from or failure in a University examination, lack of progress and assiduity in studies, breach of discipline or reprehensible conduct, shall incur the loss of full, 75%, 50% or 25% of tuition fee/scholarship granted to any student, and he/she shall have to pay the full tuition fee within the stipulated period, failing which his/her name shall be struck off the rolls. Rector, on the recommendation of head of the institution shall decide the revised percentage of fee concession based on the gravity of the offence/circumstance on case-to-case basis.

e. **Merit-based Scholarship & Financial Assistance.** To measure up to its repute as a model institution of higher learning, NUST considers it necessary to attract the brightest talent of the nation, especially from the under-privileged areas, even if they are financially challenged. Financial assistance is given to students on performance basis, as specified below:

- (1) For continuation of financial assistance, as per the policy in vogue, the student has to maintain a CGPA of 3.5 or more in subsequent semester exams.

f. **Need-based Scholarship/Fee Waiver/Deferred Payment.** NUST has launched a need-based scholarship scheme to enable financially under-privileged but talented students to acquire higher education



on its campuses. Salient features of the scheme are:

- (1) Limited number of scholarships/fee waivers will be awarded to needy entrants of the University every year.
- (2) The scholarship will be for full duration of the program in which the student is enrolled.
- (3) Financially under-privileged student, who are unable to pay their fees and do not get need-based scholarship/fee waiver may be allowed deferred payment on case-to-case basis.
- (4) **Other Opportunities.** Some philanthropic organizations provide scholarships to the orphans and disabled children studying at NUST. Such students can apply for such scholarships once they are admitted by NUST.
- (5) Punjab Educational Endowment Fund (PEEF) and DFID-UK aid scholarship.
- (6) HEC PAK-USAID merit and need based scholarship.
- (7) Asghar Butt and Nisar Aziz Butt Endowment Fund Scholarship.

g. Student may also apply on their own for other scholarships such as those offered by:

- (1) Prime Minister's National ICT Scholarship program.
- (2) Higher Education Commission (HEC).
- (3) Quaid-i-Azam Scholarship by Ministry of Education.
- (4) Baitul Maal.
- (5) Shell Pakistan.
- (6) Further details are available with all NUST constituent institutions.

h. **Fee/Charges**

- (1) Student shall pay fee/charges as per laid down rates / policy. The fee structure of Engineering, Natural Sciences, Architecture & Bio-Sciences, as well as Business Studies & Social Sciences are reflected in **Annex C**.
- (2) **Refund of Fee.** The policy regarding refund of tuition fee is given below:

% age of Tuition Fee	Timeline for Semester System
Full (100%) of Tuition Fee Refund	Apply upto 7 <sup>th</sup> day of convening of classes
Half (50%) of Tuition Fee Refund	From 8 <sup>th</sup> - 15 <sup>th</sup> day of convening of classes
No Fee (0%) Refund	From 16 <sup>th</sup> day of convening of classes

- (a) Admission Processing Fee is not refundable under any circumstances.
- (b) University will not accept any claim of refund after 3 years of the completion of degree / withdrawn from university and the amount of security will be transferred to the NUST Endowment Fund.

i. **Fines/Penalties on Late Payment.** Fines will be levied on late payment as under:

Period	Fine
After Fee submission due date	5 % of the total payable amount
Between 15 <sup>th</sup> and 30 <sup>th</sup> day of fee submission due date	10% of total payable fee
After 30 <sup>th</sup> day of Fee Submission due date	Registration shall be suspended and CMS ID will be blocked. For re-activation of registration, student will be required to pay the Admission Processing Fee again along with all Outstanding charges and fines.

*\*In any case student will not be able to attend classes till clearance of dues.*

## 10. NUST Disability Redressal Policy

- a. NUST aims to promote fair environment for all students and is committed to remove barriers and provide access to students who have any special need due to their disability needs. Two committees have been constituted; the central committee under the leadership of the Registrar and the other at the school level, headed by the Dean/Principal of the school. The central committee would look at the provision of support and assessment of disability at the time of the admission in NUST and later on the committee at school would ensure support in matters regarding curriculum, examination and other relevant aspects to the students having any disability.
- b. Following measures are undertaken to ensure equal playing field for students with disability:
  - (1) Online registration of admission include one question to state the disability with reassurance that disclosure would not impact their chances of getting admission. This would help facilitate the student based on their needs.
  - (2) The disability tutor at the respective schools will be the focal point for the student and would facilitate him/her in both academic and co-curricular activities.
  - (3) The school will be responsible for facilitating students with disability in teaching and examination (e.g., priority seating in classroom, recording the lecture, substituting

assignment, and assistance of writer in the exam).

- (4) Entrepreneurship training would be encouraged for self employment of students with disability.
- (5) Priority counseling services at C<sup>3</sup>A would be ensured for both students with temporary or long standing psychological and physical disability.
- (6) Provision of emergency medical services to facilitate disability occurring within the campus.

## 11. Other Academic Provisions

- a. **Registration of number of CHs per Semester.** NUST offers flexibility to the students to register for varied number of courses each regular semester from a minimum of 12 to a maximum of 18 CHs (21 CHs in exceptional circumstances). For Summer Semester a maximum of two courses (three courses in exceptional circumstances) are allowed for clearance of **F** grade or improvement of grades only.
- b. **Freezing / Deferment of a semester.** Refer Para 9 to Chapter 3, Para 31 to Chapter 4, Para 15 to Chapter 5 for details.
- c. **Additional Courses.** A student may register for Additional Courses of interest subject to maximum limit per semester. Such courses will be reflected in the transcript as Additional Courses and their grades will not be counted towards calculation of CGPA.
- d. **Language Courses.** A student may take language courses (French, German & Chinese) being offered every semester as Additional Courses.
- e. **Elimination of clause “Probation leading to Withdrawal” in the last year of studies.** Refer Para 7 b (2) to Chapter 3, Para 29 b (2) to Chapter 4, Para 13 b (2) to Chapter 5 for details.

## 1. Issuance of Bachelor Degrees Before Convocation

- a. Graduating students are issued bachelor degrees during UG convocation, however, under special circumstances i.e., for further studies, employment purpose and any other justified requirement, degree is prepared and issued before convocation.
- b. Application form for obtaining degree before convocation is available on NUST website under “Downloads” link [http://www.nust.edu.pk/Pages/Download\\_Details.aspx?DocID=31 & category=Forms](http://www.nust.edu.pk/Pages/Download_Details.aspx?DocID=31&category=Forms). Completed form along with required documents and degree processing fee Rs. 1000/-, is submitted to Registrar (Regn branch UG) through concerned school/college.
- c. Fee can be paid through Cash Deposit/Online Transfer in A/C No. 22927000267401 Habib Bank Limited, Sector H-12, Islamabad or through Bank Draft/Pay Order in favor of NUST Islamabad”.

## 2. Issuance of Duplicate Bachelor Degrees

- a. In case of loss of original Bachelor degree, the student is issued Duplicate Degree after completion of following formalities:
  - (1) The student will advertise in at least two prominent newspapers about loss of degree along with its complete particulars and will wait for two (2) months.
  - (2) FIR in the nearest police station be registered immediately with necessary details leading to the loss of degree.
  - (3) Student will be required to give an affidavit on stamp paper of Rs. 100/- about loss of degree duly certified by notary public (specimen is available on NUST website under “Downloads” link).
  - (4) Bank Draft/Pay Order amounting to Rs. 5000/- in favour of NUST. Fee can also be paid through Cash Deposit/Online Transfer in A/C No. 22927000267401 Habib Bank Limited, Sector H-12, Islamabad.
- b. In case degree is not received/found within 2 months of publication of advertisements, the student is required to forward application to Registrar NUST, Sector H-12, Islamabad along with following documents for further processing. Application form is available on NUST website under “Downloads” link:
  - (1) Abovementioned documents in original (para 2a).
  - (2) Photocopies of degree and CNIC.

## 3. Issuance of Revised Bachelor Degrees

- a. A student desirous of changing name/father's name in the Bachelor degree will complete the following formalities:-

- (1) The student is required to get his/her name changed in Matric/O level and FSc / A level equivalence certificates from concerned BISE/IBCC.
  - (2) Bank Draft/Pay Order amounting to Rs. 5000/- in favor of NUST. Fee can also be paid through Cash Deposit/Online Transfer in A/C No. 22927000267401 Habib Bank Limited, Sector H-12, Islamabad.
- b. The student is required to forward application to Registrar NUST, Sector H-12, Islamabad along with following documents for further processing:
- (1) Original Bank Draft/Pay Order/Deposit Slip.
  - (2) Original Degree.
  - (3) Original Revised Matric/O level and FSc / A level equivalence certificates which will be returned to the applicant at the time of issuance of revised degree.

