NUST
Defining futures



STUDENT HANDBOOK MS/PhD

National University of Sciences & Technology

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We AIM HIGHER

NUST Defining futures

The National University of Sciences and Technology (NUST) stands as a vibrant beacon of higher education in Pakistan. Despite its youth of just 30 years, this esteemed institution rightfully boasts of its exceptional reputation as a center of excellence. NUST proudly holds the top position among Pakistani universities according to the latest Quacquarelli Symonds (QS) Asian Rankings and secures an impressive 2nd place in the QS World University Rankings.

NUST offers undergraduate & postgraduate programmes in a wide range of fields including Engineering, IT, Biosciences, Business Management, Economics, Environment, Applied Sciences, Architecture, and Social Sciences. In the years ahead, we are hopeful to pursue with renewed vigour and zeal our vision of expanding not only our academic programmes but also the student intake across various NUST schools without diluting our traditional standards of excellence.

Since technological supremacy is the key to shaping 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. Tech ONE and National Science and Technology Park (NSTP) 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 PG students of Fall 2026 entry. The University reserves the right to withdraw or make amendments to Academic Regulations and other rules/policies/instructions as and when deemed necessary.

Important

Students are required to read all the instructions given in this handbook and deposit the Undertaking given at the end of this handbook ***(Annex D)****, duly completed, as guided by the respective institution.*

Contents

CHAPTER 1: The University 1
CHAPTER 2: Salient Academic Regulations: Postgraduate Programmes 9
CHAPTER 3: Award of Master Degrees and Academic Standards for Master Students (Less Business & Management / Social Sciences) 16
CHAPTER 4: Award of Master Degree in Business & Management /Social Sciences 22
CHAPTER 5: Award of PhD Degree and Academic Deficiencies for PhD Students 29
CHAPTER 6: Academic Provisions & Flexibilities 38
CHAPTER 7: Clubs & Societies 51
CHAPTER 8: Services for International Students 54
CHAPTER 9: NUST Social Media Accounts & IT Services 56
CHAPTER 10: NUST Code of Conduct 58
CHAPTER 11: Living on Campus 72
CHAPTER 12: Student Support Services Centre (S3C) 82
CHAPTER 13: NUST Generative AI Guidelines 86
Re-Checking of Papers 92
Hostel Allotment Policy 94
NUST Hostel Rules Awareness Certificate 97
UNDERTAKING (By the Student & Parent/Guardian) 98
UNDERTAKING Drug and Tobacco Awareness Certificate (By the Student & Parent/Guardian) 99
UNDERTAKING Drug and Tobacco Awareness Certificate (By the Faculty & Staff) 100

CHAPTER 1: The University

1. **NUST at a Glance.** Welcome to the 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 sciences, 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 22 constituent colleges/schools/centres. Currently, NUST offers degree education in as many as 45 UG, 83 MS, and 54 PhD programmes in various NUST institutions.

2. **Constituent Institutions.** 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^3H), 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. NUST Institute of Peace & Conflict Studies (NIPCONS), Rawalpindi
   p. US Pak Centre for Advanced Studies in Energy (USPCAS-E), Islamabad
   q. NUST Balochistan Campus (NBC), Quetta
   r. National Institute of Transportation (NIT), Risalpur
   s. School of Interdisciplinary Engineering & Sciences (SINES), Islamabad
   t. NUST School of Health Sciences (NSHS), Islamabad
   u. NUST Law School (NLS), Islamabad
   v. Jinnah School of Public Policy and Leadership (JSPPL), Islamabad

3. **Vision.** NUST aspires to be a comprehensive university providing a higher education experience grounded in thought leadership, co-creation of knowledge, and sustainability.

4. **Mission.** We are committed to being a university that stimulates intellectual curiosity, behavioral progression, and environmental stewardship. We nurture future leaders, job creators, and lifelong learners, with the ability to foster partnerships, and intercultural competence to impact their communities and beyond. Through adherence to our core values, we create an ecosystem that promotes research, innovation, and productivity:

5. **Values:**

   a. **Integrity**. NUST provides a fair and transparent work environment and encourages its stakeholders to act ethically and honestly in the interest of the wider community.

   b. **Pursuit of Excellence**. Excellence is a recursive attribute inculcated in the NUST culture. We strive to achieve excellence in academics, research, and innovation to build a national and global knowledge economy.

   c. **Inspiring Partnerships**. NUST promotes sharing of inspirational and research-driven content that drives change. Our leadership, faculty and students co-create knowledge that is of relevance and value for our communities.

   d. **Diversity, Equity, and Inclusion**. NUST community embraces and respects human and social diversity and encourages their absorption by developing an inclusive work environment to provide equal opportunities for all.

   e. **Sustainability**. NUST nurtures its community with responsible resource planning and management. Our academic, research, and social endeavors actively tackle social, economic, and environmental challenges.

6. **Strategic Thrusts**

   a. **Excellence in Teaching and Education.** Provide high-quality education in science and technology within the reach of all segments of society.

   b. **Focus on Research.** Undertake high-quality relevant research to support the needs of emerging knowledge-based economies and society.

   c. **Spirit of Enterprise.** Develop instruments and mechanisms 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 an inflow of new knowledge and state-of-the-art technologies, and build, as a corollary, a positive international image of our University and the country.

   e. **Positive Social Impact.** Formulate curricula and programmes to suit a wider cross-section of the population in terms of education and absorption of new technologies.

7. **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 Rankings**. NUST actively participates in international university rankings conducted by various esteemed organizations such as Quacquarelli Symonds (QS), Times Higher Education (THE), etc., securing a prominent position both globally and nationally. Over a brief period, the university has garnered global recognition and consistently elevated its rankings, a testament to the dedication of our faculty and staff in enhancing NUST's prestige year after year.

(1) **QS World Universities Ranking**. In the latest QS World University Rankings 2026, NUST holds the 384th position globally and ranks 2nd among Pakistani Universities.

(2) **QS Asian Ranking.** NUST secures the 68th position in QS Asian University Rankings 2026, maintaining its No. 1 position among Pakistani Universities in Asia.

(3) **QS Subjects Rankings**. NUST emerges as a Comprehensive Multidisciplinary University in the QS World University Rankings released in March 2026, achieving distinction in Broad Subject Areas and Subject Wise Rankings.

(a) **Broad Subject Areas.** NUST excels in various multidisciplinary areas ranked by QS, including Engineering & Technology, Natural Sciences, Social Sciences & Management, Life Sciences and Medicine, and Arts and Humanities:

i. **Engineering & Technology.** NUST maintains its 1st position in Engineering & Technology in Pakistan and has improved its global rank to 132.

ii. **Natural Sciences.** NUST ranks 309 globally and 2nd among Pakistani Universities in Natural Sciences.

iii. **Social Sciences & Management.** NUST ranks 335 globally and 2nd among Pakistani universities in this broad subject area.

(b) **Subject Areas.** NUST holds a distinguished position worldwide and in Pakistan across various subjects:

Ser	Subject Area	World Ranking	National Ranking
i.	Computer Science & Information Systems	114	1
ii.	Electrical & Electronics Engineering	131	1

iii.	Data Science & Artificial Intelligence	101-200	1
iv.	Civil and Structural Engineering	151-200	1
v.	Chemical Engineering	151-200	1
vi.	Mechanical, Aeronautical & Manufacturing Engineering	151-200	1
vii.	Material Sciences	151-200	1
viii.	Architecture/Built Environment	201-260	1
ix.	Chemistry	201-250	1
x.	Physics & Astronomy	201-250	1
xi.	Environmental Sciences	301-350	1
xii.	Business & Management	251-300	2
xiii.	Economics & Econometrics	251-300	2
xiv.	Accounting & Finance	301-375	2
xv.	Mathematics	151-200	3
xvi.	Biological Sciences	451-500	3
xvii.	Medicine	601-650	5
xviii.	Agriculture & Forestry	401-475	6

8. Important Telephone Numbers

Main Office NUST	
NUST UAN	+92-51-111-11- NUST (6878)
Fax No	+92-51-8317363
Email	Info@nust.edu.pk
Website	www.nust.edu.pk

Registrar Directorate	
Registrar	+92-51-90851041
Email	registrar@nust.edu.pk
Deputy Director (UG)	+92-51-90851053-90851049
Deputy Controller (MS)	+92-51-90851045
Assistant Director (UG)	+92-51-90851051
Assistant Director (MS)	+92-51-90851043

Examination Directorate

Controller of Examinations	+92-51-90851061
Email	consultant.regdte@nust.edu.pk
Deputy Controller (Examinations)	+92-51-90851055
Assistant Controller (Examinations - UG)	+92-51-90851056-8
Assistant Controller (Examinations - PG)	+92-51-90851057

Academics Directorate	
Director Academics & Dean ASR	+92-51-90851071
Email	dacad@nust.edu.pk
Deputy Director Programmes	+92-51-90851073
Senior Assistant Director Policies	+92-51-90851077

Directorate of Advanced Studies & Research	
Director Academics & Dean ASR	+92-51-90851071
Email	dacad@nust.edu.pk
Deputy Director DASR	+92-51-90851074
Assistant Director (Admissions & Academic Affairs DASR)	+92-51-90851075
Assistant Director Monitoring & Evaluation DASR	+92-51-90851090

Finance Directorate	
Director Finance	+92-51-90851301
E-mail	dirfin@nust.edu.pk
Senior Manager Finance (Fee)	+92-51-90851313

Administration Directorate	
Director Administration	+92-51-90851541
E-mail	dadm@nust.edu.pk
Deputy Director Adm & Coord	+92-51-90851503
Chief Security Officer	+92-51-90851525
Deputy Director Transport	+92-51-90851511

Field Administration Directorate	
Director Field Administration	+92-51-90851501
E-mail	dir.fieldadmin@nust.edu.pk
Deputy Director Hostels	+92-51-90851508

NUST International Office (NIO)	
Deputy Director NIO	+92-51-90851445
International Student and Staff Support	amic.qa@nust.edu.pk
International Partnerships	ic@nust.edu.pk

Student Support Services Centre (S^3C)	
Director S^3C	+92-51-90856601
E-mail	dir.s3c@nust.edu.pk
Senior AD S^3C	+92-51-90856603

Constituent Institutions

Military College of Engineering (MCE), Risalpur	
Dean	+92-923-631315
SO NUST Affairs	+92-923-631667
E-mail	mce@nust.edu.pk

Military College of Signals (MCS), Rawalpindi	
Dean	+92-51-5564048
SO NUST Affairs	+92-51-9272097
E-mail	mcs@nust.edu.pk

College of Electrical & Mechanical Engineering (C of E&ME), Rawalpindi	
Dean	+92-51-54444050
SO NUST Affairs	+92-51-54444010
E-mail	ceme@nust.edu.pk

Pakistan Navy Engineering College (PNEC), Karachi	
Dean	+92-21-48503001
SO NUST Affairs	+92-21-48503043
Email	pnec@nust.deu.pk

College of Aeronautical Engineering (CAE), Risalpur	
Dean	+92-923-631499
SO NUST Affairs	+92-923-631498
E-mail	cae@nust.edu.pk

School of Civil & Environmental Engineering (SCEE), Islamabad	
Principal / Dean	+92-51-90854001
E-mail	scee@nust.edu.pk
- **NUST Institute of Civil Engineering (NICE)**	
Associate Dean	+92-51-90854501
Email	nice@nust.edu.pk
- **Institute of Environmental Sciences & Engineering (IESE)**	
Associate Dean	+92-51-90854201
E-mail	iese@nust.edu.pk
- **Institute of Geographical Information Systems (IGIS)**	
Associate Dean	+92-51-90854401
E-mail	igis@nust.edu.pk

School of Electrical Engineering & Computer Science (SEECS), Islamabad	
Principal / Dean	+92-51-90852001
E-mail	seecs@nust.edu.pk

School of Chemical & Materials Engineering (SCME), Islamabad	
Principal / Dean	+92-51-90855001
E-mail	scme@nust.edu.pk

School of Mechanical & Manufacturing Engineering (SMME), Islamabad	
Principal	+92-51-90856001
E-mail	smme@nust.edu.pk

Atta-Ur-Rahman School of Applied Biosciences (ASAB), Islamabad	
Principal / Dean	+92-51-90856101
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NUST Business School (NBS), Islamabad	
Principal / Dean	+92-51-90853001
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School of Social Sciences & Humanities (S^3H), Islamabad	
Principal / Dean	+92-51-90853501
E-mail	s3h@nust.edu.pk

School of Natural Sciences (SNS), Islamabad	
Principal / Dean	+92-51-90855551
E-mail	sns@nust.edu.pk

School of Art, Design & Architecture (SADA), Islamabad	
Dean	+92-51-90855401
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NUST Institute of Peace & Conflict Studies (NIPCONS), Rawalpindi	
Principal	+92-51-90856701
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Centre for International Peace and Stability (CIPS), Islamabad	
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US Pak Centre for Advanced Studies in Energy (USPCAS-E), Islamabad	
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NUST Balochistan Campus (NBC), Quetta	
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National Institute of Transportation (NIT), Risalpur	
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NUST School of Health Sciences (NSHS), Islamabad	
Principal	+92-51-90852601
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NUST Laws School (NLS), Islamabad	
Principal	+92-51-90853801
E-mail	dean@nls.nust.edu.pk

Jinnah School of Public Policy and Leadership (JSPPL), Islamabad	
Principal	+92 -51-90852701
E-mail	principal@jsppl.nust.edu.pk

9. **Mailing Address & Social Media Accounts**

Mailing Address: National University of Sciences and Technology (NUST) H-12, Islamabad, Pakistan.

Web Address: http://www.nust.edu.pk

Social Media Accounts

- https://www.facebook.com/NUSTOfficial/
- https://x.com/ThisIsNUST?s=20
- http://www.linkedin.com/company/551751/
- www.youtube.com/NUSTOfficial
- https://www.instagram.com/nustgram/?hl=en

CHAPTER 2: Salient Academic Regulations: Postgraduate Programmes

1. **Scheme/Duration of Studies**. Programmes are generally offered in following disciplines as approved by Higher Education Commission, with minimum 1 ½ years duration and maximum 4 years. For MBA minimum duration is 2 years and maximum 4 ½ years. For EMBA minimum duration is 2 years and maximum 5 years. For MS Career Counseling and Education, and MPhil Medical Sciences/MSPH/MHPE, minimum duration is 2 years and maximum 4 years. Duration of PhD programme is minimum 3 years and maximum 8 years.

a. Engineering & Technology

b. Computing & Information Technology

c. Life Sciences and Medicine

d. Social Sciences

e. Natural Sciences

f. Arts & Humanities

g. Business & Management

h. A minimum of three regular semesters are to be studied (exclusive summer semester) for the award of a Master degree.

2. **Tests, Examinations, and Grading Policy.** The following may be scheduled during a semester of studies for grading:

a. **Minor Test (Quiz).** Several quiz tests are conducted frequently in each course at irregular intervals, (depending on course credit hours) throughout the semester, with/without informing the student.

b. **Major Tests**

(1) **Mid Semester Examination/One Hour Test (OHT).** A 2-3hours test conducted at mid-semester or a number of one-hour tests 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 (two to three hours duration) is given in each course on its completion.

c. **Class Assignment.** A class assignment is 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 the practical application of knowledge acquired.

e. **Project.** Project is research work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into practical use at the Bachelors/Masters level.

f. **Thesis**. A thesis is a report comprising the original research work of a student that counts toward the partial fulfilment of the student's Master/PhD degree.

g. **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%. Attendance will be marked based on first 15x weeks of teaching excluding exams (e.g., 15x one hour lectures against one credit hour).

3. All End Semester Examinations of the University are managed by constituent institutions on dates and according to the schedule prepared by the respective institution, unless otherwise approved by the Rector, and duly forwarded to Main Office NUST.

4. **Thesis**. A thesis is examined and evaluated by a Graduate Evaluation Committee (GEC) constituted for this purpose.

5. **Question Papers.** All question papers are set by the respective faculty and duly scrutinized, approved, and conducted in accordance with the university policy. As per the spirit of the semester system, there is no choice in attempting the questions (unless specified otherwise). It is 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.

6. **Use of Reference Material during Tests/Examinations.** Prior to class tests 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. Students will not be in possession of any other books, notes, papers, material, etc.

7. **Examination Schedule.** The Deputy Controller of Examination of the respective institution publishes the examination schedule at least two weeks before the commencement of the End Semester Examination and forward a copy of the schedule to Main Office NUST (Examination Branch) for information and record. Any subsequent changes only are made after approval from Main Office NUST.

8. **Academic Calendar.** Academic Directorate prepares the Academic Calendar of the University based on the details provided by the institutions and other directorates of Main Office NUST at least two months before the commencement of the academic year, i.e., Fall Semester.

9. **Conduct of End Semester Examination.** HoDs approve the detailing of officers/faculty as superintendent/deputy superintendent for the conduct of End Semester Examination. These officers/faculty ensure the following:

a. Students are seated in the examination room according to the seating plan prepared by the Examination Branch.

b. Answer books used in the examination are initialled by them. No other answer books are to be used.

c. Answer books are issued to the invigilators fifteen minutes before the commencement of the examination and retrieved at the end of the examination.

d. The absentee report, if any, is prepared and forwarded to the Examination Branch at the end of each examination.

10. **Invigilation Duties.** Invigilators are detailed by the Deputy Controller of Examinations of the institution after approval of the Dean. They report to the superintendent/deputy superintendent thirty minutes before the commencement of examination and 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 the examination. The visits to washrooms must be carefully controlled;

e. the question papers and answer books of a student detected using unfair means or assisting another candidate, are taken away and the matter is reported to the superintendent/deputy superintendent of examination. The superintendent records all available evidence to be used as written proof later on;

f. 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.

11. **Invigilators' Responsibility.** The invigilators distribute the question papers to the students according to the schedule published by the Examination Branch of the respective institution. The invigilators collect answer books from the students and hand them over to the superintendent/deputy superintendent after the examination. The subject faculty remain available near the examination of their subject to clarify queries, if any.

12. **Students' Responsibility.** Students have to 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.

13. **Unfair Means.** Any student found using unfair means or assisting another student during a test/examination will be liable to disciplinary action. A student found guilty of such an act by the Institute Discipline Committee, shall be dealt with in the light of policy in vogue. The unfair means include but are not limited to the following:

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 anyone in or outside the examination room while the test/examination is in progress.

d. Unauthorized entry into faculty's office or that of staff with the intention of accessing to or tampering with the official record/exam papers, etc.

e. Possession of cell phone, smartphone, smart watch, or any other smart gadget/electronic device that may assist in the examination.

14. The performance of each student in a course of study will be graded as follows:

Letter Grade	Grade Points
A	4.00
B+	3.5
B	3.00
C+	2.5
C	2.00
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 the specified course(s) as per NUST Policy.*

15. Grade Point Average (GPA) will be worked out by awarding relative grading on a scale of 1.00 to 4.00 points.

16. To successfully complete the degree requirement, a student must obtain a minimum CGPA of 3.00 for a Master and 3.50 for a PhD degree.

17. **Award of Grades**

a. **Award of Grade F.** In addition to the **F** grade awarded based on academic failure, a student is not allowed to appear in the final examination of a subject in which student's attendance is less than 75%, thus shall be awarded **XF** grade in that subject. The **XF** grade so obtained will 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 student's overall attendance is not less than 75%, will be given **I** as a grade. When a student, receiving such a grade, makes up the unfinished portion of that course,

a student will be 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 or absent in the assessment s/he will be awarded 'zero' in that assessment and grade shall be calculated accordingly. However, in highly extraordinary cases further, the extension may be approved by Registrar Dte, Main Office on the recommendation of the FBS.

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

(2) **End Semester Examination.** Whenever a student misses the End Semester Examination due to reasons acceptable to the FBS, a make-up examination will be arranged within the 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 Exam Directorate, Main office on the recommendation of FBS.

c. **Award of Grade W.** Grade **W** will be awarded on dropping of a course.

18. **Adding/Dropping of Course(s)**

a. Adding / Dropping of course(s) shall be allowed within the first two weeks of start of a regular semester and 1st week of a summer semester. It shall be ensured that minimum number of credit hours is not less than 15 for Bachelors, 6 for Masters/EMBA, 12 for MBA, and 3 for PhD programmes and maximum number of credit hours does not exceed 21 for Bachelors and 14 for Masters / PhD and 18 for MBA programmes.

b. A student is allowed to drop a registered course latest by the 8th week of a regular semester and 5th week of a summer semester with the recommendation of the HoD and approval of the Dean / Associate Dean. Letter grade **W** will appear in the transcript against the specific course and will not be considered for computation of GPA.

c. Students with **W** on the transcript will not be considered for any academic honour/award.

d. A Masters student is allowed to get one **W** in a semester, provided that registered credit hours do not fall below 6 credit hours in a regular semester. The students are not allowed to accumulate more than two **W**s at a particular time during their studies.

e. **Offering and Registration of Courses.** Each institution shall 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.

f. **Courses at other institutions of NUST.** Master students of NUST are allowed to undertake courses at other institutes of NUST while remaining in their maximum 2 courses limit allowed to take at other NUST institutions. It is the responsibility of the student to ensure, that the application is submitted to his institution well in time (i.e., four weeks before the start of the semester/ programme) for case processing with the host institution. Students must have cleared previous dues and submitted the prescribed fee for taking the course.

19. **Final Grade.** The grade earned by a student in home assignments, quizzes, laboratory work, mid-semester/OHTs, End Semester Examination, etc., shall be formalized into the 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 before the finalization of the results. The faculty will prepare the final results of the students on Qalam and submit them to the DBS. The grade sheets of each course duly approved by the DBS shall be sent to the Deputy Controller of Examination on Qalam.

20. **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 Examinations and approve the result. The result shall be formally announced by the Examination Branch of the 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.

21. **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 two copies of individual student semester transcripts. The original copy shall be sent to the sponsoring authority (where applicable). The second 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.

22. **Re-assessment/Re-checking of Papers.** Re-assessment/re-checking of papers means a re-evaluation of answer(s) already checked/evaluated by the examiners. Answer books of a student, in any exam, will not be reassessed under any circumstances. The rechecking procedure will be carried out according to instructions mentioned in **Annex A.**

23. **Issuance of Academic Transcript/Detailed Marks Sheet.** A student desirous of obtaining Academic Transcript/Detailed Marks Sheet may apply to Controller of Examinations NUST through their own institution along with the prescribed fee, as per the policy issued on the subject.

24. **Issuance of MS Degree before Convocation.** A student desirous of obtaining an MS degree before convocation may apply to NUST Main Office (Exam Dte) through their own

institution or directly with the prescribed fee. MS degree can be collected through any person by providing an authority letter of the student.

25. **Issuance of Certificates.** Different types of certificates may be obtained from Main Office (Registrar Dte for MS Students and DASR for PhD Students) after payment of the prescribed fee. The form may be downloaded from the NUST website link.

26. **Certificate of High Achiever.** A certificate of High Achiever is awarded to MS Research based students only, who have secured CGPA 4.0, as recognition to their efforts.

CHAPTER 3: Award of Master Degrees and Academic Standards for Master Students (Less Business & Management / Social Sciences)

1. **Award of Master Degree.** On recommendations of the FBS of the constituent institution, the University will award Masters (MPhil/MSPH/MHPE in case of medical sciences) degree to the students who satisfy the following conditions:

a. Have completed prescribed credit hours as per approval of NUST Academic Council for each programme.

b. Have achieved a minimum CGPA of 3.0 in coursework with a minimum of a **B** grade in the thesis (6 credit hours). For M Architecture, thesis shall be of 7 CHs.

c. have completed prescribed credit hours (approved by Academic Council) in coursework/research work based programmes with a minimum CGPA of 3.0.

d. **Scheme of Studies (MS)**

(1) Fall and Spring Semesters will be regular semesters

(2) Students will enrol for a minimum of 6 (six) and a maximum of 12 (twelve) credits in Fall and Spring Semester

(3) Students may enrol in Summer Semester for a maximum of 6 (six) credit hours of course/research work. Student may enrol in summer only for repetition of courses and will not be allowed to take new course.

(4) Students shall enroll for 3 (three) credit hours of research work (after completion of coursework) in every Semester until defense of the thesis. However, maximum of 6 (six) credit hours (as per NSHS policy for Postgraduate Programmes) of research work will be counted towards degree requirement.

(5) Students will be charged a full tuition fee for a maximum of four regular semesters (two academic years). Thereafter, a student will not be required to pay any tuition fee till completion of degree requirements. However, beyond the stipulated two years period, a student will be required to pay the prescribed course fee for deficient/improvement courses (if any). The fee during Summer Semester will be credit hours based. If a student completes the degree requirements within 30 days from commencement of the 4thsemester, a student has to pay a fee for three regular semesters only (i.e., Fall, Spring & Fall).

(6) To complete the coursework, a student can take 2x relevant/adequate courses other than the approved MS curriculum. The courses must be taken on the recommendation of HoD and Principal / Dean.

e. **Coursework Based Degree in MS.** MS students who cannot perform research due to various reasons can be considered for change from research-based to a coursework-based degree after getting approval from FBS. Student will be eligible to opt for coursework-based degree after completing their coursework with minimum 3 CGPA. Furthermore, they are ineligible for certificate of High Achiever in case of CGPA 4.0.

2. **Double Registration.** The student may register for two-degree programmes at a time as per the NUST Policy. NUST will consider the following two modes:

	Degree -1	Degree -2
Mode 1	Bachelor/Master degree obtained in Regular mode in the Morning session in one university.	Bachelor/Master degree obtained in Regular mode in the Evening session in a different university located in the same city.
Mode 2	Bachelor/Master degree obtained in Regular mode in the Morning session in one university.	Bachelor/Master degree obtained in Regular mode in the Evening session in the same university.

3. **Academic Deficiencies.** A student will be dropped from the MS/MPhil/MSPH/MHPE programme if:

a. CGPA remains below 2.00 (less than 50% in case of Medical Sciences) in any semester.

b. receives **F/XF** grade in more than two courses;

c. CGPA remains below 3.00 after completion of the coursework even after availing the provision available for grade improvement (refer para 7b(2) of Chapter III of PG Handbook;

d. a student who remains absent for more than 45 days without valid reasons but does not qualify for suspension of registration;

e. attendance of the student remains below 75% in more than two courses (**XF** grade will be awarded in the course in which the student's attendance is below 75%);

f. on disciplinary grounds when recommended by the Discipline Committee of the institution and the Discipline Committee of NUST.

4. **Suspension of Registration**

a. If a student remains absent for 30 or more consecutive days (including the research phase) without intimation or any valid reason, his/her admission/registration will be suspended. However, such students may resume the same programme subject to meeting the following conditions:

(1) Have completed a minimum of one semester with a minimum required GPA.

(2) Have 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 the fee will be as applicable to the student of the semester which s/he joins.

c. While considering the case for re-admission, it will be as ascertained by the respective institution that the student has sufficient time to complete the respective degree within the prescribed time limit, which will start from the 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, studies of such students 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 programme in which the student was originally granted admission.

5. **Probation**

a. **Definition**. A student is said to be on probation if s/he is deficient in academic standards and is allowed to continue studies.

b. **Policy.** A student will be placed on probation under any of the following conditions:

(1) If a student's CGPA is less than 3.00 but greater than or equal to 2.00.

(2) On disciplinary grounds when recommended by the respective discipline committee of the School.

6. **Suspension**

a. **Definition.** "Suspension" means that a student is not allowed to continue regular academic activities for a specified time.

b. **Policy.** FBS will recommend and qualify a suspension as under (as per latest policies of the University):

(1) Suspension on disciplinary grounds.

(2) Suspension on medical grounds.

(3) Suspension on prolonged absence (including the research phase).

(4) Suspension on reasons beyond student's control or authorized grounds / sanctioned leave from the competent authority.

7. **Repetition of Course(s).** A student may repeat a course under two circumstances, i.e., to clear an **W/F/XF** Grade or to improve current CGPA. The student is required to complete all formalities applicable to the repetition of a course, i.e., mid-semester examination/OHTs, project, assignments, quiz, etc., and End Semester Examination. The

student transcript will show both the old and new earned grades, but the better grade will be used in the computation of CGPA. A student who repeats a course will not be eligible for top student honours/awards even if s/he improves it and comes in that bracket after repeating. The two circumstances under which a student may repeat a course are:

a. **Clearance of W/F/XF Grade.** If a student receives an **W/F/XF** grade in a course, a student is required to repeat that course, whenever offered.

b. **Improvement of CGPA.** A student may repeat a course having non-qualifying grade, i.e., less than 3.0 at any stage in MS/MPhil/MSPH/MHPE programme to improve his / her CGPA subject to the following conditions:

(1) The candidate should apply to the HoD for permission to repeat a course. HoD may permit a student to repeat a course subject to its offering and availability of necessary resources.

(2) A student is allowed to repeat a maximum of three courses for MS/MPhil/MSPH/MHPE, four for MBA, and five for EMBA during the entire coursework apart from clearance of **W/F/XF** grade, if any.

(3) The student shall not be allowed to improve CGPA after completion of the degree.

c. **Taking Alternative Elective Course.** A student may take an alternative elective course for repetition with the approval of Principal / Dean. The student's transcript shows both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA. Students can take alternative elective course if the original course is not being offered. Taking alternate courses for grade improvement would also be counted as repeat attempts.

d. Student will be charged per CH repeat course fee as per NUST Fee Structure.

8. **Completion of the Degree**

a. The Degree Programme will be considered complete on fulfilling the following conditions:

(1) On fulfilment of prescribed requirements of the degree.

(2) The request of the student for the final transcript/award of degree.

(3) Formal notification by the Controller of Examinations.

b. The student is only allowed to improve grades before the conditions of para 8 (a) are fulfilled.

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 2nd week of a

semester. It will be endorsed by the FBS and processed for formal approval by the Director Postgraduate programmes.

b. During the period of deferment, a student will be allowed to repeat courses already studied on payment of a prescribed fee for the repetition of courses but not permitted to study new courses.

c. Students will pay a 25% tuition fee to maintain their own registration.

d. The student has the requisite time available to complete the currently enrolled degree within the stipulated time.

e. In case, a student opts to defer the first semester will have to pay a 50% tuition fee (non-adjustable/non-refundable).

f. Students studying abroad under the student exchange programme will be required to pay 25% of the tuition fee.

10. **Research during Masters/MPhil/MSPH/MHPE Programme.** The procedure for thesis research is asunder:

a. All students must successfully complete a minimum of 6 credits in a Master/MPhil/MSPH/MHPE thesis, based on a highly individualized, investigative study that will make a significant contribution to knowledge.

b. The subject of research must be agreed to by the student and the research Supervisor/Advisor (thesis advisor), in consultation with GEC, when required. The topics must be original and not plagiarized, and relevant to the needs of the country.

c. A thesis is graded and counted towards the calculation of CGPA for all programmes.

d. A student who cannot complete the thesis work in the assigned on-campus time may continue to do so at own arrangements to complete the thesis work within the maximum allowed time.

e. The students desirous of continuing their research after the on-campus time are required to maintain their registration with the University and accordingly pay the registration fee as per the policy.

f. A student can start research work after completion of 9 (nine) credit hours of coursework provided the student's CGPA is ≥ 3.0. The thesis defence will only be allowed once the student has attained a CGPA of ≥ 3.0 in coursework.

g. In MBA, students undertake the Business Research Project in groups of 3-5 individuals. Students with a CGPA of less than 3.00 in the coursework are allowed to appear in the project defense with their group however, their grade

shall only be notified to Exam Dte (NUST Main Office) upon achieving the qualifying CGPA in coursework.

11. **Guidance and Examination Committees (GEC).** The GEC shall comprise at least two members preferably holding a PhD degree (in case of Medical Sciences, PhD/MPhil/FCPS/MHPE/MSPH) in the relevant field, in addition to Research Supervisor/Advisor who must be a PhD (in case of Medical Sciences, PhD/MPhil/FCPS/MHPE/MSPH) in relevant field. The Research Supervisor/Advisor shall chair the meeting of GEC. The Research Supervisors/Advisors must be given prior necessary experience for this job by initially nominating them as members of GEC/Co-Supervisors. However, the DBS may decide to allow for supervision without prior experience on case-to-case basis. For Masters in Architectural Design/MBA/EMBA programmes, GEC shall comprise 2 x faculty members, with a minimum MS degree in relevant disciplines having a minimum 5 x years of industry/teaching experience.

CHAPTER 4: Award of Master Degree in Business & Management /Social Sciences

1. **Postgraduate studies.** Programmes are generally offered in Business & Management and Social Sciences disciplines as approved by Higher Education Commission, with minimum 1 ½ years duration and maximum 4 years. For MBA minimum duration is 2 years and maximum 4 ½ years. For EMBA minimum duration is 2 years and maximum 5 years. For MS Career Counselling and Education minimum duration is 2 years and maximum 4 years.

2. **Award of Degree.** On recommendations of the FBS of the School, the University will award Master degree to the students who satisfy the following conditions:

a. **MS / MBA**

(i) have completed prescribed credit hours (approved by Academic Council) for coursework and research work / business research projects;

(ii) have achieved a minimum CGPA of 3.0 in coursework with a minimum of 'B' grade in thesis/business project (6 credit hours);

(iii) have successfully completed 6-8 weeks internship (for MBA only)

b. **EMBA.** Have achieved a minimum CGPA of 3.00 and completed 66 credit hours. Grades assigned for the business project(s) will be counted towards the calculation of CGPA.