#### 4. Issuance of NUST Official Transcript from Exam Branch Main Office

- a. **Studying Students.** Studying students / On Campus Students may obtain Official Transcript Semester wise / Final Transcript from Exam Branch Main Office, NUST by submitting requisite charges for Transcript along with the Bank Receipt and submit the required documents in their Institutes / Schools / Colleges. All the Information regarding Transcript charges is available on following NUST Web Portal under downloads:

[http://www.nust.edu.pk/Pages/Download\\_Details.aspx?DocID=21&category=Transcripts/%20DMS](http://www.nust.edu.pk/Pages/Download_Details.aspx?DocID=21&category=Transcripts/%20DMS)

- b. **Alumni / Off Campus Students.** Alumni / Off Campus students may apply for the Final Transcript from Exam Branch Main Office, NUST by submitting requisite charges Transcript copy along with the Bank Receipt and submit the required documents in Exam Branch, Registrar Directorate, Main Office NUST, Islamabad. All the Information regarding Transcript charges is available on following NUST Web Portal under downloads:

[http://www.nust.edu.pk/Pages/Download\\_Details.aspx?DocID=21&category=Transcripts/%20DMS](http://www.nust.edu.pk/Pages/Download_Details.aspx?DocID=21&category=Transcripts/%20DMS)

5. **Attestation / Verification of Academic Documents.** Students / Alumni may apply for the Attestation / Verification of NUST official Academic Documents Original / Copy (i.e., Transcript / Degree) by submitting Rs. 700 per copy. All the Information regarding Attestation / Verification is available on following NUST Web Portal under downloads:

[http://www.nust.edu.pk/Pages/Download\\_Details.aspx?DocID=22&category=Attestation%20/%20Verification](http://www.nust.edu.pk/Pages/Download_Details.aspx?DocID=22&category=Attestation%20/%20Verification)

**6. Semester / Degree Final Notification.** Official Semester wise / Degree result will be finally notified by Examination Branch, Registrar Directorate, Main Office NUST, after receiving results from Institutes / Schools / Colleges.

**7. Award of Medals and Prizes.** Gold medals and Prizes shall be awarded at the “convocation” when held. Each recipient shall be informed of his/her having been awarded a Medal or Prize. A recipient, not notifying the University in writing of his/her acceptance of the award within two weeks of the receipt of information, shall be liable to forfeit his/her award which may be re-awarded.

**8.** If more than one student qualify for a particular Medal on the basis of Cum GPA or marks (as the case may be), all shall be awarded jointly by giving a Medal to each. If there is an award for a particular position in the form of Prize money or a similar divisible award, it shall be distributed equally amongst the recipients who qualify for it on the basis of Cum GPA or marks (as the case may be).

**9. Types of Medal.** Following types of medals shall be awarded at the time of convocation:

- a. President's Gold Medal - 1<sup>st</sup> Position in Academics (UG and MS)
- b. Chancellor's Silver Medal - 2<sup>nd</sup> Position in Academics (UG only)
- c. Rector's Gold Medal - 1<sup>st</sup> Position in Project (UG and MBA only)
- d. Any other Medal approved by BOG/Executive Committee.

**10.** The following conditions shall be applied for award of Gold Medal to the best student in the project :

- a. Project will be graded.
- b. A student having taken less than the regular semester load, or, has a grade **W** on the transcript will also be eligible for the award of Rector's Gold Medal.

**11.** The Medals be awarded indiscriminately to top students without any special quota or allocation to different categories of students.

**12. Withdrawal of a Medal.** The BOG shall have power to withdraw or cancel the institution of a Medal, provided the circumstances so demand.



**1. Concept.** Clubs and Societies forum is being provided to the students in lieu of student Unions for grooming the students in leadership traits as per their peculiar aptitude and potential. It enhances their foresight and organizational abilities. They are expected to plan and execute their club activities as they perceive in consultation with the club members and Faculty Sponsors. It inculcates team spirit, ability to take everybody on board and makes a person more responsible and mature. Clubs and Societies are managed by the students under the overall supervision of Student Affairs Directorate (SA Dte) through the administrative control of various NUST institutions.

**2. Administration of Clubs / Societies.** Existing Clubs and Societies are allocated to institutions as under:

a.	NUST Bazm-e- Pakistan (NBP)	SCEE
b.	NUST Adventure Club (NAC)	"
c.	NUST Environment Club (NEC)	"
d.	NUST Technical Amusement Club (NTAC)	"
e.	American Academy of Environmental Engineers and Scientists(AAEES)	SCME
f.	NUST Science Society (NSS)	"
g.	NUST Literary Circle (NLC)	"
h.	NUST Digital Club (NDC)	"
i.	International Chapter (NMAC)	"
j.	NUST Book Club (NBC)	"
k.	NUST Community Service Club (NCSC)	SMME
l.	NUST Paragliding Club (NPC)	"
m.	NUST Robotics Club (NRC)	"
n.	NUST Dramatic Club (NDC)	SNS
o.	NUST Trekking Club (NKC)	"
p.	Physics and Astronomy Club (PAC)	"
q.	NUST Debating Society (NDS)	NBS
r.	NUST Leaders Society (NLS)	"
s.	NUST Water Sports Club (NWSC)	"
t.	NUST Media Club (NMC)	S <sup>3</sup> H
u.	NUST Music Club (NMC)	"

- |     |                               |                  |
|-----|-------------------------------|------------------|
| v.  | NUST Economics Society (NES)  | S <sup>3</sup> H |
| w.  | NUST Cultural Club (NCC)      | "                |
| x.  | NUST Fine Arts Club (NFAC)    | SADA             |
| y.  | NUST BioReach Society (NBS)   | ASAB             |
| z.  | GeneUs                        | "                |
| aa. | NUST Archery Club (NAC)       | "                |
| bb. | NUST Entrepreneurs Club (NEC) | SEECs            |
| cc. | NUST Excursion Club (NEC)     | "                |
| dd. | NUST Fitness Club (NFS)       | "                |
| ee. | NUST Quiz Club (NQC)          | RCMS             |
3. All Clubs shall adhere to the following approved appointments:
    - a. Faculty Sponsor
    - b. President
    - c. Secretary
    - d. Press Secretary
    - e. Treasurer
  4. Half the Office Bearers have to be from institutions other than the sponsor institution.
  5. Route for event approval is Faculty Sponsor → Principal → Director SA → Pro-Rector Academics.
  6. Clubs are encouraged to engage renowned persons in their respective field as Mentors/Advisors, as applicable.
  7. Club Sponsors to prepare annual calendar of activities including at least one major function and strictly adhere to the plan.
  8. NUST Institutions may send their teams to other institutions to use the forum of concerned Club for participation.
  9. In case of change of the Faculty Sponsor or change of contact numbers, the relevant institution will update/inform the Director SA immediately.
  10. Nustians representing the University will be considered on duty (for the purpose of attendance).





**1. NUST Main Web Portal.** NUST main web portal includes all information regarding the university that a student may require at any stage starting from admission process till the very end of degree and convocation. NUST main web portal is continuously updated with all kinds of information especially information regarding news and notifications and student achievements, etc. The portal can be accessed at [www.nust.edu.pk](http://www.nust.edu.pk).