3. **Scheme of Studies**

1 The assessment scheme shall be as follows:

Nature of Examination	Duration	Frequency	Weighting (%age)
End semester examination	3 hours	1	30 – 50
Mid Term	2 hours	1	15 – 25
Quizzes	-	Minimum: 3	05 – 15
Class Participation	-	-	0 – 5
Assignments / Project(s) / Case Studies	Own time	-	10 – 40

b. The assessment scheme for EMBA shall be as follows:

(1) In-class experiential activity (30-35%)

(2) Project/Assignment/ Quiz (30-35%)

(3) Midterm (optional) (10-15%)

(4) Final (20-30%)

c. The performance of each student in a course of study will be graded as:

Grades	
Numerical Grade	**Grade Points**
A	4.0
B+	3.50
B	3.0
C+	2.50
C	2.00
F	0.00
I	Incomplete
W	Dropped
Q	Qualified
T	Transfer
XF	0.00 (F Grade due to shortage of attendance)

d. University follows a relative grading system.

e. To earn course credits, a student must obtain a minimum of **C** grade for postgraduate programmes in each course.

4. **Offering and Registration of Courses.**

a. The School 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.

b. **For social sciences programmes, a student must take 1x course from the PG Interdisciplinary (ID) Elective Pool, thus, to complete coursework requirements of the degree programme.**

5. **Course Registration Procedure for EMBA Only.** Course registration will be open till the first week of the semester. A late fee to the tune of 20% of the course fee will be charged for registration from students who register in the second week. No request for registration will be entertained beyond the second week.

6. **Probation**

a. **Definition.** A student is said to be on probation if s/he is deficient in academic standards and is allowed to continue studies.

b. **Policy.** A student will be placed on probation under any of the following conditions:

(1) If a student's CGPA is less than 3.00 but greater than or equal to 2.50 and the student does not qualify for withdrawal.

(2) On disciplinary grounds when recommended by the respective discipline committee of the school.

7. **Suspension on Medical/Disciplinary Grounds/Acceptable Reasons.** A student may be recommended for suspension by the FBS on medical/disciplinary grounds/acceptable reasons. This suspension can be allowed if the occurrence takes place during the semester. During the period of suspension, the student will be required to pay 25% of the tuition fee.

8. **Withdrawal**

a. **Definition.** "Withdrawal" means that a student is considered unsuitable for further studies at NUST and is withdrawn from the programme.

b. **Policy.** A student is recommended for withdrawal by the FBS as per the latest policies of the University for approval by Main Office NUST subject to any of the conditions listed below:

(1) Receives **F/XF** grade in more than two courses

(2) If CGPA remains below 2.5 in any semester

(3) CGPA remains below 3.00 after completion of own coursework even after availing the chance allowed under the provision for repetition of courses for improvement of CGPA

(4) On disciplinary grounds when recommended by respective Discipline Committee of constituent institution and Discipline Committee of NUST

9. **Award of F, I, and W Grades**

a. **Award of Grade F.** In addition to the **F** grade awarded based on the academic failure, a student is not allowed to appear in the final examination of a subject in which the student's attendance is less than 75%, and will be awarded **XF** grade in the said subject. The **F/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 the student's overall attendance is not less than 75%, is given **I** grade. The student receiving such a grade makes up the unfinished portion of the student's 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 or absent in the assessment s/he will be awarded 'zero' in that assessment and grade shall be calculated accordingly. However, in highly extraordinary cases, a further extension may be approved by Registrar Dte (MS Section), Main Office, on the recommendation of the FBS.

c. **Award of Grade W.** If a student drops a course under the provision of adding/dropping of course as para 11 of this chapter, will be awarded a **W** grade.

10. **Repetition of Course(s).** A student may repeat a course under two circumstances i.e., to clear an **W/F/XF** Grade or to improve CGPA subject to payment of prescribed fee. The student will be required to complete all formalities applicable to the repetition of a course i.e., mid-semester examination, project, assignments, quiz, End Semester Examination, etc. 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. A student who repeats a course is not eligible for top student honours/awards even if the student improves it and comes in that bracket after repeating. The two circumstances under which a student may repeat a course are:

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

(1) A student may repeat a course to clear an **F/XF/W** grade. This repetition is not included in the provision that allowed for the improvement of CGPA.

(2) It will be the student's responsibility to clear the failed/dropped courses subject to the availability of resources and approval of the Dean.

(3) 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.

(4) The student who repeats a course to clear a W grade will not be eligible for academic honours/awards.

b. **Improvement of CGPA.** A student may repeat a course having non-qualifying grade, i.e., less than 3.0 at any stage in Master programme to improve his / her CGPA subject to the following conditions:

(1) For MBA/EMBA, students will be allowed to repeat a course(s) to improve their CGPA during studies as allowed to other postgraduate students.

(2) A student shall be allowed to repeat a maximum of 3 courses for MS, 4 for MBA, and 5 for EMBA during their entire coursework apart from clearance of **W/F/XF** grade, if any.

c. **Taking Alternative Elective Course**. A student may take an alternative elective course for repetition with the approval of the Dean. 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. Taking alternate courses for grade improvement would also be counted as repeat attempts.

11. **Adding/Dropping of Course(s) and Award of W Grade**

a. Adding/Dropping of course(s) is allowed within the first two weeks of the start of a semester. However, the student will ensure that minimum and maximum credit hours limit is followed as given below:

		Minimum	Maximum
(1)	MBA	12	18

(2)	EMBA	06	12 (Fall & Spring Semester)
		03	06 (Summer Semester)
(3)	MS	09	18

b. A student taking less than a full semester load will 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 the Dean.

d. Letter grade **W** will appear in the student's transcript against the specific course and will not be used for the computation of GPA.

e. Students with grade **W** on the transcript will not be considered for any academic honour/award.

f. Students of EMBA will be allowed to drop a course any time before the start of the End Semester Examination week with an award of letter grade **W**.

g. The number of **W**s allowed in a semester, and the maximum number that a PG student can accumulate at a time are given as under:

Programme	Ws in a Semester	Maximum Ws at a Time
MBA	2	3
EMBA	2	4
MS	1	2

Note: *If a **W** is earned in an elective, the student may clear the **W** by registering for and passing any other elective not necessarily the same course in which a **W** grade was earned. In the case of core courses, **W** can only be replaced by repeating/passing the same course.*

12. **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 2nd week of a semester. It will be endorsed by the FBS and processed for formal approval by the Director Postgraduate Programmes.

b. During the period of deferment, the student will be allowed to repeat courses already studied on payment of the prescribed fee for the repetition of courses but not permitted to study new courses.

c. Students will pay a 25% tuition fee to maintain their own registration.

d. The student has the requisite time available to complete their degree within the stipulated time.

e. Any student who opts to defer the first semester shall pay a 50% tuition fee (non-adjustable / non-refundable).

13. **Transfer of Credits.** The following shall be applicable in the case of MS/MBA/EMBA:

a. Postgraduate credits may be considered for transfer from other local accredited institutions or foreign reputed institutions of a similar quality if they are relevant and appropriate to a Master programme.

b. Only postgraduate-level courses with at least a **B** grade or equivalent will be considered for transfer.

c. Only postgraduate-level courses completed within the last three years will be considered for transfer.

d. A maximum of 9 postgraduate level course credits (12 for MBA/EMBA) may be transferred but the grades will not be transferred.

14. **Research during Master Programme.** The procedure for thesis research is as under:

a. All students must successfully complete a minimum of 6 credits in Masters' thesis/business project(s) for MBA/EMBA, based on an individualized, investigative study that will make a significant contribution to knowledge.

b. The subject of research/business project should be agreed upon by the student and the supervisor/advisor, in consultation with GEC, when required. The research work must be original and not plagiarized, and relevant to the needs of the country.

c. A student who cannot complete thesis work in the assigned time may continue to do so at their own arrangement/expense to complete the thesis work within the maximum allowed time.

d. For the MS programme, a student can start research work after completion of 09 credit hours of course work provided CGPA is 3.0 or above. The thesis defence will only be allowed once a student has attained a CGPA 3.0 in coursework.

e. An MBA student can start research work after completion of 2 semesters (36 credit hours) even if the student's CGPA is less than 3.00. However, thesis/business project defence/presentation will only be allowed once a student has attained the degree-awarding CGPA of 3.00 in coursework.

f. Grade of thesis/business project (s) will be added in the CGPA of the student after defence/presentation in MS/MBA and will be counted towards the calculation of CGPA in EMBA.

g. In MBA, students undertake the Business Research Project in groups of 3-5 individuals. Students with a CGPA of less than 3.00 in the coursework are allowed to appear in the project defence with their group however, their grade shall only be notified to Exam Directorate (NUST Main Office) upon achieving the qualifying CGPA in coursework.

15. **Suspension of Registration**

a. If a student remains absent for 30 or more consecutive days without intimation or any valid reason, the student's admission/registration will be suspended. However, such students may resume the same programme subject to meeting the following conditions:

(1) Have completed a minimum of one semester with the minimum required GPA.

(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 the 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 the degree within the prescribed time limit, that will start from the 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, students' 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 programme in which s/he was originally granted admission.

CHAPTER 5: Award of PhD Degree and Academic Deficiencies for PhD Students

1. **Award of PhD Degree.** On recommendations of the FBS of the constituent institution, the University will award the degree of Doctor of Philosophy to the student who satisfies the following conditions. Institution/department may specify additional requirements if considered necessary:

a. **Coursework.** The minimum coursework required will be 18 credits of 800/900 level courses or equivalent. These 18 credit hours will be in addition to the pre-requisites specified by the PhD Evaluation and Acceptance Committee (PEAC) of the concerned Institution.

b. Migration shall be allowed in PhD Program. Migrated student joining the PhD Programme shall complete all the requirements in line with NUST policy.

c. **Cumulative Grade Point Average (CGPA).** The minimum cumulative GPA required will be 3.5 out of 4.0 in the 18 credit hours of 800/900 level courses to be counted towards a PhD

d. **PhD Qualifying Examination.** Each student must pass each paper of Part A - the subject examination of PhD comprehensive examination with a minimum of 65% marks and Part B – the Oral Examination, (defence of synopsis) by majority vote. For PhD in Business Administration, each PhD student will have to pass two examinations in respect of Part A (the Subject Examination), viz, Comprehensive Examination 1, covering themes and topics included in the compulsory core courses, and Comprehensive Examination 2 covering themes and topics included in the specialization field courses.

e. **Approval of Thesis Synopsis.** Each student must carry out a literature survey and prepare a written synopsis of the intended topic of research and present the same along with the research plan at the beginning of Part B (the Oral Examination) of the Qualifying Examination for approval.

f. **Thesis Credits.** In addition to the coursework, all doctoral students must register for at least 30 credits of doctoral research.

g. **Publications.** A student must have a minimum of two research publications related to PhD research work as 1st author fulfilling the undermentioned requirements:

(1) **Engineering / Sciences / Computer Sciences and related disciplines**:

Minimum two research papers published in Journals with WoS-JCR Impact Factor. Out of these publications, at least one research paper should be in the HEC W category journal or two research articles in X category journals (or higher).

OR

Minimum one research paper published in HEC W category Journals with WoS-JCR Impact Factor and one paper presented/published in Core A/A* ranked international conference.

(2) **Social Sciences / Management Sciences**:

Minimum two papers published in journals of repute. Out of these publications, at least one research paper should be in the HEC "X" category or higher journal.

OR

Minimum one paper published in journals of repute and one paper presented/published at an international conference. Out of these publications, at least one research paper should be in the HEC "X" category or higher journal. HJRS Journal category will be considered at the date of acceptance of the research paper.

Note: This policy has to be read along with the current HEC policy on the subject. However, any subsequent amendment in the HEC policy can be considered subject to the approval of ACM.

g. **Successful Evaluation Report of Research Thesis.** Out of the Thesis Evaluation Committee, the positive report by the supervisor and co-supervisor (if appointed), two local external PhD experts, and two foreign experts (PhD) are essential.

h. **Thesis Defence.** Successful defence of the Thesis and approval by a majority vote of the Doctoral Defence Committee is required.

i. **Submission of Thesis.** 1x hard copy and soft copy will be prepared by the student and submitted to the Examination Branch of the respective institution for further distribution within a maximum period, of 8 weeks, from the thesis defense date. In case of late submission of bound copies, the student will be charged Rs. 5000 per month. The institution will forward the thesis copy to the following within one week; 1x copy to the Examination Directorate), who will forward it for placement in NUST Central Library after publication of the gazette notification. Documents required at the time of submission of the thesis will be in sync with the latest policy directives of HEC / Accreditation Bodies along with the approval of the competent authority.

2. **Coursework**

a. A selected PhD candidate will take a minimum of 18 credit hours of 800/900 level courses at the PhD level, as specified by the student's GEC. These 18 credit hours shall be the courses that have not been counted towards any other degree, as, in compliance with the HEC Quality Assurance Criteria, courses counted towards any other degree cannot be double-counted towards PhD coursework.

b. The GEC may specify additional subjects to be taken by the PhD student, if considered essential. These will be notified as "Additional Courses" and will not be counted towards the calculation of CGPA.

c. In addition to the minimum 18 credit hours coursework, the pre-requisite courses, prescribed by PEAC at the time of admission, would also be included in the PhD transcript, and will also be notified as "Additional Courses". These additional courses will not count towards the calculation of CGPA. Additional courses must be declared in advance before enrolling for the course(s) and the required fee has to be paid (as per policy).

d. The CGPA is calculated only based on the 18 credit hours of courses taken by the student at the PhD level.

e. Institutions will intimate the results of a PhD student to the DASR and Examination Directorate as being done for other programmes for notification.

f. To complete the coursework, a student can take 3x courses other than the approved PhD curriculum with the recommendation of GEC, HoD and Principal / Dean.

g. **Qualifying Examination.** After successful completion of 800/900 level courses to be counted towards the student's PhD with a minimum cumulative GPA of 3.5 out of 4.0, the student will take a qualifying / comprehensive examination in the subjects to be specified by the GEC. Qualifying Examination Part-A & B is to be conducted within 6 months after completion of coursework. The examination shall be conducted in two parts in the following manner:

h. **Part A - Written Comprehensive Examination.** Question papers for the written comprehensive examination shall be prepared by the subject specialists and supervised by the concerned HoD. In case the HoD is also the student's supervisor, the Dean of the institution shall supervise the examination. The comprehensive examination shall be based on the PhD coursework plus subjects considered essential for the intended area of research. It shall consist of two papers, one covering the student's major area of research (Paper-Major) and the other covering the allied or supporting subjects (Paper-Minor). The minimum passing marks for each paper in Part A shall be 65%.

i. **Part B - Oral Examination.** The Dean will chair the Oral Comprehensive Examination Committee meeting with HoD and the other members of the GEC as its members. HoD and Dean/ Commandant/ Principal would be voting members only if PhD qualified in the relevant field. Oral Examination shall be designed to ascertain the in-depth knowledge, analytical abilities, and aptitude of the student in the area of PhD research. The student shall defend the thesis synopsis as a part of this oral examination. The Oral Examination Committee shall determine, by majority vote, whether the student be allowed to proceed for the doctoral research or otherwise. If the number of votes for "Pass" equals

the number of votes “Fail”, then the verdict of the supervisor would be taken as the final decision.

j. The qualifying examination shall be conducted as soon as possible after the completion of the course work but, in any case, Part A of the Qualifying Examination shall not be delayed for more than 03 months from the date of the last paper. If a student fails in either paper or both of Part A examination in the first attempt student shall appear in retake (one chance only) examination of the relevant paper(s) within 03 months of the first attempt. Part B of the Qualifying Examination will be conducted within 03 months of the attempt date of the students successful Part A Examination. If a student does not pass the Part B examination in the first attempt, the student shall appear in retake (one chance only) examination within 03 months of the first attempt. Upon a failure in Part B, each committee member will submit a comment page, clearly documenting the student’s views/suggestions. These comments pages, duly signed by respective committee members, shall be submitted to DASR and Examination Branch at Main Office NUST by the concerned institution. A duplicate copy of these comments will also be provided to the student.

k. During retake of qualifying examination Part A or Part B, one new member must be added to the Examination committee. Main Office NUST (Examination Branch) will notify the result of the Qualifying Examination.