**2. NUST Social Media Accounts.** Social media has become a global information network that undoubtedly has many benefits. When searching for a college or university, students want the world-class program, facility and faculty, but in parallel they are also looking for a place to fit in and call home. NUST's social media profiles started working actively in 2015. We are using social media to share the NUST culture with prospective students and their parents. NUST's official social media profiles and pages are meant to answer students' questions, listen to their opinions and take actions so that they understand that they are being heard. More over, students can now connect with a school's campus life 24/7 through the power of social media. Our social media team has a strict policy regarding the nature of information and content that is dispersed to the students. All information shared with us is filtered out and shared as per policy. Links to social media pages are given below:



**Facebook:** <https://www.facebook.com/NUSTOfficial/>



**Twitter:** [https://twitter.com/Official\\_NUST](https://twitter.com/Official_NUST)



**LinkedIn (School Page):** <https://www.linkedin.com/school/15098495/>



**LinkedIn (Company Page):** <https://www.linkedin.com/school/551751/>

**3. Campus Management Solution (CMS).** NUST has implemented Oracle Peoplesoft Campus Management Solution (CMS) to automate student life cycle processes from student admission till alumni. CMS can be accessed by faculty and students on campus and off campus through URL <https://cms.nust.edu.pk>. Following are the modules of CMS:-

- a. Student admission
- b. Student Financials
- c. Financial Aid
- d. Course Catalog & Scheduling
- e. Student Courses Enrollment
- f. Attendance Management
- g. Gradebook
- h. Research Thesis Tracking & Management
- i. Self Service (Student & Faculty)

- j. Transcript Generation
- k. Alumni

**4. Services Feedback forms links.** Students can give their feedback through CMS as and when needed on undermentioned services for improvement:

a. **Hostels Services**

Main Menu > Feedback Forms > Services Feedback > Hostel Facilities

b. **Healthcare Services**

Main Menu > Feedback Forms > Services Feedback > Healthcare Services

c. **Student Financial Office**

Main Menu > Feedback Forms > Services Feedback > Student Financial Office

d. **Student Affairs**

Main Menu > Feedback Forms > Services Feedback > Student Affairs

e. **Cafeterias Services**

Main Menu > Feedback Forms > Services Feedback > Cafeteria Services

f. **ICT**

Main Menu > Feedback Forms > Services Feedback > ICT Services

**5. Learning Management System (LMS).** LMS a core digital solution for a digital academic interaction between students and the faculty members. More specifically, it is a course content management system that efficiently manages course activities like course outlines, lecture notes, presentations, lab manuals, videos, reference books and articles. It is also capable of supporting online assignments, quizzes and exams on it. Moreover, it provides the facility of quick feedbacks about any topic or lecture. One of the important features of LMS is the Turnitin plagiarism of their online assignments, research papers, project reports etc prior to its submission. NUST has also won the Turnitin Academic Integrity Award through this module of LMS. Other notable features are online messages, discussion forums, collaborative studies, general surveys, wikis, project repositories, glossaries, personal files etc.

## General

**1.** NUST is a leading research-intensive university in Pakistan comparable to the top universities of the world. The university is committed to its mission of graduating culturally enlightened, technologically knowledgeable, academically competent, and research-oriented productive citizens, groomed to lead, inspire, and serve humanity. The University is wholeheartedly pursuing her sublime trust and responsibility with all its resources.

**2.** NUST community comprises a diverse populace of students in pursuit of academic excellence. It strives to refine the ability of students to reason and to communicate freely and clearly on their way to become responsible, morally sound, moderate and well-rounded citizens of a diverse world. The University expects these attributes to be reflected in the students' everyday behaviour, attitude and dress.

**3.** In the University's view, the prescribed sets of regulations, guidelines, and safeguards described in this chapter are necessary to create and sustain an academic environment in sync with the teaching, learning, and developmental endeavours of the university community.

## **4. Definition of Terms**

- a. 'Complainant' means a person who makes a complaint or reports a violation of the University Code of Conduct or University regulations and policies.
- b. 'Intentional' means deliberate.
- c. 'Respondent' means a person who has been accused of violating the University Code of Conduct.
- d. 'Student' means any currently enrolled person for whom the institution maintains educational records, as defined by the University regulations.
- e. 'Reckless' means careless or heedless of the potentially harmful consequences of one's behaviour, where risk of harm to persons, property or normal University operations exists or can be reasonably foreseen.
- f. 'University Official' is a person employed by the University on an administrative, supervisory, academic, research, or support staff position.

**5. Academic Dishonesty.** Academic dishonesty is an act of fraud, which may include misrepresentation, deceit, falsification, or trickery of any kind that is done by the student with the purpose, intent, or expectation of influencing a grade or other academic evaluation. Academic dishonesty also includes forgery and falsification of University academic documents, intentionally impeding or damaging the academic work of others, or assisting other students in acts of dishonesty. Common examples of academically dishonest behaviour include, but are not limited, to the following:

- a. **Cheating.** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; copying from another student's examination; submitting work prepared in advance for an in-class examination; taking an examination for another person or conspiring to do so.
  - b. **Fabrication.** Intentional and unauthorized falsification or intervention of any information or citation in an academic exercise.
  - c. **Facilitating Academic Dishonesty.** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
  - d. **Plagiarism.** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; failure to attribute direct quotation, paraphrase, or borrowed facts or information.
  - e. **Unauthorized Collaboration.** Providing, either knowingly or through negligence, one's own work to assist a student in satisfying a course requirement, or representing material prepared by or with another as one's own independent work. In instances where students are permitted to work jointly to complete an assignment, teachers will offer clear guidelines about when and how to collaborate; if a student is unsure, it is the responsibility of the student to ask the faculty member.
6. **Unfair Means.** Use of unfair means generally covers following:
- a. An attempt to have access to the question paper before the test/examination.
  - b. Use/possession of unauthorized reference material during a test/examination.
  - c. Any form of communication by the student with anyone in or outside the test/examination venue while the test/examination is in progress.
  - d. Unauthorized entry into faculty's office or that of his/her staff with the intention of having an access to or tempering with the official record/examination paper etc.
7. **Moral Dishonesty.** Moral dishonesty means an act which does not conform to known norms of decency.
8. **Conduct**
- a. **Application of NUST Code of Conduct.** NUST Code of Conduct applies to the conduct displayed on the University premises, at NUST sponsored activities, and to off-campus conduct that adversely affects the University reputation and/or the pursuit of its objectives. Each member of NUST shall be responsible for his/her conduct.

- b. **Classroom Standards.** The individual faculty member is primarily responsible for managing the classroom environment. If a student engages in any prohibited or unlawful act or other behaviour that results in disruption of a class, he or she may be directed by the faculty member to leave the class for the remainder of the class duration. Students must be protected against infringement of their rights and unfair practices.
- c. **Identification/Registration Card**
  - (1) Each member of the University community is issued a picture identification/registration card or visitor's pass, that must be worn at all times while on University premises or at University-sponsored activities. Identification/registration cards must be presented upon entering University buildings.
  - (2) Identification/registration cards are not transferable. The owner of the card will be called upon to account for any fraudulent use of his/her identification card and will be subject to disciplinary action by the University if he or she has aided such fraudulent use. The card will be forfeited if the student to whom it was issued allows any other person to use it.
  - (3) Upon a card owner's withdrawal from the University, all rights and privileges related to the identification card automatically cease. If the student withdraws, or is suspended or expelled from the University, the identification card must be surrendered to the institution.

**9. Visitors & Guests.** Students may be held accountable for the acts of misconduct of their guests during their presence on University premises or at University-sponsored activities. Visitors, including guests shall conduct themselves, at all times, in a manner consistent with orderly behaviour on a University campus.

**10. Discipline Matters.** The University is a place where the students are imparted education not only as a means to obtain degree but also to develop their personalities and to enrich the society in which they live. Therefore disciplined and organized life on the campus is extremely important. It is essential to lay down rules and regulations so as to create and sustain an orderly and decent atmosphere on the premises of NUST constituent institutions. It is with this objective that Discipline Committees have been formed on all NUST campuses. The heads of the institutions are empowered to award minor punishments, on the recommendations of respective Discipline Committees, to students found guilty of misconduct. Major punishments for civilian students shall be awarded by Rector on the recommendations of NUST Discipline Committee. However, military procedures shall continue to govern military students selected by the Services.

#### **11. Discipline Committee**

- a. NUST Discipline Committee shall consist of:

- (1) Chairman to be nominated by Rector.
  - (2) One senior faculty member from each constituent institution to be nominated by the head of the institution, subject to a maximum of five.
  - (3) Students' representative from the concerned institution.
  - (4) Office in charge Student Affairs from Main Office NUST – to be member.
  - (5) Any other member co-opted by the Discipline Committee.
- b. The Institution Discipline Committee shall consist of:
    - (1) Deputy Commandant/Vice Principal/ Dean - Chairman.
    - (2) Three Professors / Associate Professors nominated by Commandant / Principal.
    - (3) Students' representative by rotation.
  - c. The Discipline Committee shall award punishment or penalty for a breach of discipline on the campus after giving the defaulter full opportunity to give his/her viewpoint.
  - d. The term of office of the Committee other than ex-officio members shall be two years.
  - e. The quorum for meeting of NUST Discipline Committee shall be five.
  - f. During an academic session, the Discipline Committee shall meet at least every two months or whenever required.