3. **Withdrawal from PhD Programme.** A student will be withdrawn from the PhD degree programme under the following circumstances/conditions:

a. CGPA remains below 3.50 on completion of coursework even after availing three chances for improvement of grades.

b. Fails twice in any part of the qualifying examination i.e., Part A or Part B.

c. Fails to qualify both parts of qualifier within 12 months, except recommended by FBS otherwise, by clearly stating the extended duration. 12 months' duration will be counted from the date of the last paper of coursework.

d. On consistent three unsatisfactory academic performances graded by Monitoring Cell, DASR and Supervisor and consequent recommendation by FBS.

e. On disciplinary grounds when recommended by the respective Discipline Committee of the Institution and Discipline Committee of NUST.

f. Absence for 60 or more consecutive days without valid reasons.

g. Receives ‘F/XF’ grade in more than two courses;

h. Fails to complete coursework requirements in three years.

i. For Fall 2023 entry and onwards only: Fails to complete Qualifier Part B in first three years (including deferment of semester and suspension) duly recommended by FBS. FBS can also recommend an extension after three years clearly stating the extended duration that should not be more than six months. The duration will be counted from date of admission.

j. Fails to complete PhD degree requirements within the maximum allowed time (i.e., 8 years).

k. A student can seek withdrawal from the PhD programme at any stage of their respective degree at their own request duly recommended by the FBS of the institute.

5. **Improving Cumulative GPA.** Out of the coursework counted towards PhD, a student may repeat the course in which the student received the grade point of less than 3.5 but greater than or equal to 2.0, to improve cumulative GPA, if it is below 3.5 before taking the qualifying examination, subject to payment of prescribed fee. The procedure for repeating is as under:

a. The candidate will apply to the Supervisor for permission to repeat a course. The case will be presented before the GEC for deliberation/approval.

(a) The student will repeat a course that is permitted by the GEC. On repeating the course, the student will get an earned grade. 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;

b. The student will have to repeat the course within the time limit given by the GEC.

c. A student will be allowed to repeat a maximum of three courses only during the entire PhD coursework.

d. If an elective course cannot be offered for repetition due to unavoidable circumstances, a student may take an alternative elective course with the approval of GEC and will get the earned grades. 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.

6. **Research during PhD Programme.** The procedure for the thesis is as follows:

a. All students must successfully complete a minimum of 30 credits of creative PhD research, based on a highly individualized, investigative, and creative study which will make a significant contribution to knowledge in the form of new findings/inventions.

b. A student with CGPA below 3.50 will not be allowed to take PhD Research.

c. The subject of research will be agreed upon by the student and the research Supervisor (thesis supervisor), in consultation with the GEC, when required. It must be original and not plagiarized.

d. A student who cannot complete the research work in the assigned time may continue to do so at own arrangements/expenses to complete the research work within the maximum time allowed as per policy in vogue after the prescribed "on-campus" time.

7. **Guidance and Examination Committee (GEC).** A Doctoral GEC will be formed at the earliest after the acceptance of a student into the PhD programme but not later than one month of the student's joining date. The GEC will comprise at least three PhD members in addition to the supervisor and co-supervisor (if appointed), and one member of GEC will be external from other reputed universities/R&D organizations/ relevant industry or constituent institutions/ organizations of NUST. The supervisor must be a PhD degree holder and fulfils the requirements as per NUST PhD policy. The Head of the Department in consultation with the student and respective supervisor and also with the approval of the Commandant/Principal/Dean will appoint the GEC. Form PhD-3A and Form PhD-3B will be initiated on PhD Thesis Management System (TMS) for the formulation of GEC, and petition for any change of GEC/research topic respectively. The student's supervisor will chair the GEC meetings. The GEC meetings will be held at least once in six months. The proceedings of GEC meetings will be recorded on Form PhD-3C on PhD TMS and distributed to all concerned. Principal/Dean/HoD must ensure the conduct of GEC meeting if a student/supervisor fails to manage within 8 months.

8. **Evaluation of the Research Thesis**

a. The PhD thesis will be evaluated by a Thesis Evaluation Committee. The committee will comprise the GEC, and at least four external evaluators, two of whom shall be foreign renowned faculty members from the Worlds' top 500 universities ranked by the Times Higher Education (THE) or QS world rankings in the year corresponding to the dissertation evaluation year.

b. Evaluation report by the thesis supervisor/co-supervisor, at least two local external evaluators, and two foreign evaluators have to be positive before the student can be asked to carry out the final defence.

9. **Thesis Defence.** On receipt of positive reports from the thesis Evaluation Committee, defence of a PhD thesis will be conducted as under:

a. The schedule of thesis defence of a PhD student shall be announced by the institution at least 2 weeks before the defence to all NUST institutions and Main Office NUST for maximum participation.

b. The Defence Committee will comprise the student's GEC and four external experts (i.e., two local and two foreign experts who were part of the Thesis

Evaluation Committee). The participation of atleast one foreign expert will be mandatory through video conferencing.

c. The student will provide copies of the research thesis to all the members of the Defence Committee at least 4 weeks before the defence date and 8 weeks in case of foreign experts.

d. The student will present work to the defence committee on the given date and time.

e. The Defence Committee will give its decision with a majority vote and intimate Examination Directorate and DASR about the decision for final notification. 1x hard copy and soft copy will be prepared by the student and submitted to the Examination Branch of the respective institution for further distribution within a maximum period of 8 weeks from the thesis defense date. In case of late submission of bound copies, the student will be charged Rs. 5000 per month. The institution will forward the thesis copy to the following within one week: 1x copy to the Examination Directorate, who will forward it for placement in NUST Central Library after publication of the gazette notification.

f. Any plagiarism in PhD research work and fake documents submitted by the student, even those submitted at the time of admission will result in the cancellation of the degree after consulting Research Dte.

10. **Specific Requirement/Provisions**

a. **Co-Supervisor.** In case a student requires special coaching in a particular subject for a respective research topic for which the supervisor cannot provide necessary guidance, a co-supervisor may be appointed from within institution (faculty members) or from outside universities/ institutions/ R&D organizations or relevant industry. A student can also have a Co-supervisor/GEC member from a foreign University.

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

(1) Deferment will generally be requested before the start of a semester. However, in exceptional cases, it may be requested latest by the end of2nd week of a semester. It will be endorsed by the FBS and processed for formal approval by the Dean of Advanced Studies & Research.

(2) During the period of deferment, the student will be allowed to repeat courses already studied on payment of a prescribed fee for the repetition of courses but not permitted to study new courses.

(3) The student shall pay a 25% tuition fee to maintain his/her own registration.

(4) The student has the requisite time available to complete his/her degree within the stipulated time.

(5) In case a student opts to defer the first semester, s/he shall have to pay a 50% tuition fee (non-adjustable/non-refundable).

c. **Payment of Tuition Fee.** PhD students will be charged a full tuition fee for 3 academic years (6 regular semesters). After three years, she/he will be charged Rs. 15,000/- Bench Fee (registration maintenance fee) till completion of degree requirements. Furthermore, a student will also be required to pay the prescribed course fee for deficient / improvement courses (if any) @ Per credit hour as per NUST Fee structure.

d. **Suspension of a Semester.** A PhD student may be recommended for suspension of a semester upon recommendation of FBS for the following conditions:

(1) Suspension on disciplinary grounds

(2) Suspension on medical grounds

(3) Suspension on prolonged absence

(4) Suspension on reasons beyond students' control or authorized grounds/sanctioned leave from the competent authority

e. **Posting Out of Supervisor.** If a supervisor leaves the institution/ NUST or proceeds on long leave (i.e., leave for more than six months) then the institution must appoint a new supervisor from the institution and an outgoing supervisor may be appointed as co-supervisor if required. Institutions are to ensure all such changes before processing the leave of the concerned supervisor. In case, a faculty member wants to continue as a supervisor and proceed out of NUST (for more than06 months) the following conditions must be fulfilled:

(1) The student must have published at least 1x journal paper of the required category.

(2) Upon fulfilment of requirement at sub-para above, a meeting is to be conducted before processing of long leave of PhD supervisor. Both supervisor and student must agree to continue their research amicably with taking the institution fully into the loop. This meeting is to include:

(a) Principal

(b) Dean

(c) Rep of DASR

(d) Supervisor

(e) GEC members

(f) Student

(g) Co-supervisor (to be appointed from the institution)

(3) The supervisor has to be preferably physically present during PPCM and thesis defence of the concerned student.

(4) Co-supervisor must be appointed from the institution.

11. **Evaluator Selection.** For the selection of external experts, the institution concerned will forward a list of at least four foreign and four local external experts to the DASR from which the BASR will select at least two foreign, and two local external experts to whom the thesis will be sent for evaluation. Furthermore, the following must be ensured before selection of Foreign/Local Evaluators:

a. BASR for the selection of Foreign/Local evaluators for PhD thesis is held at least six months before completion of maximum PhD tenure.

b. A student must attend 15 PhD defence/International and National conferences before respective evaluators selection. A record of the same countersigned by the supervisor is to be included in the documents forwarded for evaluators' selection.

c. At least one seminar (Pre-defence) shall be conducted by every PhD student on their own research thesis before an audience, before evaluators' selection and thesis defence.

12. **Permission for Foreign Universities Research/Visit of PhD Scholars.** PhD students of all institutions undertake 6 months or more research/visit at foreign universities, the following documents/information are required to be provided to DASR for processing of the cases of NOC/approval by Competent Authority:

a. An application from the scholar duly recommended by the student's supervisor

b. A copy of the award letter from the HEC/Sponsoring agency

c. Acceptance letter from foreign University

d. Up-to-date progress report of the scholar

e. Qualifier exam report (Form PhD-5)

f. A certificate from the scholar duly countersigned by Commandant/ Principal/Dean that the scholar will not ask for any additional expenditure from NUST.

CHAPTER 6: Academic Provisions & Flexibilities

1. **Summer Semester & Summer Camps**

   a. **Summer Semester.** Is not a regular semester. It is mainly utilized for deficiency/failure/repetition of courses.

   b. **Conditions for Offering of Courses.** The institutions offer the course(s) on students' demand if they fulfil the following conditions:

      (1) To clear an **'F'** grade that is not earned due to shortage of attendance (except on grounds acceptable to institution)

      (2) 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 the curriculum) will be offered according to the instructions for that course

   c. **Course Fee.** Student(s) will register in a course and deposit the prescribed fee after invoices are issued by Fee Section upon submission of list by the concerned School/Institute/College. The student can withdraw own name from the course within two weeks from the start of the semester without earning a '**W**' grade. A student shall be allowed to drop a registered course latest by the 1st 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 the 5th week, if the student withdraws from the course, he/she will earn an '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 Programme to attend one/two-semester(s), will be facilitated to clear their deficiencies by taking a 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 their own department to the HoD of the host institution under intimation to Academics and Registrar Dte. 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 Aerospace Innovation Alliance Space Exploration Summer Camp: High-Performance Computing in Aeronautics at SINES

(3) Summer Camp on Energy at USPCAS-E

2. **Outbound Student Exchange.** NUST has signed several Memoranda of Understanding (MoU) with International Universities across the world. These MoUs cover student exchange programmes on mutually agreed terms and conditions. The Outbound Student Exchange Policy provides the framework for NUST students participating in exchange programmes. Such exposure to students is extremely useful in their academic and personality grooming. Salient aspects of the policy relevant to students' actions and information are mentioned below. However, detailed information is available on the **NUST International Office (NIO) website** https://nio.nust.edu.pk

a. **Eligibility Criteria**

(1) Students for exchange shall be selected on merit based on CGPA and shall meet the following requirements: be enrolled as full-time NUST students, maintain satisfactory academic standing, have no major disciplinary penalties, and fulfil the eligibility requirements of the host university.

(2) **MS Students:** The applicant must have completed at least one semester at NUST with a minimum CGPA of 3.00/4.00.

(3) **PhD Students:** The applicant must:

(a) have passed the Qualifier Examination Part-B;

(b) possess a minimum CGPA of 3.50/4.00; and

(c) obtain satisfactory recommendations from the supervisor and relevant academic review bodies.

(4) The student must accept the terms of the exchange as agreed between NUST and the host university/institution.

b. **Procedure.** The following procedure shall apply to students participating in outbound exchange programmes:

(1) **Announcement of Opportunities.** NUST International Office (NIO) circulates exchange opportunities received from partner universities through official communication channels. Students should regularly check the NIO website for available opportunities, eligibility criteria, deadlines, and application requirements/process at https://nio.nust.edu.pk/mobility/exchanges/outbound/

(2) **Application and Nomination.** Interested students shall apply through their respective Institutional Focal Person for Internationalization (IFPI) within the announced deadline. Students shall be considered through the prescribed institutional selection process and, if selected, nominated by NUST to the host university.

(3) **Host University Application.** Nominated students shall complete the application formalities of the host university within the prescribed deadline.

(4) **NUST Clearance.** Students selected for an exchange programme must obtain the required **NOC/Clearance to Leave NUST** through the prescribed procedure before proceeding abroad.

(5) **Post Exchange Programme Report**. On return, the students will submit Post Exchange Visit Report to their respective IFPI.

c. **Academic Approval and Credit Transfer**

(1) Students are required to fulfil the minimum prescribed duration and academic requirements of their respective degree programme for award of the degree.

(2) **Selection of Courses:** Before commencement of the exchange program, students shall discuss and agree with their respective School/Department on the proposed courses to be studied abroad and applicability towards the degree requirements.

(3) **Duration of Exchange Program:** Students will be allowed to study 1-2 semesters at partner foreign university/institution.

(4) **Acceptance of Attended Courses and Completion of deficient course/s:**

(a) Courses successfully completed abroad, with compatible contents and the required qualifying grade, may be accepted for credit transfer, subject to NUST approval.

(b) Transfer and recognition of credits earned during the exchange programme shall be subject to course equivalence and applicable NUST academic regulations.

(c) Students may be allowed to clear academic deficiencies through regular, summer, or additional semesters, subject to the academic requirements and applicable NUST regulations

d. **Financial Matters.** Students proceeding on an outbound exchange programme shall remain liable to pay 100% of the applicable NUST tuition fee for the exchange semester in accordance with the approved fee structure.

3. **Student Advisory System.** NUST has always endeavoured 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 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. Desirous MS students may request to the department for the provision of Student Advisor. The key benefits of SAS are:

a. facilitation of students in their adjustment phase;

b. imbed a system of grooming, personality development, regular advice, and guidance to the students during their course of studies;

c. ensure that all students understand academic regulations/policies as vividly as possible through regular coaching;

d. install and nurture an effective system for monitoring of academic progress of students and provide guidance for improvement;

e. ensure regular dissemination and understanding of important information / revised policies down at the student level;

f. provide an effective system for prompt detection of any signs of radicalization/extremism on the campus and handling of students' personal issues.

4. **Student Counselling**

a. **Center for Counselling and Career Advisory (C^3A)**. C^3A is a significant component of student services and offers confidential and professional services to all members of the NUST community. This service is free to all NUST community, i.e., students, staff, and faculty members.

b. Qualified psychologists provide a safe, supportive, and non-judgmental environment where individuals can explore personal, social, academic, emotional, and career-related concerns. All counselling records and visits are kept strictly confidential and do not form part of or affect a student's academic record.

c. Services offered by C^3A includes offers individual and group counselling, Career Counselling, Psychological testing (as required), workshops, trainings, seminars, counselling camps, outreach programmes, and harassment-related support.

d. **Hosla Bot**. C^3A has developed a screening tool "Hosla Bot" available on the website. Hosla Bot is a confidential, 24/7 self-screening tool designed to

enhance access to mental health support within the NUST community. It enables individuals to screen for concerns such as anxiety, depression, anger, and self-esteem and encourages them to seek appropriate support when needed.

e. Online Counselling: To enhance accessibility, C^3A provides online-counselling for NUST institutes other than the H-12 campus.

f. **Student Feedback**. A few excerpts from the feedback given by students who benefited from C^3A are listed below:

(1) "During these sessions, I learned to become more open while also respecting space and healthy detachment. This has been a crucial part of my journey toward self-growth. I discovered that I am unique and amazing in my own way. The depth of these sessions encouraged me to think critically and reflect deeply on my journey — to acknowledge that it is entirely my own and that I am exactly where I am meant to be. This allowed me to accept and honour my path."

(2) "I have become capable to regulate my emotions, streamline my thoughts, remain calm and focused and most importantly I regained my confidence. It's all because of practical therapy and techniques you provided me with. Most importantly I saw improvements in me within 4 months and this progress would have taken at least a year elsewhere"

(3) "Whenever I take session I just come back in my life with new energy and experience. In short, I am very satisfied with her mentorship. Without her it may be very very difficult for me to survive in this harsh condition and to bear such a pressure of studies."

g. **Harassment Complaint Cell**. To ensure a safe environment NUST has also established a Harassment Complaint Cell at C^3A as per HEC policy.

(1) If anyone feels harassed on campus and needs to report the matter, it can be done verbally (informal complaint) or in writing (formal complaint) simply by using any one of the following available roles/ channels:

(a) School authority (Principal /HoD /Dean /Student Advisor /HoD /faculty / focal person /Director /Deputy Director.

(b) Harassment Complaint Cell at C^3A.

(c) NUST Anti-Harassment Helpline: 0309-8883366.

h. **Make an Appointment**

Visit us at:	SADA Building, Block C, Ground Floor, H-12 Campus, Islamabad
Book an Appointment on:	Qalam
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:	C3A Official Facebook
Follow us:	C3A Official Instagram
Visit us:	https://c3a.nust.edu.pk/

5. **Financial Assistance**

a. **Award of Subsistence Allowance.** To ensure equal opportunities and to attract more students from the less privileged communities, the following provisions are applicable:

(1) The hostel facilities will be partially or wholly subsidized for the deserving and bright students from the less privileged communities, subject to furnishing proof of their need for this concession.

(2) The student must pay back the subsistence allowance so awarded after completion of the degree.

b. **Forfeiture of Concession.** Absence from or failure in a University examination, lack of progress and assiduity in studies, breach of discipline, or reprehensible conduct, will cause the loss of full, 75%, 50%, or 25% of tuition fee/scholarships granted to any student. The student will be asked to pay the full tuition fee within the stipulated period, failing which the student's name will be struck off the rolls of the institution. Rector, on the recommendations of the head of the institution, will decide the revised percentage of Fee concession based on the gravity of the offence/circumstance on a case-to-case basis.

c. **Merit-based Scholarships**

(1) **Masters**

(a) **Merit-based Scholarships (ICT Endowment Fund)**. Selected students under the ICT endowment fund scholarship will be given a monthly stipend of Rs 18,000. The tuition fee of these students will be paid by the University.

(b) **Merit-based Scholarships (Scholarship for UG Gold Medallists)**. NUST UG President Gold Medallists pursuing Masters from NUST and having 1st semester GPA $\geq$ 3.50 will be given 100 % tuition fee waiver for the full duration (four regular semesters) of the programme (Conditions Apply).

(c) **Eligibility Criteria:**

i. Full-time students not availing any other scholarship.

ii. Students enrolled in at least 9 CHs and secured GPA of 3.50 w.e.f first semester at NUST.

iii. Students with terminal degree CGPA of 3.50 and above.

iv. Students who are willing to work as TA for at least 10 contact hours per week for one subject of Bachelor/ Master in case of Master/PhD students respectively.

(e) **How to Apply.** Eligible students can apply through respective institutions after the announcement of first semester results.

(2) **PhD**

(a) Selected PhD students under ICT Endowment Fund Scholarship will be given a monthly stipend of Rs 30,000.

(b) NUST also pays the supervisor's remuneration for the awardee PhD student.

(c) To meet the expenses of their research, such PhD students are also granted research funds.

(d) **Eligibility Criteria**

i. Full-time students who are not availing any other scholarship.

ii. Students enrolled in at least 9 CHs and secured CGPA of 3.75 w.e.f first semester at NUST.

iii. Students with terminal degree CGPA of 3.50 and above.

iv. Students who are willing to work as TA for at least 10 contact hours per week for one subject of Bachelors / Masters in case of Masters/PhD students respectively.

(e) **How to Apply.** Eligible students can apply through respective institutions after the announcement of first semester results.

(3) During the research phase of PhD studies at NUST, the student also gets an opportunity to benefit from collaborative/joint research training programmes with well-reputed foreign universities.

(4) NUST takes care of even self-sponsored PhD students. They are also paid for their supervisor's/evaluator's fee and essential research-related expenditure.

(5) Master and PhD students are encouraged to apply for scholarships offered by HEC. For more information, please visit URL: www.hec.gov.pk

e. **Need-based Scholarship.** NUST Need-based Scholarship scheme enables financially under-privileged, yet talented students to acquire higher education. Salient features of the scheme are:

(1) Sufficient number of scholarships/fee waivers are granted to the batches of needy entrants each year at the time of admission. Continuation/confirmation of provisional need-based scholarship awarded at the time of admission is subject to physical verification that may be carried out at any time during the students' academic life cycle;

(2) the scholarship will be for the full duration (four regular semesters) of the programme to which a student is admitted;

(3) students unable to apply for the scholarship at the time of admission may apply for other scholarship opportunities after admission in NUST e.g., PEEF, BEEF, SEEF, etc. Main Office will inform all institutions as and when such scholarships are available, and students will be required to submit requisite forms in their institutions to be considered for the scholarship;

(4) financially under-privileged students, who are unable to pay their fee may be allowed deferred payment of tuition fee on a case-to-case basis;

(5) students facing sudden/ unprecedented changes in financial profile after admission in exceptional cases may apply for a need-based scholarship through their respective institutions.

f. **Engagement of PhD Students on Temporary Academic and Administrative Positions in NUST.** Full-time PhD students are eligible for temporary engagement as Temporary Visiting Faculty, Lab Engineer, Tutor, Teaching Assistant and Administrative Assistant. Engagement will be on semester basis, with adequate remuneration against each appointment to be paid on monthly basis (applicable to PhD intake for Fall 2022 entry and onwards).

g. **Other Opportunities.** Following financial assistance opportunities are also available:

(1) Punjab Educational Endowment Fund (PEEF) scholarship

(2) Tuition Fee Reimbursement Scheme for PhD Students of developing areas of Pakistan, AJK, and Gilgit Baltistan under "Prime Minister's Fee Reimbursement Scheme"

(3) Students may also apply on their own for any other scholarship, such as those offered by:

(a) Higher Education Commission (HEC)

(b) Lady Viqar-un-Nisa and Feroz Khan Noon Trust for Education

(c) Pakistan Scottish Scholarship Scheme (PS3) through British Council

(d) Provincial Government Endowment Fund Schemes, etc.

(4) Scholarship provisions for postgraduate studies for candidates from FATA and Balochistan are also available through HEC for which they may apply directly to HEC.

(5) Further details are also available with Scholarship Section, Postgraduate Programmes Directorate, and on URL: www.nust.edu.pk.

Note: *The award of scholarship is subject to availability of funds, satisfactory performance, and good conduct of the student.*

h. **Fee/Charges**

(1) Students shall pay fees/charges as per laid down rates/policy. The fee structure of Engineering, Natural Sciences, Architecture and Biosciences as well as Business Studies & Social Sciences are reflected on NUST website at the following link: **https://nust.edu.pk/admissions/fee-structure/postgraduate-financial-matters/**

Note: The tuition Fee is increased ranging from 10-15 percent every year before Fall semester.

(2) **University Refund Policy.** The policy regarding refund of tuition fees if a student opts to withdraw his/her admission, is given below:

(a) Admission Processing Fee is not refundable under any circumstances.

(b) **Refund of security**. The student shall apply on Qalam for refund of security deposit after s/he graduates/withdraws from university. The university will not accept any claim of refund after 3 years of the completion of degree/withdrawal from the university and the amount of security will be transferred to the NUST Endowment Fund.

Timeline	Percentage of Fee

Upto 10th day of commencement of classes	100% fee refund
Upto 15th day of commencement of classes	80% fee refund
Upto 20th day of commencement of classes	60% fee refund
Upto 30th day of commencement of classes	50 % fee refund
31st day onwards of commencement of classes	No Refund

Note: The timelines for refund of tuition fee are inclusive of the weekends.

(3) **Tuition Fee Payment**

(a) MS students will pay 100% fee of four semesters and PhD students will pay 100% fee of Six semesters as per NUST fee Structure. Fee of Summer, Deferment, Suspension, etc will be charged additionally apart from these semesters.

(b) The fee must be paid in full including any outstanding dues, on receipt of fee invoice on Qalam, and informed through email/SMS.

(c) After six semesters for PhD and fourth semester for MS, Student will be charged Rs. 15,000/- Bench fee (registration maintenance fee) till completion of degree requirements. Furthermore, a student will also be required to pay the prescribed course fee for remedial / deficient / improvement /additional courses (if any) @ PKR 11,000 Per credit hour.

(d) International students are charged in advance on an annual basis.

(e) The invoices shall be issued 15 days before the closure of the running semester (running semester is Summer semester for Fall semester and Fall semester for Spring semester).

(f) For the summer semester, a fee bill will be issued in the 2nd week of the semester.

(g) The timelines for Submission of Semester fee:

(1) 15-20 days for submission of fee within first due date without late Fee.

(2) 15 days after first due date which is 2nd due date and the 2nd due date is the very next day from start of the semester for submission of fee with late fee.

(3) The total time for submission after issue date is 30-35 days.

(h) All students must pay their fees/dues by the due date.

(i) If any student is unable to pay the fee/dues by the due date due to financial challenges, he/she must seek other option of paying in instalments through the institute.

(j) Students will only be allowed to register for the semester after deposit of university dues.

(k) If MS Student submits thesis within the thirty days of his/her fourth semester, fee of fourth semester will not be charged.

(4) **Rectification of Anomalies.** Students' issues, if any, will be reported to the account officer for rectification/removal of errors from Fin Dte. After correction revised fee invoice will be issued by Fin Dte on Qalam.

(5) **Payment in Installments**. In case of any financial difficulties, students can approach the school/college accounts branch for submitting the application form for paying the fee in installments. A payment schedule that is satisfactory to the University, when agreed, shall be honoured by the student.

(6) **Failure to Pay by the due date**

(a) 2% on the total payable amount will be imposed if dues are deposited after the due date.

(b) A sanction will be placed on students who fail to deposit the fee by the end of extended time by not allowing them to register for the semester or withholding academic activities in case of PG students by the concerned institute.

(c) No student would be allowed to register for the semester after the expiry of extended time,with semester status as suspended.

(d) In case a PG Student (MS or PhD) is in research phase and has not yet deposited the outstanding dues then his/her remaining academic activities (e.g., qualifier, thesis defence, etc) will be withheld until clearance of outstanding dues.

(e) It will be mandatory for PG (MS/PhD) students to clear the outstanding university dues before holding the final thesis defence.

(f) Final result notification of PG (MS/PhD) will be withheld till clearance of outstanding dues.

(g) In the case of the summer semester, the following will be ensured:

i. If a student quits within the first week, a fee will not be charged however, fee would be charged if a student withdraws the course after first week.

ii. In case a student does not deposit the fee by the due date, he/she will be de-registered with **W** grades along with the outstanding fee.

(h) Any student who fails to pay their hostel dues, within due date, will not be enrolled in the semester. However, if a student fails to clear monthly hostel dues by due date, then hostel authorities to take action against him/her as per hostel laws.

(i) If a student applies for an installment payment plan and fails to make subsequent payments before the mid-exams, he/she will be temporarily suspended. However, if the student has only one installment left, which is due near the date of the final exam, he/she will be allowed to appear in the exam. However, he/she will not be registered in subsequent semester and in case of 8th Semester (passing out student), his/her result, certificates, transcript, and degree will be withheld, till the clearance of all university dues.

9. **NUST Redressal Policy for the Students with Disabilities.** Following measures are undertaken to ensure an equal opportunity for students with disabilities:

a. Details of disability focal person is available on each institution website, with the purpose to facilitate students with disabilities in teaching and examinations on case-to-case basis.

b. **Further provisions include:**

(1) Facilities during or after class (i.e., recording of lecture);

(2) Writer during the exam when indicated;

(3) Tailored assignments;

(4) Extra time for quizzes and assignments (which shall be determined based on the nature of the disability and shall be recommended by the Disability Verification Board in consultation with the School's Principal);

(5) Entrepreneurship training.

c. **Addressing Temporary Disability (Students who become disable during studies)**

(1) Provision of emergency medical services (e.g., Medical Centre phone number & availability of wheelchair).

(2) The School Disability Focal Person shall be responsible for assessing disabilities that arise during the course of study. Such cases shall be referred to the Dyability Verification Board, and the Focal Person shall provide the student with necessary support in examinations as well as other academic and co-curricular activities.

(3) "I grade" Policy is already in place and is instrumental in a accommodating temporary disability.

(4) For Psychological and emotional disturbances which compromise a student's health, adjustment and academic performance, C3A may be approached.

d. **Contact details of Student Helpdesk:**

Phone: +92-51-8866611

Email: helpdesk.s3c@nust.edu.pk

S^3C, National University of Sciences & Technology, H-12, Islamabad

e. **Student Accessibility Support:**

Phone: +92-51-8866606

Email: accessibility.s3c@nust.edu.pk

S3C, National University of Sciences & Technology, H-12, Islamabad

6. **Other Academic Provisions**

a. **Flexibility to Select the Research Supervisor**. All MS and PhD students are allowed to select their thesis supervisor from parent school (in which student is enrolled) or any other NUST institution (called as Host School), after the approval of HoD and Head of the parent school.

b. **Registration of number of CHs per Semester.** NUST offers flexibility to the students to register for a varied number of courses each regular semester from a minimum of 6 to a maximum of 14 CHs. For Summer Semester, a maximum of two courses (three courses in exceptional circumstances) are allowed for the clearance of **F** grade or improvement of grades only.

c. **Freezing / Deferment of a semester.** Refer to Para 9 to Chapter 3, Para 11 to Chapter 4, Para 10 b to Chapter 5 for details.

d. **Additional Courses**. A student may register for Additional Courses of interest subject to a maximum limit per semester. Such courses will be reflected in the transcript as Additional Courses and their grades will not be counted towards the calculation of CGPA.

e. **Language Courses.** A student may take language courses (French, German, Spanish & Chinese etc.) as Additional Courses.

CHAPTER 7: Clubs & Societies

1. **Concept.** Clubs and Societies forum is provided to students for grooming in leadership traits as per their peculiar aptitude and potential. It enhances their organizational abilities, inculcates team work, congruence and promotes diversity. They are expected to plan and execute their club activities as they perceive in consultation with the club members and Faculty Sponsors under the overall supervision of the Student Affairs Directorate (SA Dte) and through the administrative control of various NUST institutions.

2. **Vision.** The Directorate is envisioned to grow as a vibrant set-up providing suitable platforms to students to pursue their passion for extra-curricular activities and explore their potential to grow as wholesome persons with will and skills to lead and work in teams.

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

a.	NUST Archery Club	ASAB
b.	NUST Skill Development Club	ASAB
c.	NUST Bio Reach Society	ASAB
d.	NUST Agriculture Society	ASAB
e.	NUST Leaders Society	NBS
f.	NUST Water Sports Club	NBS
g.	NUST Debating Society	NBS
h.	NUST Quiz Club	SINES
i.	NUST Interdisciplinary Club	SINES
j.	NUST Music Society	S3H
k.	NUST Consultancy Group Society	S3H
l.	NUST Economics Society	S3H
m.	NUST Media Club	S3H
n.	NUST Dramatics Club	S3H
o.	Women of Impact at NUST (WIN)	S3H
p.	NUST Society of Legal Excellence (NSLE)	NLS
q.	NUST Thought and Knowledge Club (NTKC)	NLS
r.	NUST Fine Arts Club	SADA
s.	NUST Stray Animal Club	SADA
t.	NUST Green Wheels Club	SADA

u.	NUST Technical Amusement Club	SCEE
v.	NUST Adventure Club	SCEE
w.	NUST Bazm e Pakistan	SCEE
x.	NUST Environment Club	SCEE
y.	NUST Book Club	SCME
z.	NUST Materials Society	SCME
aa.	NUST Digital Club	SCME
bb.	NUST Science Society	SCME
cc.	NUST Literary Circle	SCME
dd.	American Institute of Chemical Engineers (AIChE)	SCME
ee.	NUST Fitness Club	SEECS
ff.	NUST Excursion Club	SEECS
gg.	NUST Entrepreneurs Club	SEECS
hh.	NUST Hack Club	SEECS
ii.	NUST IEEE Club	SEECS
jj.	NUST Game Development Club (NGDC)	SEECS
kk.	NUST Paragliding Club	SMME
ll.	NUST Robotics Club	SMME
mm.	NUST IMechE	SMME
nn.	NUST Social Values Society	SMME
oo.	NUST ASHRAE	SMME
pp.	NUST Biomedics Club	SMME
qq.	American Institute of Aeronautics and Astronautics (AIAA)	SMME
rr.	NUST Physics and Astronomy Society	SNS
ss.	NUST Trekking Club	SNS
tt.	NUST Chess Club	SNS
uu.	American Chemical Society (ACS)	SNS
vv.	NUST Math Nexus (NMN)	SNS
ww.	NUST International Club (NIC)	QA&NIO Dte
xx.	NUST Student Representative Council (NSRC)	SA Dte

yy.	NUST Community Service Club	JSPPL
zz.	NUST Public Administration Society (NUSTPAS)	JSPPL
aaa.	NUST Chronicle of Times	CIPS

3. **All Clubs shall adhere to the following approved appointments:**

   a. Faculty Sponsor

   b. President

   c. General Secretary

   d. Press Secretary

   e. Treasurer

4. Half the Office Bearers have to be from institutions other than the sponsor institution. The appointments are for one academic year.