**12. Acts of Ill-discipline/Prohibited Conduct.** All students are prohibited from engaging in conduct resulting in, or leading to, any of the following:

- a. **Academic Dishonesty.** Academic dishonesty encompasses all cases of violations of the University Policy on Academic Dishonesty by committing, or attempting to commit, academic dishonesty including, but not limited to, cheating, plagiarism, fabrication, facilitating academic dishonesty to others and unauthorized collaboration.
- b. **Abuse, Assault, Threatening Behaviour.** These include intentionally or reckless acts endangering, threatening, or causing physical or mental harm to any person, or oneself, on University premises or at University-sponsored activities, or intentionally or causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment, coercion.
- c. **Firearms, Explosives and Other Weapons.** Use/possession of hazardous materials (biological/chemical) and any type of weapons, fire arms, explosives, crackers etc

- d. **Violation of Disciplinary Sanction.** This means knowingly violating terms of any disciplinary sanction imposed in accordance with NUST Statutes.
- e. **Furnishing False Information, Forgery or Unauthorized Use of Documents.** Intentionally furnishing false information to the University and its officials; or misusing affiliation with the University to gain access to outside agency/services; or using false information or University resources to compromise the name of the University. Forgery, unauthorized alteration, or unauthorized use of any University document or electronic transmission, or instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof.
- f. **Disorderly Conduct or Indecent Behaviour.** Engaging in disorderly or indecent conduct; breaching of peace; or aiding, abetting, or luring another person to breach the peace on University premises or at University-sponsored functions/activities. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge/permission.
- g. **Theft.** Theft, or attempted theft, of property or services on University premises or at University-sponsored activities.
- h. **Damage to Property or its Destruction.** Intentionally or recklessly destroying or damaging, or attempting to destroy or damage, University property or the property of others on University premises or at University-sponsored activities.
- i. **Non-Compliance with Official Direction.** Failure to comply with reasonable direction of University officials acting in performance of their duties.
- j. **Violation of University Regulations and Policies.** Violating University regulations or policies including amendments and additions adopted since the date of publication.
- k. Use/sale/possession/facilitation/distribution of drugs, narcotics, intoxicants etc on the campus directly or indirectly.
- l. **Unauthorized Access to Facilities.** Unauthorized access or entry to, or use of, University facilities and equipment. Unauthorized possession, duplication or use of keys to any University premises, facilities or equipment; or, unauthorized entry to or use of University premises.
- m. **Unauthorized Use of Computer or Electronic Communication Devices.** Theft or other abuse of computer facilities and resources including, but not limited to:
  - (1) Unauthorized access to a file, with the intention of using,

- reading or changing the contents, or for any other purpose.
- (2) Unauthorized transfer of a file.
  - (3) Use of another individual's identification and/or password.
  - (4) Interference with the work of another student, faculty member or University official.
  - (5) Sending obscene, abusive or threatening messages.
  - (6) Transmission of computer viruses.
  - (7) Interfering with normal operation of the University computing system.
  - (8) Unauthorized duplication of software or other violation of copyright laws.
  - (9) Unauthorized access to, or unauthorized, mischievous or malicious use of University computer equipment or networks, or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to, and/or use of, off-campus computer equipment.
  - (10) Indulgence in misuse of internet and cyber offences i.e., uploading of objectionable content leading to provocation or maligning anyone.
- n. **Provoking Others to Misconduct.** Intentionally using words or actions to incite or encourage others to violent or retaliatory behaviour, or other acts of misconduct.
- o. **Identification/Registration Cards.** Failure to wear, or to produce or surrender the identification card upon the request of a University official.
- p. **Animals.** Bringing an animal into any University building, with the exception of animals used for authorized laboratory purposes, or animals being used for security purpose for which express permission has been granted.
- q. **Demonstrations.** Demonstrations exceeding the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property, infringes on the rights of other members of the University community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- r. Indulgence in political/ethnic/racial/sectarian activities or taking membership of any banned organization and participation in such like organizations for furthering the cause of a political party.
- s. **Harassment.** It covers the following:
- (1) Passing remarks, placing visual or written material, aimed



at a specific person or group:

- (a) with the intention of causing harm to the person or group; and/or,
    - (b) creating an environment which limits a student's educational opportunity.
  - (2) Making unwanted verbal or physical advances or explicit derogatory statements toward individuals, which cause them discomfort or humiliation or which interfere with their educational opportunity.
  - (3) Physical assault.
  - t. **Gambling.** Unauthorized and/or illegal exchange of money favours or services as a result of an organized or unorganized game or competition.
  - u. **Smoking.** NUST H-12 campus has been declared green campus therefore, smoking is prohibited on University premises for which a policy directive has been issued.
  - v. **Abuse of the Student Conduct System.** Abusing the student conduct system including, but not limited to:
    - (1) Failure to obey the notice from a University official to appear for a meeting or hearing as part of the student conduct system.
    - (2) Falsification, distortion or misrepresentation of information before a hearing body or designated hearing officer of the University.
    - (3) Disruption or interference with the orderly conduct of a hearing proceeding.
    - (4) Causing a violation of University Code of Conduct hearing to convene in bad faith.
  - w. **Indulgence in Acts of Moral Turpitude.** Indecent behaviour exhibited on the campus including classes, cafeteria, laboratories etc, defying the norms of decency, morality and religious/cultural/social values by single or group of students.
  - x. Damage to the university fixtures/furniture, scribbling/carving on desks, wall chalking, misusing of lab/university equipment, etc.
  - y. Use of mobile phones in class rooms, examination halls, labs and library thus disrupting the calm of these places.
- 13. Off-Campus Conduct.** Conduct occurring off-University premises be such that it should not affect the interest/image of the University.
- 14. Enforcement of Code of Conduct.** Matters of indiscipline would be referred to the concerned institution or NUST authorities authorized to check discipline matters

and decide on them in line with NUST policy, rules and regulations. Parents of those students who disobey authority and violate the code of conduct will be informed. Students may be held accountable for the acts of misconduct of their guests while on University premises or at University-sponsored activities. Students who are charged with violations of this Code are subject to disciplinary action in accordance with NUST rules/regulations/statutes.

**15. Punishment or Penalty for Acts of Ill-Discipline.** Punishment or penalty for acts of ill-discipline shall be according to the gravity of the case and may be any one or more of the following:

**a. Minor Punishments**

- (1) **Warning in Writing.** Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may lead to further disciplinary action.
- (2) **Probation.** Probation for a specific period.
- (3) **Fine.** Fine which may amount up to Rs. 10,000.
- (4) **Hostel Suspension/Permanent Removal.** Expulsion from the hostel for a specified period, or permanent removal from the residence hall.
- (5) **Withholding of Certificate.** Withholding of a certificate of good moral character.
- (6) **Removal of Privileges.** Deprivation from the privileges enjoyed by the student.
- (7) **F Grade.** Award of F grade in a course of studies.

**b. Major Punishments**

- (1) **Expulsion.** Expulsion from the class for a specific period up to one semester.
- (2) **Fine.** This may amount up to Rs. 50,000.
- (3) **Exam Result.** Cancellation of examination result (complete semester courses).
- (4) **Rustication.** Expulsion or rustication from the institution for a specific period.
- (5) **Degree.** Non-conferment of degree/transcript.
- (6) **Relegation/withdrawal.**

**16.** Other sanctions or a combination of above-mentioned punishments as deemed appropriate.

**17. Disciplinary Process**

- a. **Case Referrals.** Each case of ill-discipline shall be reported to the head of the institution through HOD or the manager hostel. Any charge should be submitted as soon as possible after occurrence of

the alleged violation, preferably within 24 hours of the violation. Those referring cases are normally expected to serve as complainant and to present relevant evidence in disciplinary hearings before the NUST/Institution Discipline Committee. Depending on the gravity of the case, head of the institution will decide to award minor punishment at the institution level or refer the matter to NUST Discipline Committee for decision by the competent authority for major punishment.

- b. **Hearing of Disciplinary Cases.** A disciplinary hearing is a formal process conducted by the Institution Discipline Committee. This formal process is designed to gather and consider relevant information regarding the alleged violation/s of the Code and to determine and recommend a punishment. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period.
- c. **Punishments.** NUST/Institution Discipline Committee will recommend the punishment according to the gravity of the case after giving the defaulter full opportunity to give his/her point of view. This must be done before recommending the punishment to head of the institution/Rector.
- d. **Appeals.** An appeal against the decision of Discipline Committee can be filed with head of the institution/Rector within fifteen days of announcement of the decision.

**18. Federal/Provincial Laws and Ordinances.** Violation of a Federal/Provincial law or ordinance will be dealt accordingly under these laws.

**19. Gender Mixing.** Students are strictly reminded to follow the accepted social and cultural norms of the society. Undue intimacy and unacceptable proximity, openly or in isolated areas will not be tolerated. The tendency of taking advantage of common places like cafeteria, and shops etc is objectionable and undesirable. Also students are advised to avoid movement in mix groups in the campus after sunset.

**20. Littering.** It is the responsibility of all to keep the Campus environment clean and tidy. No littering or trash should be carelessly thrown or left on the Campus premises. The designated waste boxes should be used to deposit the refuse.

**21. Sports.** All individuals and teams involved in sports are expected to show sportsmanship, respect, consideration and appreciation towards their opponents, team-mates, officials and University staff at all times.

- a. Under no circumstances should a player or sportsperson react in a violent manner nor use any form of foul or abusive language, whether it is directed at a member of staff, match official, opponent, playing colleague, team official or spectator.
- b. Individuals signing the player registration form are agreeing to abide by this code of conduct and will accept that any deviation from these

rules will result in disciplinary action by the University.

- c. Persons under the influence of drugs are not permitted to participate in sports activities at the University and as such the defaulters shall be liable to disciplinary action by NUST.
- d. On a final note, please remember that no referee, umpire or official is perfect. You may not agree with every decision that is made and, just like players, the umpires and sports officials too may make mistakes.

**22. Dress Code.** To maintain academic dignity and sanctity of the educational institution, faculty and students are supposed to wear decent and sober dress. The purpose of the dress code is to provide basic guidelines for appropriate dress code to be followed in NUST campus rather than imposing strict restrictions / enforcement of dress code. It is also assumed that faculty and students of NUST being highly educated, while realizing the norms / culture of university will dress up in a dignified manner. Guidelines on dress code for students are as under:-

a. **Male Students**

(1) **Summer**

- (a) Dress trouser with shirt. Tie optional.
- (b) Shalwar Kameez with waist coat.
- (c) Closed Shoes / Closed Chappals with straps (Slippers not allowed).
- (d) Safari Suit.

(2) **Winter**

- (a) Dress trouser – Shirt with coat or Sweater / Jacket.
- (b) Closed or open Collar – Lounge suit / combination.
- (c) Shalwar Kameez with waist coat / coat
- (d) Closed Shoes / Closed Chappals with straps (Slippers not allowed).

b. **Female Students.** Sober and decent clothing (both summer & winter).

c. **Guide Lines for Students.** Students in compliance of the dress code shall avoid wearing following during classes:-

- (1) Shorts and sleeveless shirts.
- (2) T-Shirts / dress bearing language or art, which appears to be provocative or indecent and is likely to offend others.
- (3) Shabby or torn clothing.
- (4) Jogging or exercise clothing during classes.
- (5) Untidy, gaudy or immodest dress in classrooms, cafeteria

and university offices.

- (6) Unprofessional attire in formal programs and interviews (i.e., jeans, multicolored clothes, casual shoes etc).
- (7) Tight or see-through dress (female students).
- (8) Putting on excessive makeup or wearing expensive jewelry (female students).

d. Wearing of any type of Turban is not allowed in NUST premises.

**23. Greetings.** Students are advised to adopt the habit of exchange of Islamic greetings i.e., *السلام عليكم/وعليكم السلام* while meeting and interacting with colleagues/faculty and staff of the university. This is an important aspect of Islamic etiquettes & obligations and should so reflect in our lives.

**24. Safe Driving.** Students are advised to avoid reckless driving on the campus and should abide by the laid down speed limits and sign postings to avoid penalties.

**25. Student Grievances against Course Instructor/Faculty**

- a. All institutions have a 3 members committee headed by a senior faculty member to redress the grievances of the students about any course instructor or grades or for any other issue.
- b. A student must submit the grievances, if any, in writing to the head of the institution within 5 days of the receipt of the grade. The Head of the institution or the respective HoD shall forward the grievance application to a 3 members committee. It will be mandatory for the committee to hear both sides (student and the instructor) and will give its final decision within 5 days or before the start of registration for the new semester, which ever comes early. The decision of the committee will be deemed final and will be binding on all parties.
- c. A departmental Committee headed by the HoD / Senior Faculty member will be constituted to check randomly few answer papers of the final semester examination for uniformity of scoring & covering for the course content.

**26.** All faculty members, administrative staff, support staff and students are expected to monitor this code of conduct and report any disregard or violations thereof to the institution/Main Office NUST for taking appropriate corrective action/remedial measures.

### Writing of Articles

Whereas NUST encourages freedom of expression and wants students to write on important national and international issues, however, such article, contributed by students with NUST ID, should be sent to Student Affairs Directorate, through the respective Principal, for vetting. The purpose is to guard against misrepresentation of the University Policy.



**1. Introduction.** NUST Hostels have been established for the outstation National and International students. Hostels are providing hygienic & pleasant environment and are equipped with all amenities for standard living. Sixteen hostels have been built in the main campus of NUST (11 for males and 5 for females) which have the capacity to accommodate 4260 students. The management makes sincere endeavours to provide all the needed facilities and comforts. These hostels provide:

- a. Peaceful academic environment.
- b. Halal meals, prepared under hygienic conditions.
- c. Limited indoor recreational facilities i.e.,:
  - (1) TV Room.
  - (2) Indoor games.
  - (3) Gymnasium.

**2. Allotment of Hostel Accommodation**

- a. Hostel accommodation will be allotted to outstation students as per NUST Hostel Allotment Policy - **Annex D**.
- b. Follow the following guidelines to apply for Hostel Accommodation:
  - (1) Existing students will apply through their CMS Account for Hostel Accommodation while New Comers will apply through [pgadmission.nust.edu.pk](http://pgadmission.nust.edu.pk) (PG Students) & [ugadmissions.nust.edu.pk](http://ugadmissions.nust.edu.pk) (UG Students).
  - (2) Six months Hostel Charges and Security Invoice will be issued by Fee Section (through students CMS account (existing students) & through personal mail (new comers), and be paid before joining the hostel. Paid slip will be submitted to the respective Manager (Hostel) on arrival. Monthly Invoice for Messing and one-time refundable Security (payable online) will be issued through e-mail directly to the student, and should be paid before joining the hostel. Paid slip is to be submitted to the respective Manager (Hostel) on arrival.
  - (3) NUST Hostel Rules Awareness Certificate must be submitted to the respective Manager (Hostel) on arrival in the Hostel, failing which, accommodation will not be provided.
- c. **Types of Accommodation**
  - (1) Cubicle/single bedroom with attached washroom for PG / PhD Students.
  - (2) Biseaters (in Boys Hostels) with attached washroom for PG Students.
  - (3) Biseaters with community washrooms for UG Students.
  - (4) Triseaters with community washrooms for UG Students.

**3. Duration of Student Stay in Hostels.** Stay of the students, who are granted admission in the hostels in H-12 Campus, will be:

- a. **UG.** Students will only avail Hostel facility for the duration (BS Program 4 Years & B Architecture 5 Years) of their on campus study.
- b. **PG.** MS Program (2 Years), PhD Program (3 Years).

**4. Extension.** Following will be considered for extension:-

- a. Genuine medical issues (submission of Medical Documents with prior recommendation of NMC)
- b. **Exchange Program.** The Hostelites who are offered an exchange program in Foreign Universities will be given extension in case their required courses are not offered during Summer vacations or during regular semesters. Conformation to this effect will be sought from Registrar / PGP Dte.
- c. Compassionate ground (case to case basis).
- d. Overseas students (when both parents reside abroad).

**Note:** *Cases of above mentioned categories will be processed for Rector's approval.*

**5.** Extension may not be granted to the students who have obtained **F** grades / Low grades / Repeat courses / Short attendance.

**6. Temporary Hostel Allotment.** Temporary allotment facility will be provided only to those students who are currently registered at the main campus of NUST, on availability of surplus and vacant accommodation. Students applying for shorter duration will be granted permission to avail the facility on case-to-case basis. Application form is available at the hostels office, which requires the signature of parents / guardian. Hostel rules will be followed by temporary students in true spirit.

**7. Messing.** It is mandatory for all residents:

- a. Messing is arranged by NUST staff.
- b. Messing is charged in advance from all the students on monthly basis for which Mess Bill is issued, to be deposited in bank within due date.
- c. Mess Security (Rs. 9,000/-) is charged at the beginning, which is refunded in cash, when student applies for clearance from hostels.
- d. **Student's committee is formed to facilitate and participate in mess/hostel affairs.** The mess menu of the hostel is prepared with the consultation of Hostel Messing Committee.
- e. For Mess Off on weekends, the Manager (Hostel) will have to be informed at least two days in advance i.e., student leaving on Friday shall register his / her request by 2300 hrs (11:00 pm) on Wednesday (it is mandatory to cater for purchase of fresh ration that is procured one day in advance).