5. Route for event approval is Faculty Sponsor → Principal → Director SA → Pro-Rector Academics.

6. Club Sponsors prepare an annual calendar of activities as per mandate of the club including at least one major event.

7. In case of a change of the Faculty Sponsor or Student Office Bearers, the relevant institution will update/inform SA Dte immediately.

CHAPTER 8: Services for International Students

1. **Visa Regulations.** International students are responsible for obtaining and maintaining a valid visa throughout their stay in Pakistan and complying with applicable visa requirements. NUST International Office (NIO) may provide general guidance regarding visa procedures and requirements. Students may apply through the Government of Pakistan's Online Visa System: https://visa.nadra.gov.pk/student-visa/.

2. **Out-Pass Permission for International Hostelites.** International students residing in NUST hostels need to obtain a formal permission "Out-Pass" from Field Adm Dte Hostel Branch to go out of campus. The student can use the link (https://forms.gle/BHH5KrWsAqrVnKQ8A) to generate Out-pass permission request. Students will require e-mail addresses of their Head of Dept & Principal to submit the online request.

3. **Mobile SIM Card**. SIM cards of any local service provider (Jazz, Ufone, Zong & Telenor etc.) can be bought from any service provider or their franchise in nearby local market. Students will require passport as proof of ID and copy of visa to purchase a sim card.

4. **Phone Device Registration**. If you use a foreign mobile phone with a Pakistani SIM card, it will work for 120 days. Within that time, you must pay a tax and register it, or it will be cut off. Once your phone is blocked, you will only be able to access emergency numbers. The applicant must apply for 'temporary registration' by entering their credentials and device IMEIs via PTA's Device Identification Registration and Blocking System (DIRBS) at https://dirbs.pta.gov.pk/. If you wish to continue using your foreign phone in Pakistan after the expiry of 120-day period, you must pay applicable mobile phone taxes and register your foreign mobile phone in DIRBS.

5. **Opening a Bank Account**. On-campus branches of two banks (Habib Bank Limited & Askari Commercial Bank) are available for students to open their bank accounts. To initiate the process, students may visit the on-campus branches and provide the following documents:

   a. NUST Admission Letter

   b. HEC scholarship letter (if applicable)

   c. Visa and Passport copies

   d. NIO Bank Opening Letter (if required)

6. A valid Pakistani visa is required to maintain the bank account. If the student's visa expires and is not renewed or extended, the bank may automatically close the account in accordance with its applicable policies.

7. **Medical Service**: NUST Medical Centre (NMC) is an on-campus healthcare facility that offers round-the-clock medical care to all students. The medical staff is trained and equipped to handle routine and emergency situations. Students can access NMC anytime or contact their helpline for assistance (051-90851666). Additionally, an ambulance service is available at all times to respond to emergencies swiftly. Upon visiting NMC, students receive outpatient medical care, and if necessary, arrangements can be made for referral to affiliated hospitals

for further treatment. It is recommended that students consult with NMC before seeking private medical treatment.

8. **Support Services for International Students:** NUST International Office (NIO) provides general guidance and support to international students regarding their admission, joining, visa, accommodation, administrative matters, and integration into the University. NIO also coordinates with relevant University offices, where required. Further information is available at https://nio.nust.edu.pk/.

9. **Maintaining contact with Embassy:** International students are encouraged to maintain contact with their respective embassy or consular mission in Pakistan and remain aware of relevant consular services, travel advisories, and emergency procedures.

10. **Mailing Address & Social Media Accounts of NUST International Office**

Mailing Address: 1st Floor, Jinnah Auditorium, National University of Sciences and Technology (NUST) H-12, Islamabad, Pakistan

Web Address: https://nio.nust.edu.pk/

Social Media Accounts:

- https://www.facebook.com/profile.php?id=100088816585982
- https://www.linkedin.com/company/nust-international-office/
- https://www.instagram.com/nustinternationaloffice/

CHAPTER 9: NUST Social Media Accounts & IT Services

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 the admission process till the very end of degree and convocation. NUST main web portal is continuously updated with comprehensive information especially information regarding news and notifications and student achievements, etc. The portal can be accessed at 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 a university, students want a world-class programme, facilities, 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 action so that they understand that they are being heard. Moreover, 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 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/


X: https://x.com/ThisIsNUST?s=20


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


YouTube (Company Page): www.youtube.com/NUSTOfficial


Instagram: https://www.instagram.com/nustgram/?hl=en

3. **Qalam.** NUST has implemented On-Demand Open Object (ODOO) based system, i.e., Qalam, to automate student life cycle processes from student admission till graduation. Qalam can be accessed by faculty and students on campus and off-campus through URL https://qalam.nust.edu.pk. The following are the modules of Qalam:

a. Student admission
b. Student Financials
c. Financial Aid
d. Course Catalogue& Scheduling
e. Student Courses Enrolment
f. Attendance Management
g. Grade book
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 Qalam regarding hostel services, healthcare services, cafeteria services, and ICT.

5. **Learning Management System (LMS).** LMS is a core digital solution for digital academic interaction between students and faculty members. Specifically, it is a course content management system that efficiently manages course activities such as course outlines, lecture notes, presentations, lab manuals, videos, reference books, and articles. It is also capable of supporting online assignments, quizzes, and exams. Moreover, it provides the facility for quick feedback about any topic or lecture. Other notable features are online messages, discussion forums, collaborative studies, general surveys, wikis, project repositories, glossaries, personal files, etc.

CHAPTER 10: NUST Code of Conduct

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 becoming 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 attire.

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 the 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 committed 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 the 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 staff with the intention of accessing to or tampering with the official record/examination paper etc.

7. **Moral Dishonesty.** Moral dishonesty means an act that 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's reputation and/or the pursuit of its objectives. Each member of NUST shall be responsible for own 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 own 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 a degree but also to develop their personalities and to enrich the society of which they are members. Therefore, disciplined and organized life on the campus is extremely important. It is essential to lay down rules and regulations 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 the 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 is to be nominated by the head of the institution, subject to a maximum of five.

(3) Students' representative from the concerned institution.

(4) Officer in charge of Student Affairs from Main Office NUST – to be a 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 their own viewpoint.

d. The term of office of the Committee other than ex-officio members shall be two years.

e. The quorum for the meeting of the 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, firearms, explosives, crackers, etc.

d. **Violation of Disciplinary Sanction.** This means knowingly violating the 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 prior knowledge/permission of the respective person.

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 **a** reasonable direction of University officials acting in the 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. **Drugs/Narcotics.** Direct/Indirect use/sale/possession/facilitation/distribution of drugs, narcotics, intoxicants, etc on the campus.

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 the 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 offenses 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, animals being used for security purposes, or service animals (e.g., guide dogs for the visually impaired) 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. **Political/Sectarian Activities.** 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 that limits a student's educational opportunity.

(2) Making unwanted verbal or physical advances or explicit derogatory statements toward individuals, that cause them discomfort or humiliation or that 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 includes, but is 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 the University Code of Conduct hearing to convene in bad faith;

w. **Public Display of Affection (PDA).** PDA is an indecent behavior exhibited on the campus including classes, cafeteria, laboratories, etc., defying the norms of decency, morality, and religious/cultural/social values by an individual or a group of students. It is an act of physical intimacy carried out anywhere inside campus. It involves physical contact or any act of sexual connotation including but not limited to physical intimacy (hugging, kissing, caressing, fondling, sitting in each other's lap, etc.) for same-sex/opposite-sex in University premises / events / activities / excursion or field trips, etc. Moreover, it is advised not to go/sit in the dark or isolated places including vehicles with blinds or tinted glass to avoid any potential PDA case.

x. Any lax in this context will lead to disciplinary action based upon the identified penalties. NUST faculty and staff officers, grade 18 and above, are authorized to check and initiate PDA case. They may ask the concerned students to provide their NUST ID cards for the purpose of initiating disciplinary case. In case of non-provision of the NUST ID cards, students may be treated as outsider and will be dealt accordingly.

y. Damage to the University fixtures/furniture, scribbling/carving on desks, wall chalking, misusing of lab/university equipment, etc.

z. The use of mobile phones in classrooms, examination halls, labs, and libraries thus disrupting the calm environment of such 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 amounting up to Rs 10,000.

(4) **Hostel Suspension/Permanent Removal.** Expulsion from the hostel for a specified period, or permanent removal from the Hostel.

(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) Expulsion from the hostel for a period of upto one semester.

(8) **F Grade.** Award of **F** grade in a course of studies.

b. **Major Punishments**

(1) **Expulsion.** Expulsion from the class for a specific period upto one semester.

(2) **Fine.** This may amount to up to Rs 50,000.

(3) **Exam Result.** Cancellation of examination results (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 the 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 DD Hostels or the manager hostel. Any charge should be submitted as soon as possible after the occurrence of the alleged violation, preferably within 24 hours of the violation. Those referring cases are normally expected to serve as complainants and to present relevant evidence in disciplinary hearings before the NUST/Institution Discipline Committee. Depending on the gravity of the case, the 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 own point of view. This must be done before recommending the punishment to the head of the institution/Rector.

d. **Appeals.** An appeal against the decision of the Discipline Committee can be filed with the head of the institution/Rector within fifteen days of the announcement of the decision.

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

19. **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 for trash disposal.

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

a. Under no circumstances should a player or sportsperson react violently 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 spectators.

b. By signing the player registration form, individuals agree to abide by the 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.

21. **Dress Code.** Clothes should not distract from the learning environment or be considered inappropriate in a business or professional setting or attract undue attention. Examples of inappropriate clothing include:

a. see-through or revealing garments, backless dresses, skinny fitted clothes, tights/leggings;

b. casual footwear (e.g., flip flops/bedroom slippers);

c. short pants/ short skirts, knickers/shorts;

d. clothing with derogatory, offensive and/or lewd messages either in words or pictures, or any piece of clothing promoting racism, violence, sex, drugs, alcohol, or other illegal activities;

e. dressing in culturally inappropriate clothes to emphasize body parts (both for male/females) may qualify as an example of Sexual Harassment by hurting/disrespecting human feelings and emotions of others;

f. any failing in this regard will lead to disciplinary action based upon the identified penalties as per NUST Regulations.

22. **Greetings**. Students are advised to adopt the habit of exchange of formal culturally appropriate/Islamic greetings i.e., Assalam-o-Alaikum/WaAlaikum Assalam while meeting and interacting with colleagues/faculty and staff of the university. This is an important aspect of Islamic etiquette and obligations and should so be reflected in our lives.

23. **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.

24. **Redressal of Student Grievance.** NUST as an internationally reputable and progressive university continuously endeavours to enhance its exceptional quality in all dimensions. It promotes an environment conducive to the open exchange of ideas. Besides imparting academic knowledge of specific disciplines to its students, it endeavours to instil moral and ethical values along with the soft skills necessary for success in the workplace. NUST is aware that students occasionally face certain issues during their course of study. To be an effective professional, every student needs to be conversant with the policies and procedures for the harmonious resolution of their grievances. This policy document on student grievances details the course of action to be undertaken for amicably and efficiently addressing individual issues of the student body. Additionally, the NUST Student Forum has been entrusted to address collective concerns of the students, for which a separate policy document is formulated and may be consulted.

a. **The Students Grievance Committee (SGC)**

(1) **Aim.** The Grievance Committee is responsible for addressing the individual student's unresolved complaints.

(2) **Scope**

(a) Academic and administrative matters

(b) Misconduct of any individual in the University

b. **Initial Steps before approaching SGC.** Every student complaint should be resolved through the normal reporting channels. The following paragraphs provide the necessary guidelines to a student for reporting their complaints:

(1) **Step 1: Who should you go to?**

(a) **Faculty/ Officer**. If the complaint concerns a certain action or inaction by the faculty/officer on any academic (e.g., course progress, learning difficulties, etc.) or administrative (e.g., class/exam schedules, hostel, finance, etc.) issues, the student should first approach the concerned faculty or officer (DD Adm, DCE, Accounts Officer, Programme Coord, ILO, Trg Coord, SO NUST, etc.).

(b) **Student Advisor**. Students may also approach their respective Student Advisor/tutor for the above complaints along with issues related to academic deficiency/medical conditions/personal and administrative matters (e.g., hostel, transportation, etc.). Depending on the urgency of the matter, the student can approach their Advisor anytime besides the scheduled meetings.

(c) **Female Faculty Focal Person (F^3H).** To report a sensitive matter, a female student may directly approach the concerned Female Faculty Focal Person at the School.

(2) **Step 2: Second Level of Reporting**

(a) **Head of Department (HoD)/ Programme.** If the complaint is not resolved at the faculty/officer level, the student may report the matter to the respective HoD/Programme Head. If the issue is outside the school's domain, the HoD/Programme Head will report the matter to the relevant Director in the Main Office.

(3) **Step 3: Third Level of Reporting**

(a) If the complaint is not resolved at step 1 and/ or step 2, the student may report the matter to SGC.

(b) The following illustration outlines the above-stated process along with the expected resolution/ wait time at each step.

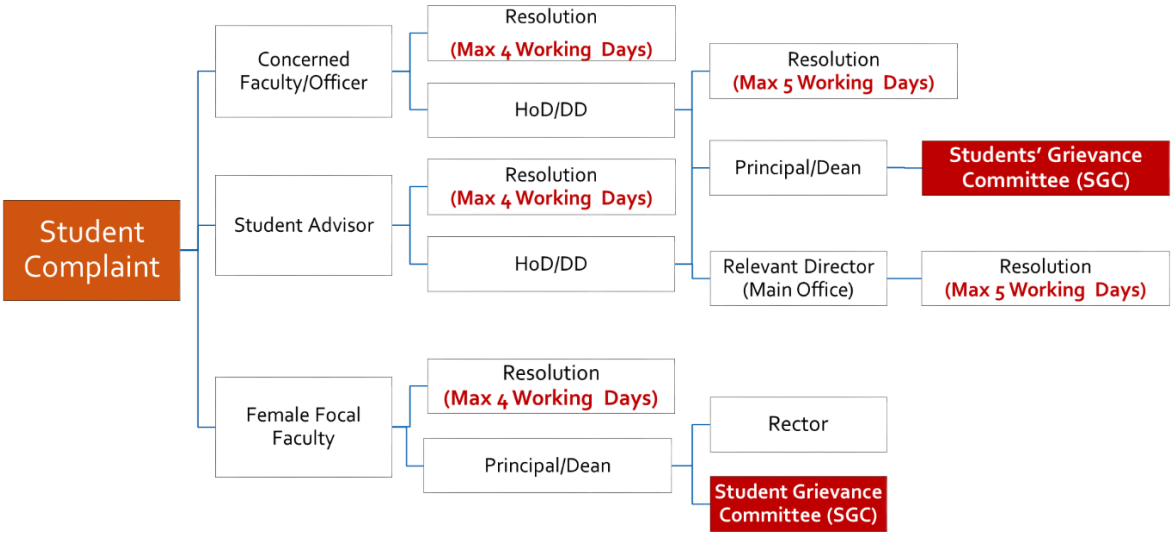


Figure 1: Complaint Process

c. **SGC: Filing Process and Procedure.** If the individual's complaint remains unresolved till the expiry of the stipulated timeframe in Figure 1, the student may approach the Student Grievance Committee (SGC) through a written application/email to the Head of SGC. In exceptional cases, the student can also approach the committee directly. The responsibility for the decision to directly approach the SGC rests with the student. Similarly, a student can withdraw a grievance at any stage of the process by sending a written request to the Head of the SGC. Once withdrawn, the grievance will not be reinstituted, unless a change in the circumstances has occurred.

d. **Composition of SGC**

(1) Head (1x Senior Faculty)

(2) 2 x Faculty Members

(3) 1 x F3H (Co-opted member, when a female student agrees to report the issue to SGC)

e. **Duration of the Grievance Redressal.** Generally, the SGC is expected to settle all cases within a maximum of 15 working days. However, under exceptional circumstances, this time period may be lengthened. The grievance committee must ensure the confidentiality of its proceedings and inquiry. The decision and action taken can only be shared with the concerned student and concerned faculty/officer, as and when required. In case the student is not satisfied with the decision, he/she may take the matter to Pro-Rector (Acad).

f. **Responsibility of the Student.** A student is expected to keep in mind the following important points while lodging a complaint or a grievance:

(1) Report the matter (preferably in writing) at the earliest: not later than 15 days after the occurrence.

(2) Treat all concerned person(s) with courtesy and respect.

(3) Do not engage in a behaviour that is unbecoming of a NUSTIAN.

(4) Do not make complaints or grievances that are frivolous or lacking in substance.

(5) Provide truthful information.

(6) Do not purposefully misrepresent or withhold relevant information.

(7) Cooperate during the process, including answering questions, providing further information and copies of documents, and attending meetings if required.

(8) Be patient and adhere to defined timelines before escalating the matter to the next level.

(9) Keep a record of correspondence, if any.

25. 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.

26. Anti Drug & Tobacco

a. NUST has zero tolerance for drug use and is strictly dealt through NUST Disciplinary Committee and HEC guidelines. Smoking is discouraged and is restricted to earmarked outdoor spaces only. An Anti-Drug & Tobacco Committee is also constituted for awareness / preventive measures

b. Students, Faculty and Staff must go through NUST Policy on Drug & Tobacco abuse and an undertaking is also required to be signed by all new students and Father/Mother/guardian is attached as **Annex E** and for Faculty and Staff is attached as **Annex F**.

CHAPTER 11: Living on Campus

1. **Introduction.** NUST Hostels have been established for the outstation National and International students. Hostels are providing a hygienic and pleasant environment and are equipped with all amenities for standard living. Seventeen hostels have been built in the main campus of NUST (8 for males and 9 for females) with the capacity to accommodate 4719 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

      (4) Heating System in Each Room

      (5) CCTV Surveillance System Installed in Hostels

      (6) Uninterrupted Electric Supply

      (7) Wi-Fi

      (8) Laundry

      (9) Hot Water in Winters

      (10) Water Purification Plant

2. **Allotment of Hostel Accommodation**

   a. Hostel accommodation will be allotted to outstation students as per NUST Hostel Allotment Policy - **Annex B**.

   b. The following are the guidelines to apply for Hostel Accommodation:

      (1) Existing students will apply through their Qalam Account for Hostel Accommodation while newcomers will apply through pgadmission.nust.edu.pk (PG Students) & ugadmissions.nust.edu.pk (UG Students).

      (2) Six months' Hostel Charges and Security Invoice will be issued by Fee Section (through students Qalam account (existing students) & through personal mail (newcomers) and be paid before joining the hostel. Paid slip will be submitted to the respective Manager (Hostel) on arrival. Monthly Invoice for Messing will be issued by Hostel branch on their Qalam account 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 & Undertaking 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) Single occupancy with attached washroom for PG/PhD Students

(2) Double occupancy (in Girls Hostels) with attached washroom for UG Students

(3) Double occupancy with community washrooms for UG Students

(4) Triple occupancy with community washrooms for UG Students

(5) Double occupancy with attached bath & kitchen facility (for international students only)

3. **Duration of Student Stays 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 standard duration which is 4 years for BS programmes, however, for B. Arch, MBBS, LLB Batch 2024 and earlier entries, students can avail hostel for 5 years.

b. **PG.** MS Programme (2 Years), PhD Programme (3 Years).

c. NUST follows a semester-based academic system, and hostel allotment is aligned with the University's academic calendar. For postgraduate students, the final hostel vacating date shall be 31st January for students inducted in the Spring Semester and 31st July for students inducted in the Fall Semester. No further extensions will be granted.

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

a. Genuine medical issues (submission of Medical Documents with prior recommendation of NMC)

b. **Exchange Programme.** The hostelites who are offered an exchange programme in Foreign Universities will be given an extension in case their required courses are not offered during Summer vacations or regular semesters. Confirmation to this effect will be sought from Registrar Dte (MS Section).

c. Compassionate ground (case to case basis)

d. Overseas students (when both parents reside abroad)

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

5. An 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 students who are currently registered at the main campus of NUST, on availability of surplus and vacant accommodation. Students applying for a shorter duration will be granted permission to avail the facility on a case-to-case basis. The application form is available at the hostel's office, which requires the signature of the parents/guardian. Hostel rules will be followed by temporary students in true spirit.

7. **Messing.** Hostelite students must follow the given mandatory rules:

   a. Messing for the student is arranged by NUST staff.

   b. Messing is charged in advance from all the students on a monthly basis for which Mess Bill is issued, to be deposited in the bank within the due date.

   c. Mess Security (Rs 20,000/-) is charged at the joining the hostel, which is refunded in cash when a student applies for clearance from hostels.

   d. The student committee is formed to facilitate and participate in mess/hostel affairs. The mess menu of the hostel is prepared with the consultation of the Hostel Messing Committee.

   e. Messing attendance register is placed in Manager Hostel's Office. Students desirous of going on leave must notify at least two days in advance i.e., a student leaving on Friday shall register request by 2300 hours (11:00 pm) on Wednesday (it is mandatory to cater for the purchase of fresh ration that is procured one day in advance).

   f. The students need to be physically present in the office of the Manager (Hostel) while getting the Mess leave. Extension in Mess-Out will not be allowed on the phone or by mail.

   g. Failing to enter Mess leave dates in person on Mess Off Register placed in the office of Manager (Hostel) will not be entertained later on.

   h. A maximum of 12 days' Mess Leave will be considered in a month only.

   i. If the member is leaving the Hostel, she/he should apply for mess off at least two days in advance before the date of the mess off on a prescribed form available in the Manager (Hostel) Office.

8. **Meal Timings.** As decided by Deputy Director Hostels in consultation with the students' committee, Meal timing will be displayed on Hostel/Mess Notice Board.

9. **Hostel Dues.** All the details related to hostel accommodation and messing charges are available on https://campuslife.nust.edu.pk/facility-and-amenity/housing-and-dining/. Hostel dues are required to be paid on a 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.

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

10. **Discipline.** The best state of discipline is expected from the residents, a few aspects of the discipline are highlighted here:

a. **Ragging.** Ragging, in any shape, that can cause 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 the student or asking new students to do any act or to perform acts (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 with 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 the strike or printing/writing/ distributing pamphlets/handouts etc.

(3) Giving threats to any student or staff member.

(4) Overstaying in the hostel after completion of on-campus duration/ specified period/completion of the 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 the washroom. Students' general behaviour, dress, and conversation in the hostels must be decent. Shouting is not allowed. Any kind of misconduct will be dealt with sternly. CCTV cameras are installed for round-the-clock monitoring.

13. **Dos and Don'ts**

a. **Do's**

(1) Pay Salam to fellow students, staff and faculty.

(2) Be respectful to your colleagues, hostel staff/management & security staff at gates.

(3) Always communicate in a decent and courteous way.

(4) Keep your room neat clean and tidy.

(5) Utilize your PC/Laptop / Gadgets for educational purposes only.

(6) Take care of your valuables especially cash, mobile phones and laptops etc. Take valuables along when you proceed on leave etc.

(7) Clear hostel & mess dues in time. Defaulters are fined.

(8) All notices/instructions issued from time to time be followed in letter & spirit.

(9) Presence of a student is mandatory for daily attendance in the Manager (Hostel) office at a given time.

(10) Inform the Manager (Hostel) about Withdrawal/Relegation immediately.

(11) Economize on utilization of water, electricity and gas. Put off all the electric switches, gas appliances and water taps while leaving the room.

(12) Be aware of all notices put up on the Notice Boards.

(13) In case of any emergency or illness, immediately report to the Manager (Hostel)/Caretaker who shall make necessary arrangements for medical assistance.

(14) Students re expected to be well dressed & tidy.

(15) "Lost and found items" be reported to the Manager (Hostel)..

b. **Don'ts**

(1) Keeping prohibited medicines and drugs without a doctor's prescription.

(2) Misusing hostel facilities for other than studies.

(3) Involvement in criminal/police cases.

(4) Guests of students or day scholars in the room/hostel.

(5) Driving Motor Cycle without a crash helmet.

(6) Disturbing other fellow residents by playing loud music or any such instruments at a high volume.

(7) No electric appliance will be permitted in the student's room except the bedroom refrigerator and room cooler (with permission and on payment of monthly charges).

(8) Making any structural additions or alterations in their rooms, installing/fixing any electrical gadget or fittings/fixtures anywhere in the Hostel.

(9) Collection of Chanda on any account.

(10) Ragging of juniors inside/outside the rooms and hostels.

(11) Gambling in any form such as playing cards (even without money at stake).

(12) Authorized room layout will not be changed.

(13) Occupying or interchanging/swapping the room without the permission of the Manager (Hostel) and DD Hostels.

(14) Giving tips or making any other kind of payment to the sanitary worker or any other hostel staff.

(15) Opening the door of another fellow's room without his/her permission.

(16) Using the belongings of other residents without their consent.

(17) Borrowing and lending money among the students and staff.

(18) Visiting rooftops of hostels.

(19) Arrange private trips/visits without written permission of DD Hostels and respective schools.

(20) Cooking in the room under any circumstances is prohibited.

(21) Keeping pets or animals in the room.

(22) Non-adherence to the chain of command while reporting a complaint.

(23) Excessive cash/gold jewellery/expensive items are not to be kept in the hostel. Hostel Management is not responsible for any loss.

(24) Visiting Khokhas/Dhabas.

14. **Attendance.** To ensure security as well as the presence of students in the hostels, physical Attendance shall be marked between 10:30 PM and 11:00 PM for both male and female students and those who fail to mark their attendance shall be considered as absent. If a hostelite is absent from the hostel for more than 07 days without prior information, his/her hostel allotment will be cancelled immediately. Defaulters will be liable to imposition of the fine.

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

15. **In/Out Timings**

a. Both male and female students are not allowed to stay out of the hostel after 10:30 PM or the time notified otherwise. Defaulters will be fined as follows:

(1) 1st Violation - Rs 5,000/-

(2) 2nd Violation - Rs 7,500/- and information to concerned School & parents

(3) 3rd Violation - Rs 10,000/- and expulsion from the hostel for the semester with information to concerned School and 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 a 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 11:45 pm on the weekends/closed holidays. The keys of the television room will be in the custody of the Manager (Hostels) and will be responsible for ensuring compliance of orders. However, in the case of some important sports events such as the World Cup/Olympics, etc, special permission can be obtained from the Manager (Hostels).

17. **Temporary Vacation of Hostels**

a. In case of closure of university due to semester break, summer session and any unforeseen reasons, no student is allowed to stay in hostels unless otherwise decided by the university authorities.

b. Foreign students, overseas Pakistani family's students and those who have peculiar academic requirements duly recommended by the respective school may be considered to stay in the hostel.

c. However, the hostel branch will have the authority to shift the above said students to the earmarked hostels on temporary basis to minimize the services/administrative expenditures. In this eventuality students will be shifted as per seniority from the ground to top floor.

d. During Summer Vacations, hostel residents will be required to store their luggage in earmarked rooms of each hostel and the vacated rooms will be utilized for students who are temporarily staying during summer vacations. NUST Hostel Administration reserves the right to use temporarily vacated available accommodation for annual maintenance and other official requirements.

18. **Final Vacation of Hostels.** Will be undertaken on the following reasons: -

a. Completion of study/completion of on-campus tenure.

b. Deferment.

c. Withdrawal/expulsion on disciplinary grounds.

19. **Procedure to Vacate the Hostel.** To vacate the hostel, student needs to inform in writing to the Manager (Hostel) minimum a week in advance. All dues will be paid, clearance obtained and room keys be deposited in the Manager (Hostel) office. In case the student fails to abide by the said procedure he/she will be required to pay mess bill before issuance of hostel clearance. Online clearance will only be done by Hostel Branch on submission of the Hostel Clearance Form.

20. **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.

21. **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 produce 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 a valid driving license, vehicle registration, and wearing a 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.

22. **Damage to Property.** Students are expected to cooperate for taking care of the hostel/mess property, such as newspapers, magazines, furniture, TV, cutlery, 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.

23. **Punishment.** It is mandatory to comply with the timings and orders spelled 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. The following action will be initiated against defaulters:

a. Students will be produced by Manager (Hostel) before DD Hostels for misconduct and indiscipline.

b. A serious violation, as and when observed, will be reported to the parents/guardians in writing.

c. For major breaches, the matter will be referred to NUST Disciplinary Committee.

d. Imposition of fine/penalty

e. Expulsion from the hostel

f. After one time expulsion from the hostel, re-allotment will not be considered.

24. **Inspections**

a. Manager (Hostel), Assistant Director Hostels, Deputy Director Hostels, Director Field 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. A quarterly inspection will be carried out by Deputy Director Hostels.

25. **Medical Care.** NUST Medical Centre (NMC) is providing the best medical services to students round-the-clock and is equipped with sufficient arrangements. Qualified doctors (male/female) and trained staff perform their duties with complete dedication.

26. **Washerman Services.** A laundry shop has been established in all the hostels for the provision of washing and pressing of clothes facility to residents free of cost.

27. **Indoor Sports.** The facility of the 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.

28. **Vending Machine.** Vending Machines have been installed in all student Hostels that dispense items such as snacks, beverages, etc., to students on payment of cash or credit.

29. **Hostel Administration.** Hostel administration/management is as under:

a. Director Field Administration

b. Deputy Director Hostels

c. Assistant Director Hostels Female

d. Assistant Director Hostels

e. Assistant Director Hostels (Messing)

f. Manager (Hostel)

g. Caretaker

30. Certificate **(Annex C)** 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 a comfortable stay in the hostel.

b. Students are required to follow the above rules while staying in the hostel. Parents/Guardian are requested to go through the same rules and advise their son/daughter/ward 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 and regulations. However, it will keep the residents informed of any changes in the form of notice on hostel notice boards.

e. These rules are intended to ensure a conducive environment for all residents.

31. Dress Norms & Dining Etiquette are uploaded on Qalam system for all students employees and faculty**.** Details are also available on NUST website https://nust.edu.pk/downloads/dress-norms-dinning-etiquette/.

CHAPTER 12: Student Support Services Centre (S3C)

Your One-Window Platform for Student Support at NUST

1. **S^{3}C - One Platform for Every Student.** The Student Support Services Centre (S^{3}C), established under the Office of the Pro-Rector (Academics), is NUST's central one-window platform for student support. It is designed for all NUST students - undergraduate and postgraduate, national and international, and students requiring accessibility support - so that every student has one clear and dependable route for seeking assistance throughout the student journey.

2. Instead of students having to determine which office to approach or repeatedly move between offices, S3C provides a single point through which student requests can be submitted, routed, tracked, followed up, escalated and brought to resolution. The objective is simple: no genuine student request should be left without visibility, follow-up or a timely response.

3. **Our Commitment to Students**

   a. Once a request enters the S^{3}C system, its progress remains visible against the applicable service timeline, giving students a clear view of its status.

   b. S3C follows each request across the University structure and facilitates timely action by the concerned office so that student matters continue to receive attention until an outcome is recorded.

   c. Delayed or unresolved requests can move through the defined escalation channel to the appropriate higher authority.

   d. Where required, escalation may progress to departmental or directorate leadership, the School Principal, Director, relevant Pro-Rector, CF&BD and, at the highest institutional level where warranted, the Rector.

   e. This structured follow-up and escalation framework gives students confidence that their requests are not limited to a single desk and can receive attention at the level required for resolution.

4. **What S^{3}C Does for You**

   a. Provides one-window access for all types of student support requests and general queries.

   b. Receives and processes requests through a structured digital workflow and routes them to the responsible University office.

   c. Provides visibility of the applicable service timeline / turnaround time and the current status of each request.

   d. Follows up delayed or unresolved requests and activates the defined escalation path when required.

   e. Keeps the student informed through status updates and resolution feedback.

f. Records student satisfaction feedback after service delivery so that the quality of support can be measured and improved.

g. Uses service data and feedback to identify recurring student pain points, delays and areas requiring institutional attention.

5. **Support for International Students.** International students are fully covered by the S^3C one-window support model. S^3C provides them with the same structured access to student services, request tracking, follow-up and escalation, while helping connect their queries to the relevant University offices. This is particularly important for students who may be less familiar with NUST's administrative structure and need a clear, accessible starting point for support.

6. **Accessibility and Inclusive Support.** S^3C is committed to an inclusive student experience. A dedicated Accessibility Support Desk/Platform facilitates students with disabilities or accessibility needs by coordinating required assistance with the relevant University offices. Students may declare or register their accessibility needs through their respective School for referral to S^3C and coordinated support.

7. **How the S3C Portal / App Works**

a. **Submit:** Tell S^3C what you need through the S3C app / Student Portal. If your issue does not fit an available category, submit it as a General Query.

b. **Route:** The request is directed through the S3C workflow to the office responsible for the relevant service.

c. **Track:** The request carries a defined service timeline / turnaround time, allowing progress and status to be monitored.

d. **Follow up and escalate:** Where action is delayed or the matter remains unresolved, the request moves through the approved escalation mechanism to the appropriate higher authority.

e. **Resolve and inform:** The student is informed of the outcome and the request is closed only after the resolution process is recorded in the system.

f. **Measure satisfaction:** The student is invited to provide satisfaction feedback, creating a direct evidence base for service quality and continuous improvement.

8. **Ways to Reach S3C**

Channel	Purpose
Student Portal / App	Submit and track requests, receive status notifications, view request history and provide feedback.