- f. The students need to be physically present in the office of Manager (Hostel) while getting the Mess Off. Extension over phone or mail will not be accepted.
- g. Failing to submit the Mess Off Form to Manager (Hostel) in person will not be entertained later on.
- h. Maximum 12 days Mess Off will be considered in a month.
- i. For Mess Off other than weekends the Policy of minimum 5 x days leave shall remain in effect. The member if leaving the Hostel for more than 05 days and less than 12 days at a stretch should apply for mess off at least two days in advance before the date of mess off on a prescribed form available in Manager (Hostel) Office.
- j. Residents dine in their respective hostel mess only (Other than some genuine medical reason).

**8. Meal Timings.** As decided by Deputy Director Hostels in consultation with students committee and Managers (Hostel).

## 9. Hostel Dues

### a. Hostel Charges

(1)	Hostel Security	Rs. 10,000/ (Refundable)
(2)	Cubical	Rs. 6,500/- PM
(3)	Biseater (attached washroom)	Rs. 5,500/- PM
(4)	Biseater (with community washroom)	Rs. 4,500/- PM
(5)	Triseater (with community washroom)	Rs. 4,000/- PM

### b. Hostel Charges (International Students)

(1)	Single occupancy (with attached washroom)	USD 70
(2)	Double occupancy (with attached washroom)	USD 60
(3)	Double occupancy (with community washroom)	USD 50
(4)	Triple occupancy (with community washroom)	USD 40

### Married Students

(1)	One bedroom apartment	USD 120
(2)	Two bedroom apartment	USD 170

**Note:** Security Fee of USD 117/- (Refundable) will be charged at the time of allotment.

### c. Messing

(1)	Mess Security	-	Rs. 9,000/- (Refundable)
(2)	Monthly charges	-	Rs. 5,520/- (Rs. 184/- per day)

**d. Payment of Dues.** Hostel dues are required to be paid on semester



basis. Hostel rent invoice will be issued through Finance Directorate (Fee Section). Mess charges will be paid on monthly basis in advance. The invoice will be issued by the Hostels Branch.

**10. Fine.** Due date of deposit would be mentioned on invoice and for late deposit of dues, students will pay fine as mentioned in the hostel rent invoice / mess bill and other type of fine (like for late comers and disciplinary cases) imposed by the hostel management.

**11. Discipline.** Best state of discipline is expected from the residents, a few aspects of discipline are highlighted here:

- a. **Ragging.** Ragging, in any shape, which causes physical or psychological harm or raises apprehension of fear, shame or an embarrassment to the new student, including teasing, abusing, shouting, playing practical jokes or causing harm to student or asking new students to do any act or to perform such things (which such student will not be willing to do ordinarily) is strictly forbidden. It is expected that senior students will help the juniors in their settling down process. Anybody found involved in ragging will be dealt sternly.
- b. **Smoking.** University is a smoke free zone. Smoking is prohibited in the rooms as well as in the hostel premises.
- c. **Criminal/Unlawful Activities.** Following will be considered unlawful activity:
  - (1) Joining banned organizations or involvement in anti-state activities.
  - (2) Creating trouble in hostel premises including going on/organizing strike and inviting/inciting others for strike or printing/writing/ distributing pamphlets/handouts etc.
  - (3) Giving threats to any student or staff member.
  - (4) Overstaying in hostel after completion of on-campus duration/ specified period/completion of degree.
  - (5) Causing loss to/damaging Hostel/University property.
  - (6) Misuse of hostel facilities.
  - (7) Bringing/inviting unauthorized person/day scholars in the hostel.
  - (8) Gambling in any shape.

**Note:** *Khokhas/Dhabas are out-of-bound for students.*

**12. Conduct.** Students are advised to dress up well, while moving on the campus, except when going to / coming from washroom. Student's general behavior, dress and conversation in the hostels must be decent. Shouting is not allowed. Any kind of misconduct will be dealt sternly. CCTV cameras are installed for round-the-clock monitoring.

## 13. Do's and Dont's

### a. Do's

- (1) Pay Salam to fellow students, staff and faculty.
- (2) Be respectful to colleagues and hostel staff/management & security staff at gates.
- (3) Always use parliamentary/decent language.
- (4) Keep the room neat and tidy.
- (5) Utilize your PC for educational purpose only.
- (6) Be security conscious and take care of your valuables especially cash, mobile phones and laptops, etc. Take your valuables along when you proceed on leave, etc.
- (7) Always clear hostel & mess dues in time to avoid fines/overpayments.
- (8) All notices/instructions issued from time to time be religiously followed.
- (9) Take care of hostel property.
- (10) Always enter your name in IN/OUT register, i.e., while going out/coming back to the hostel.
- (11) Personally report to Manager (Hostels) office daily on given time for attendance.
- (12) Inform the Manager (Hostels) about your disposal (Withdrawal/ Relegation) on immediate basis.
- (13) Preserve/economize on utilization of water, electricity and gas.
- (14) Put off all the electric switches, gas appliances and water taps while leaving the room.
- (15) Read all notices put up on the Notice Boards regularly.
- (16) In case of any emergency or illness, immediately report to the Manager (Hostels)/Caretaker who shall make necessary arrangements for medical assistance.
- (17) Always be well-dressed and hair must be properly trimmed. Make a habit to shave daily.

### b. Dont's

- (1) Keeping of prohibited medicines, drugs without **doctor's prescription**.
- (2) **Possession of the following items is totally banned:**
  - (a) Fire arms, daggers, etc.
  - (b) Alcohols, toxic drugs, sheesha, gutkha and hashish/heroin, etc.
  - (c) Crackers, explosives, ammuniton, etc.

- (d) Objectionable material like pornographic videos, books, or photographs.
- (3) Smoking and keeping any kind of such items.
- (4) Misusing hostel premises/facilities for other than studies.
- (5) Involvement in **criminal/police** cases.
- (6) Guests of students or day scholars in the room/hostel.
- (7) Driving **motorcycle** without **crash helmet**, wheeling/aerobatics.
- (8) Disturbing fellow residents by playing loud music or instruments at a high volume.
- (9) Making noise and raising slogans.
- (10) No electric appliance will be permitted in the student's room except refrigerator and room cooler (with permission and on monthly charges).
- (11) Damaging hostel property.
- (12) Making any structural additions/alterations in the rooms or install/fix electrical gadget or fittings/fixtures in the hostel.
- (13) Involvement in politics, ethnic, sectarian or any other undesirable activity.
- (14) **Collection of chanda/donations** on any account.
- (15) Ragging of juniors inside/outside the rooms and hostels.
- (16) Gambling in any form such as playing cards (even without money at stake).
- (17) Changing the authorized room setting.
- (19) Occupying/interchanging/swapping rooms without permission of Manager (Hostels).
- (20) Giving tips or making any other kind of payment to the sanitary workers or other hostel staff.
- (21) Opening the door of another fellow's room without his/her permission.
- (22) Using the belongings of other residents without their consent.
- (23) Borrowing and lending money from the students/staff.
- (24) Visiting rooftop.
- (25) Arranging private trips/visits without written permission of Deputy Director Hostels.
- (26) Cooking in the room under any circumstances.
- (27) Keeping pets or animals in the room.

(28) Non-adherence to the chain of command.

**14. Attendance.** To ensure security as well as presence of students in the hostels, Biometric Attendance System has been installed in all students Hostels to mark their daily attendance between 9:30 pm to 10:45 pm for female students and 11:00 pm to 11:45 pm for male students. Those who fail to mark their attendance, shall be considered as absent. If a hostelite is absent from hostel for more than 07 days without prior information, his/her hostel allotment will be cancelled immediately. Defaulters will be liable to imposition of fine.

***Note:** Students/staff to immediately report to the hostel management about any suspicious activity if any student found missing/absent from the hostel.*

## 15. In/Out Timings

a. Students are not allowed to stay out of hostel after 10:00 pm (female) & 11:00 pm (male) or the time notified otherwise. Defaulters will be fined as follows:-

- |     |                           |   |  |
|-----|---------------------------|---|--|
| (1) | 1 <sup>st</sup> Violation | - | Rs. 300/-  |
| (2) | 2 <sup>nd</sup> Violation | - | Rs. 500/- & information to concerned School & parents.   |
| (3) | 3 <sup>rd</sup> Violation | - | Rs. 1,000/- and expulsion from hostel for semester with information to concerned School & parents. |

b. Students are allowed to leave campus/hostel only with written permission (Out Pass) issued by the respective Manager (Hostels). Parents may also be consulted by the hostel management when felt necessary.

c. In/out registers must be filled in while leaving the hostel for a private purpose, failing which absence will be marked and disciplinary action will be initiated against the defaulters.

d. Students are advised to display hostel (yellow) card for identification, while going out of the hostel or entering the hostel.

**16. TV Timings.** Television will be closed at 11:00 pm on normal working days and at 11:45 pm on the weekends/closed holidays. The keys of television room will be in the custody of the Manager (Hostels) and s/he will be responsible for ensuring compliance of orders. However, in case of some important sports events like World Cup/ Olympics, etc, special permission can be obtained from Manager (Hostels).

**17. Vacations.** Students staying in the hostel during vacations will abide by all rules and regulations. A valid reason, certificate or letter will be produced by the student to hostel manager to stay in hostel during summer vacations.

**18. Vacating the Hostel.** Whenever a student wishes to vacate hostel, s/he must inform the Manager (Hostels) in writing minimum of a week in advance. Dues will be paid and clearance will be obtained before leaving hostel. Room keys and hostel card

will be deposited in Manager (Hostels) office.

**19. Guests.** Guests (of students and staff) are not allowed to enter / stay in the hostel premises at any time. They may be entertained in the cafeterias.

**20. Conveyance/Driving.** Following rules will be observed:

- a. Students are encouraged to keep and use bicycles within the Campus.
- b. Students desirous of keeping cars/motorcycles will seek permission in writing from Deputy Director Hostels. Students will produced necessary documents including driving license, vehicle registration, copy of CNIC and NUST student card while seeking permission.
- c. Riding motorcycles will not be allowed without valid driving license, vehicle registration and wearing of crash helmet. Defaulters will be warned/ fined heavily. After 2 warnings, permission will be withdrawn.
- d. UG students are not allowed to keep a car in the hostel.

**21. Damage to Property.** Students are expected to cooperate for taking care of the hostel/mess property, such as newspapers, magazines, furniture, TV, cutlery and crockery, etc. It will not be removed from the hostel/mess. Any student found guilty of damaging or breaking items of hostel/mess will be made to pay the cost of the item in addition to fine/penalty.

**22. Punishment.** It is mandatory to comply with the timings and orders spelt out in these instructions and those issued from time to time. Necessary disciplinary action will be taken against the students for each minor or major violation. Following action will be initiated against defaulters:

- a. Student will be produced by Manager (Hostel) before DD Hostels for misconduct & indiscipline.
- b. Serious violation, as and when observed, will be reported to the parents/guardians in writing.
- c. For major breaches, matter will be referred to NUST Disciplinary Committee.
- d. Imposition of fine/penalty.
- e. Expulsion from hostel.
- f. After one time expulsion from hostel, re-allotment will not be considered.

**23. Inspections**

- a. Manager (Hostel), Assistant Director Hostels, Deputy Director Hostels, Director Administration and Senior Executive of the University can inspect hostel (student rooms and almirahs etc) without any advance notice at any time of the day or night.
- b. Weekly / monthly inspection will be carried out by Manager (Hostel).

- c. Quarterly inspection will be carried out by Deputy Director Hostels.
- 24. Medical Care.** NUST Medical Center (NMC) is providing best medical services to students round-the-clock and equipped with sufficient arrangement. Qualified doctors (male/female) and trained staff perform their duties with complete dedication.
- 25. Washerman Services.** A laundry shop has been established in all the hostels for provision of washing and pressing of clothes facility to residents free of cost.
- 26. Indoor Sports.** The facility of well-equipped gymnasium with the required machines is available in all the Hostels. It is expected that students will utilize the same with extreme care and will adhere to the best norms of discipline in the gym.
- 27. Vending Machine.** Vending Machines have been installed in all student Hostels that dispenses items such as snacks, beverages etc to students on payment of cash or credit.
- 28. Hostel Administration.** Hostel administration/management is as under:
  - a. Director Administration.
  - b. Deputy Director Hostels.
  - c. Assistant Director Hostels.
  - d. Manager Hostels.
  - e. Caretaker.
- 29.** Certificate (**Annex E**) duly signed by the student and countersigned by the parent/guardian is required to be submitted by the student to the Manager (Hostels) at the time of joining the hostel.

**Note:**

- a. *These are general guidelines to facilitate the student and ensure comfortable stay in the hostel.*
- b. *Students are required to follow the above rules while staying in the hostel. Parent/Guardian are requested to go through these rules and advise their son/daughter to strictly follow the rules. A certificate to this effect (as per the specimen below) is required to be submitted by the student, duly countersigned by the parent/guardian, to the respective Manager (Hostels), at the time of joining the hostel.*
- c. *Please submit the signed/countersigned attached certificate to your Manager (Hostels) along with the Hostel admission form to avoid any unpleasant consequence later on.*
- d. *The Hostel Management reserves the right to revise the rules & regulations. However, it will keep the resident informed of any changes in the form of notice on hostel notice boards.*
- e. *These rules are intended to ensure conducive environment for all residents.*



### **Re-Checking of Papers**

1. Fill the re-checking application form completely.
2. Deposit re-checking fee amounting to Rs. 500/- per paper and enclose original deposit slip along with the application form.
3. Mention clearly the subject/paper required to be re-checked.
4. An application form shall be entertained only if it is complete in all respect and is received in the office along with the prescribed fee within 15 days after the declaration of the relevant result.
5. Incomplete and incorrect forms shall be returned to the candidate for completion and if it is not submitted within the prescribed time limit, no action shall be taken on it.
6. Time-barred application shall not be entertained.
7. Re-checking does not mean re-assessment or re-evaluation of the answer-book. Following is the procedure for rechecking of papers:

It is ensured that:

- a. There is no mistake in the grand total on the title page of the answer-book.
- b. The total of various parts of a question has been correctly made at the end of each question.
- c. All totals have been correctly brought forward on the title page of the answer book.
- d. No portion of answer book has been left un-marked.
- e. Total number of questions attempted does not exceed the limit allowed in Question Paper.
- f. Total marks in the answer-book tally with the marks sheet.
- g. Viva/practical and internal assessment marks are not re-tabulated.
- h. The student or anybody on his/her behalf has no right to see or examine the answer-book for any purpose.
- j. Increase/decrease in the final marks of the student will be decided according to the results of re-checking.

# National University of Sciences and Technology Islamabad

## Application Form for Re-Checking of Answer-Book/Paper

1. Name of the Candidate: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Roll No. \_\_\_\_\_
4. Year/Semester: \_\_\_\_\_
5. Paper to be re-checked:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_
  - g. \_\_\_\_\_
6. Fee Paid:  
  
Rs. \_\_\_\_\_ invoice/draft No. \_\_\_\_\_  
Bank Branch: \_\_\_\_\_ dated \_\_\_\_\_
7. I have read the instructions given overleaf and undertake to abide by the rules and regulations of NUST.  
  
Date: \_\_\_\_\_ Signature of Applicant \_\_\_\_\_  
Postal Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
Telephone No. \_\_\_\_\_





## **Request for Change of Program (UG)**



NATIONAL UNIVERSITY OF SCIENCES AND TECHNOLOGY  
SECTOR H-12, ISLAMABAD

1. Regn No \_\_\_\_\_
2. Name \_\_\_\_\_
3. Current program \_\_\_\_\_
4. School/college \_\_\_\_\_
5. Number of semesters completed \_\_\_\_\_
6. CGPA \_\_\_\_\_
7. Admission category: Open merit/SAT National seat/SAT International seat. *(Please tick v)*
8. Merit position \_\_\_\_\_
9. Change of program required to \_\_\_\_\_  
*(Program) (School/College)*
10. Detail of courses studied: (Attach transcript)
11. Have you already availed deferment/suspension of semester(s)? [Yes] [No]  
(If yes, please specify the duration and Registrar Dte letter no. and date.)

---

12. Entry Test Result \_\_\_\_\_

13. Recommendations of FBS meeting:

FBS meeting no. \_\_\_\_\_ Held on \_\_\_\_\_ Item no. \_\_\_\_\_

14. Signature of the student \_\_\_\_\_ Date \_\_\_\_\_

15. Signature of the HoD \_\_\_\_\_ Date \_\_\_\_\_

### **Instructions:**

- a. No column will be left blank.
- b. Photocopy of minutes of FBS meeting must be attached.
- c. Date by the student and by HoD must be entered in para 13.
- d. Change of program case must be forwarded latest by mid semester (current).



## Annex C

### to Para 9 h (1) to Chapter 6

### Fee Structure

#### Fee Structure for National Students (In PKR)

	<b>Engineering/IT, Applied Bio Sciences &amp; Natural Sciences</b>	<b>Business Studies, Architecture Industrial Design &amp; Social Sciences</b>
<b>Admission Processing Fee</b>	35,000	35,000
<b>Security Deposit (Refundable)</b>	10,000	10,000
<b>Semester fee</b>	95,000	110,000
<b>Reading Materials fee (BBA and Accounting &amp; Finance Students only)</b>	-	4,350 per year
<b>Misc Fee</b>	2,700/Semester	2,700/Semester

#### Payment of Student Fee

- At the time of admission students have to pay the admission processing fee, security and full semester fee in advance. Dues have to be paid on semester basis.
- Invoice for admission charges along with first semester fee and Provisional Selection Letter will be available on NUST website.
- Tuition fee will be payable on semester basis. Students must have to pay their fee in advance before the commencement of semester.

#### Fee Structure for International Students (In PKR)

	<b>Engineering, IT, Bio Sciences, Natural Sciences, Architecture, Business Studies &amp; Social Sciences</b>
<b>Admission Processing Fee</b>	USD 600
<b>Tuition Fee (per annum)</b>	USD 4700
<b>Security Deposit</b>	USD 250
<b>Health facilities (per annum)</b>	USD 120

- Tuition fee for the first academic year (two semesters) will be deposited as per selection letter. Subsequently, tuition fee will be paid through invoice form generated by Finance Directorate, NUST. The structure and schedule of payment will be intimated to the selected candidates.
- The security fee and admission processing fee is payable along with the tuition fee at the time of admission.



## **Hostel Allotment Policy**

- 1. Introduction.** NUST hostels have been established for the out station National and International students. Hostels are providing hygienic and pleasant environment and are equipped with all amenities for standard living. Sixteen hostels have been built in the main campus of NUST (11 for male and 5 for female) having capacity to accommodate 4260 students. Hostel accommodation will be allotted to outstation students only who get admission in any School / Institute at NUST Main campus Islamabad.
- 2.** Students are required to apply online on the prescribed form available at ([www.nust.edu.pk](http://www.nust.edu.pk)) or at the time of NET or both. Hostel accommodation will be allotted as per Allotment Policy depending on availability of seats, as per the instructions delineated in succeeding paras.
- 3. Eligibility Criteria.** Students registered for statutory courses in the University (Islamabad Campus only) will be eligible to avail the facility of NUST Hostels.
- 4. Priority of Allotment**
  - a. Disabled / special students.
  - b. Wards of Shuhada and orphans.
  - c. Overseas (after provision of the residential proof i.e., residency, Iqama, passports etc.).
  - d. Students from far flung areas:
    - (1) Balochistan.
    - (2) Sindh.
    - (3) FATA.
    - (4) Gilgit Baltistan.
    - (5) Southern Punjab (Bahawalpur, Bahawalnagar, D.G Khan, Layyah, Rahim Yar Khan, Rajanpur).
    - (6) Azad Jammu and Kashmir (Athmuqam, Hattian Bala, Haveli /Kahuta).
    - (7) Khyber Pakhtunkhwa (D.I. Khan, Chitral, etc.).
  - e. **Priority – 1.** As a matter of principle, allocation of Hostel to the waiting list of last year takes priority over all.
  - f. **Priority – 2.** Second Priority shall be given to the students, who fall in para 4 a to d above and fall in the first merit list.
  - g. **Priority – 3.** Third priority shall be given to the students as per their position in the merit list after excluding priority 1 & 2.

**5. Freezing Cases (Deferment).** Any Hostelite who cannot continue his/her studies due to domestic/medical issues can rejoin hostel in the next semester, subject to the permission by Registrar Dte to the fact that students has been allowed to continue his / her studies.

**6. Compassionate Grounds**

- a. **Medical Cases.** Will be decided on case to case basis. Student desirous for hostel accommodation on medical grounds must submit medical documents along with the hostel admission form. The hostel branch will forward the case to Medical Dte for opinion.
- b. **Need-based Cases.** Students who are unable to afford accommodation charges due to financial issues can apply through University Advancement Office (UAO) when they are enrolled in the University, provided they fit into the eligibility / priority criteria.
- c. Relocation / posting of parents.

**7. Ineligibility Criteria**

- a. Residents of Islamabad / Rawalpindi and nearby areas (including the students of PhD and SAT International).
- b. Expelled students from NUST.
- c. Having completed the Degree.

**8. Duration of Students Stay.** Stay of the Students, who are granted admission in the hostels in H-12 Campus, will be strictly as follow:-

- a. BS Programs (4 years except B. Architecture – SADA i.e., 5 years).
- b. MS Programs (2 years).
- c. PhD (3 years).

**Note:** No extension will be granted.

**9. Extension.** Following cases may also be considered:-

- a. Genuine medical issues (Submission of Medical Documents with prior recommendation of NMC).
- b. **Exchange Program.** The Hostelites who are offered an exchange program in Foreign Universities will be given extension in case their required courses are not run / offered during Summer vacations or during regular semesters. Confirmation to this effect will be sought from Registrar / PGP Dte and case will be forwarded for Rector's approval.
- c. Compassionate ground (case to case basis).

- d. Overseas students.

**Note:** All such cases will be processed for Rector's approval.

**10.** Extension will not be granted to the students who have obtained F grades / Low grades / repeat courses / short attendance.

**11. Temporary Hostel Allotment.** Temporary allotment facility will be provided only to those students, who are currently registered in main campus of NUST, depending on availability of accommodation. Students applying for shorter duration (not more than a week) will be granted permission to avail the facility on case to case basis. Application form is available in Hostels Branch Office which must contain the signature of parents (Father / Mother / Guardian). Hostels Administration reserves the right to extend his/her temporary allotment stay that will be dependent on case to case basis. Hostel Rules will be followed by temporary students in its true spirit.

**12.** The Hostel allotment policy will be implemented with immediate effect.

**Note:** *Hostel Accommodation will stand cancelled (in addition to a levy of fine) if any resident shares false information for availing hostel accommodation, or involved in a discipline case which warrants expulsion e.g., involvement in drugs, any undesired activity prejudice to the established norms of decency, brawl/fight etc.*

**NUST HOSTEL RULES AWARENESS CERTIFICATE**

Name: \_\_\_\_\_

Father's / Guardian's Name: \_\_\_\_\_

School: \_\_\_\_\_

Discipline: \_\_\_\_\_

Hostel: \_\_\_\_\_

Room No: \_\_\_\_\_

It is certified that NUST Hostel Rules have been read by the undersigned and is assured that these will be followed in their true letter & spirit. On any violation of these rules, necessary disciplinary action may be taken against me.

Date: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

Countersigned By

Date: \_\_\_\_\_

\_\_\_\_\_  
Father / Mother / Guardian

Name: \_\_\_\_\_

CNIC No. \_\_\_\_\_

**(By the Student & Parent/Guardian)**

I, \_\_\_\_\_ son/  
daughter of \_\_\_\_\_, student of  
\_\_\_\_\_ program, hereby certify that I have  
read the instructions carefully given in Handbook and that during my stay at  
NUST, I shall be responsible to abide by the rules/regulations mentioned  
therein. I understand that I will be liable to appropriate disciplinary action for  
any misconduct or misbehaviour. I hereby declare that my all academic  
documents (including Matric / FA, FSc results, equivalence) are complete and  
correct as per eligibility criteria; if found in correct at any stage, university has  
the right to cancel admission / take strict disciplinary action against me.

Name of the Student: \_\_\_\_\_

CNIC No: \_\_\_\_\_

Signature: \_\_\_\_\_

**Countersigned By Parents/Guardian**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

CNIC No. \_\_\_\_\_

CNIC No. \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

(Note: Please deposit this certificate duly completed to the school administration).







# **HANDBOOK FOR UNDERGRADUATE STUDENTS**

**Academics Directorate**

**National University of Sciences and Technology**

Sector H-12, Islamabad, Pakistan

**U.A.N: 111-116-878**     **nust\_official**  **[www.nust.edu.pk](http://www.nust.edu.pk)**