Ask S3C (AI Assistant)	Obtain immediate guidance on common policy and service questions, with onward support for matters requiring further action.
Walk-in Desk (appointment only)	Receive in-person guidance or clarification after booking an appointment through the portal.
Email / Telephone	Contact the S^{3}C helpdesk for guidance and support through the published channels.

9. **International Benchmarking – NASPA.** NUST, through S^{3}C, holds institutional membership with NASPA - Student Affairs Administrators in Higher Education - to strengthen international benchmarking, professional development and student-support practices. NASPA is a leading international association for the advancement of the student affairs profession.

10. The S^{3}C model is aligned with key ACPA/NASPA professional competency areas relevant to student support, particularly Advising and Supporting; Social Justice and Inclusion; Assessment, Evaluation and Research; Law, Policy and Governance; Leadership; Technology; and Student Learning and Development. In practical terms, these principles are reflected in S^{3}C's inclusive access, structured guidance and referral, digital service delivery, evidence-based service measurement, student feedback and accountable governance.

11. **Student Voice and Continuous Improvement.** Every completed request is an opportunity to improve the student experience. S^{3}C captures student satisfaction feedback within the system and uses service-level information to monitor responsiveness, identify recurring issues and support institutional improvement. Student feedback therefore becomes part of the University's evidence for improving how services are designed and delivered.

12. **Location and Contact**

Location	Concordia II, 1st Floor, H-12 Campus, Islamabad
Office timings	Monday to Friday, 9:00 am - 5:00 pm
Student Helpdesk	helpdesk.s3c@nust.edu.pk
Accessibility Support	accessibility.s3c@nust.edu.pk
Contact No.	051-8866611
Website	www.s3c.nust.edu.pk

13. **Frequently Asked Questions**

a. **Who can use S3C?**

All NUST students can use S^{3}C, including undergraduate, postgraduate, national and international students, as well as students requiring accessibility support.

b. **What if I do not know which office handles my issue?**

You do not need to identify the responsible office yourself. Start with S^{3}C and the request will be routed through the appropriate service channel.

c. **What if my issue does not fit any available category?**

Submit it as a General Query. S^{3}C will review the request and direct it to the appropriate office.

d. **What happens if my request is delayed?**

S^{3}C tracks the applicable service timeline and, where required, follows up and escalates unresolved matters through the approved University escalation structure.

e. **How will I know what happened to my request?**

The S^{3}C system provides status visibility and communicates the recorded outcome. After completion, you may also be asked to provide satisfaction feedback.

f. **Can S^{3}C support international students?**

Yes. International students are fully included in the S^{3}C support model and can use the same one-window system for guidance, routing, tracking, follow-up and escalation.

CHAPTER 13: NUST Generative AI Guidelines

Introduction

1. NUST is committed to advancing knowledge and research and has embraced Gen AI tools for its community. The landscape of AI is quickly transforming how higher education is taught and researched. These guidelines outline responsible practices for using Gen AI. The Gen AI tools can advance student learning and deal with many aspects of research, but this comes with notable limitations and presents new risks that must be considered while using these tools. These risks include concerns related to data confidentiality in user inputs and the reliability, bias, and verifiability of AI-generated outputs.

2. NUST Gen AI guidelines govern the use of AI tools by the NUST community, including faculty, students, researchers, and support staff, in the performance of their professional role for or on behalf of NUST. Since Gen AI is evolving rapidly, so will these guidelines.

Guidelines

3. NUST expects its community to follow the following general guidelines when using any Gen AI tools in their research or work-related functions:

a. **Classify information before using any GenAI tool.** Treat all information used in prompts/inputs as belonging to one of the following categories:

(1) **Public:** already published and intended for public release.

(2) **Internal:** internal NUST operational information not intended for the public.

(3) **Confidential:** non-public information that could harm NUST or individuals if disclosed (e.g., student records, HR information, internal evaluations, exam questions, unpublished research manuscripts).

(4) **Restricted/Highly Sensitive:** personal data (PII), financial data, health/medical data, human-subject data, security-sensitive information, credentials, or any contractual/third-party restricted information.

(a) **Default rule:** Only Public and approved Internal information may be used with GenAI tools. Do not input any confidential official or Restricted/Highly Sensitive information into Gen AI tools except when permitted by the relevant Head of Department/ Director/ Principal/Commandant.

(b) **Exception process:** When a legitimate academic/administrative need requires GenAI use with Confidential/Restricted information, prior written approval must be obtained via the designated approval route, and only approved secure tools/workflows may be used.

(c) Minimum safety criteria for GenAI tools usage

(5) For data privacy reasons, it is recommended to use only those GenAI tools that meet the following safety criteria.

(a) Clear terms on data retention and no-training on user inputs (where required).

(b) Ability to configure privacy controls and user access.

(c) Adequate safeguards for confidentiality and institutional compliance.

(d) Vendor clarity on data location/processing and incident response.

b. **Confirm the accuracy of the output provided by Gen AI tools:** Verify the accuracy of the information they produce before relying on it. These tools should not be used without confirming information through other reliable resources. AI-generated content can sometimes be inaccurate, biased, fabricated, or include copyrighted material.

c. **Disclosure of Gen AI Use:** Users must disclose any use of Gen AI tools in their writings, including but not limited to theses, projects, assignments, reports, or official communications. This disclosure should include a statement that provides the full name of the tool used (with version number), date of use, how it was used, and the reason for its use. This statement should be included in either the Acknowledgments or Methods section of the thesis/project/reports and as footnote in other writings like assignments/official communications.

Teaching and Assessment

4. This section covers GenAI use in coursework, teaching, assessment design, grading, and academic feedback. To ensure academic integrity, please refer to the following guidelines:

a. **Students**

(1) In addition to following the guidelines set forth in this working paper, students must also follow the course instructor's guidelines for using AI tools. Unauthorized use can be treated as plagiarism.

(2) Proper citation and acknowledgment of any use of GenAI tools are mandatory. Students must clearly declare where and how GenAI has been used, including for idea generation, drafting, or editing.

(3) In any AI-assisted writing, the student's own intellectual contribution must remain dominant, particularly in critical thinking, analysis, and interpretation.

b. **Assessment Rules and Course-Level AI Statements**

(1) Course instructors must publish assessment-specific GenAI rules in the course outline/syllabus, including: what is allowed, what is prohibited, disclosure requirements, and consequences for misuse.

(2) Default position (unless explicitly permitted): Students must assume

GenAI use is not allowed in graded assessments where originality, reasoning, or individual competency is being evaluated.

(3) Permitted uses (only when allowed by instructor):

(a) Language improvement (grammar, clarity, formatting) with full student oversight.

(b) Brainstorming non-assessed ideas, planning, and study support.

(c) Debugging and code explanation **only when the student can explain and defend** the logic and decisions.

(4) Prohibited uses in assessments (unless explicitly authorized in writing):

(a) Generating final answers/solutions, derivations, essays, reports, code, designs, or project deliverables submitted for grading.

(b) Using GenAI to circumvent learning outcomes (e.g., solving problems the student is meant to solve).

(c) Submitting AI-generated content as original work without disclosure.

(5) **Disclosure requirement.** Where GenAI use is allowed, students must disclose: tool name/version, date(s) used, what parts were assisted, and how outputs were verified/edited.

(6) **Oral defense / verification.** For high-stakes submissions (projects, theses, capstones), faculty may require oral explanations, in-class demonstrations, or version history (drafts/prompt logs) to verify authorship and learning.

(7) **Use of detection tools.** AI-detection/plagiarism tools must be treated as indicative signals only, and must not be used as the sole basis for grading or disciplinary action.

Research and Scholarly Publishing

5. This section covers GenAI use for research activities, scholarly writing and publication workflows; and research integrity, reproducibility and human subject data.

a. Researchers must verify the accuracy, authenticity, and originality of any content generated with the assistance of GenAI tools, including citations, references, data representations, and images. GenAI outputs must not be used without independent validation.

b. Researchers must ensure that the use and disclosure of GenAI tools in research and scholarly outputs comply with the policies and requirements of relevant journals, funding agencies, professional societies, and institutional regulations.

c. Researchers should not upload unpublished, proprietary, or confidential

materials—including manuscripts, grant proposals, datasets, or third-party information—to GenAI tools, as such use may compromise confidentiality, intellectual property rights, or future publication.

d. **Independent validation is mandatory.** Researchers remain responsible for the accuracy and integrity of all GenAI-assisted outputs, including citations, quotations, claims, code, analysis, and images/figures.

e. **No fabricated references or unverifiable claims.** All citations and references suggested by GenAI must be verified against original sources prior to inclusion.

f. **Reproducibility recordkeeping.** For any material use of GenAI in research workflows, researchers should retain an internal record of: tool name/version, date/time used, prompt strategy (high level), and what was adopted/edited—sufficient to support transparency and auditability.

g. Human-subject and sensitive data:

   (1) Do not input identifiable human-subject data (interviews, transcripts, medical, biometric, student data) into GenAI tools unless explicitly approved under institutional ethics and data protection requirements and only through approved secure tools.

   (2) Researchers must comply with NUST Research Ethics Policy and any IRB/ethics committee conditions when GenAI is used for data handling, analysis, translation, summarization, or annotation.

h. Images, figures, and data representations:

   (1) GenAI-assisted figures or enhancements must be disclosed where required by publishers/funders.

   (2) Researchers must avoid manipulations that misrepresent results; any enhancement must preserve scientific meaning and be transparently reported where applicable.

i. **Authorship and accountability.** GenAI tools cannot be listed as authors. Human authors remain accountable for the full work and must be able to defend and explain all included content.

6. Further guidelines are available in Draft Framework on Use of Generative AI (GenAI) Tools in Higher Education Institutes (HEIs) Version 1.0.

7. Aligned with the recent plagiarism policy of HEC1, the student of UG as well as PG must add the updated plagiarism undertaking statement stating:

8. “I, [Name of Student] I declare on oath that the research work presented in my UG/MS/PhD project/thesis, where applicable, entitled “[Project/Thesis Title]” is my own research work and is not substantially contributed by any other person or Generative AI Tools. Any small contribution / assistance wherever received has been duly acknowledged/cited and that whole project/thesis has been written by me under the latest

plagiarism policy declared by HEC and my respective university as per the policy on use of Generative AI Tools. I acknowledge the HEC and NUST zero-tolerance policy on plagiarism. I as an Author of the above titled project/thesis declare that no part of my project/thesis has been Plagiarized and any material used for reference has been properly referred/cited. I undertake that if I am found guilty of any plagiarism in the above titled project/thesis even after award of UG/MS/PhD degree, NUST reserves the right to withdraw/revoke my degree and that HEC and NUST has the right to publish my name on the HEC/NUST Website on which names of students are placed who submitted plagiarized project/thesis."

Use of Gen AI in Thesis, Project Report, and Assignment Writing

9. To ensure transparency and uphold academic integrity, the following guidelines outline the appropriate use of Gen AI tools during the writing process of master's and PhD thesis, final-year projects, semester projects, and assignments at NUST. The goal is to support the ethical use of AI to improve efficiency, clarity, and presentation, but it should not compromise the intellectual rigor required by students.

a. **Permissible Use of Gen AI**

(1) Gen AI tools may only be used to improve language, grammar, and formatting. Authors should maintain complete oversight and control, ensuring the output is rigorously reviewed and edited.

(2) Gen AI tools must *not* be used to generate data or other core responsibilities associated with the thesis/project process. The goal of thesis, assignment, project report e.t.c. is to promote the student's mental processes, critical thinking, and innovation that should remain central to their work. This also includes:

(a) Text or code generation without thorough review and revision.

(b) Synthetic data generation to substitute missing data without robust methodology.

(c) Generation of inaccurate content, including abstracts or supplemental materials, etc.

b. **Author Accountability**

(1) Authors are fully responsible for the originality and accuracy of their work. Gen AI must not substitute the critical thinking, research, and intellectual contributions the author requires.

(2) AI tools cannot be credited as part of the research/project team. Authorship implies accountability, decision-making, and the ability to respond to inquiries regarding the accuracy or integrity of the thesis or reports, as humans can only fulfill these responsibilities.

c. **Use of Appropriate and Secure Gen AI Tools**

(1) Authors must ensure that any Gen AI tool they use is appropriate for its intended purpose and provides adequate safeguards around intellectual property, confidentiality, and data security.

(2) Vulnerable or untrusted AI platforms should not be used, particularly those that may expose sensitive data to potential misuse, data leaks, or plagiarism. These platforms may upload data that can potentially be used to develop or train LLMs for purposes beyond the intended scope. Therefore, only paid and trusted AI tools that ensure privacy and confidentiality may be used (for already mentioned purposes), though their use is still discouraged unless necessary.

a. **Responsibility for Ethical Standards.** Authors are responsible for ensuring their work complies with all ethical standards, including originality and the proper citation of sources. Gen AI must be used transparently, and any undisclosed use of AI tools may result in academic consequences.

b. **Disclosure of Gen AI Use.** Authors must disclose any use of Gen AI tools in their thesis, project, or assignment. This disclosure should include a statement that provides the full name of the tool used (with version number), date of use, how it was used, and the reason for its use. This statement should be included in either the Acknowledgments or Methods section of the thesis/project.

Use of Gen AI for Visual Arts, Animation, Modeling, and Creative Design

10. To ensure transparency and uphold academic integrity, the following guidelines outline the appropriate use of Gen AI tools during the modeling, visualizations, diagrams, illustrations, graphic design, animations, and other creative applications in arts, design, and related fields at NUST. The goal is to encourage the ethical use of AI to improve efficiency, accuracy, and creativity in modeling, diagrams, illustrations, and similar tasks without compromising the intellectual rigor and originality expected from students. Therefore, user (student, FMs etc.) must adhere to the following:

a. Cite and declare the visuals obtained, enhanced, or generated with the assistance of AI tools under all circumstances. Where applicable, declare the prompts input to the application.

b. Use AI only to generate visual iterations based on material explorations; however, the base model input should be of the student's authorship. Reveal all iterations as part of their process work, clearly indicating issued prompts where applicable.

c. AI tools are not allowed to generate the final deliverables prescribed for any given project or during the ideation stage. This includes mood boards, concept designs, or mandatory deliverables assigned.

d. Declare the same where AI tools are used to enhance any student- authored work.

e. Responsible for ensuring that any work produced through AI generation does not infringe upon the intellectual property of any artist, architect, or desig

Annex A
to Para 22 to Chapter 2

Re-Checking of Papers

1. Fill out 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. Clearly mention the subject/paper required to be re-checked.

4. An application form shall be entertained only if it is complete in all respects 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 them.

6. Time-barred applications shall not be entertained.

7. Re-checking does not mean re-assessment or re-evaluation of the answer-book. Following is the procedure for re-checking 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 the answer book has been left un-marked;

   e. the total number of questions attempted does not exceed the limit allowed in the 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 behalf of the student has no right to see or examine the answer-book for any purpose;

   j. an 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. Papers 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. _____

Annex B
to Para 2 a to Chapter 11

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. Seventeen hostels have been built in the main campus of NUST (8 for males and 9 for females) with the capacity to accommodate 4719 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) or at the time of NET or both. Hostel accommodation will be allotted as per allotment policy depending on the 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 Shuhda 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) GilgitBaltistan

      (5) Southern Punjab (Bahawalpur, Bahawalnagar, D.G Khan, Layyah, Rahim Yar Khan, Rajanpur)

      (6) Azad Jammu and Kashmir (Athmuqam, HattianBala, Haveli /Kahuta)

      (7) Khyber Pakhtunkhwa (D.I. Khan, Chitral, etc.)

   e. **Priority – 1.** As a matter of principle, allocation of Hostel to thewaiting list of last year takes priority overall.

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 studies due to domestic/medical issues can re-join the hostel in the next semester, subject to the permission by Registrar Dte to the fact that students have been allowed to continue studies.

6. **Compassionate Grounds**

a. **Medical Cases** Will be decided on case-to-case basis. Students 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 evaluation.

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. Students who have completed their degrees

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

a. **UG**. Students will only avail Hostel facility for the standard duration which is 4 years for BS programmes, however, for B. Arch, MBBS, LLB Batch 2024 and earlier entries, students can avail hostel for 5 years.

b. **PG.** MS Programme (2 Years), PhD Programme (3 Years).

c. NUST follows a semester-based academic system, and hostel allotment is aligned with the University's academic calendar. For postgraduate students, the final hostel vacating date shall be 31st January for students inducted in the Spring Semester and 31st July for students inducted in the Fall Semester. No further extensions 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 Programme.** Hostelites who are offered an exchange programme in Foreign Universities will be given an 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 Dte (MS Section) and the 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 students who have obtained **F** grades/Low grades/repeat courses/short attendance.

11. **Temporary Hostel Allotment.** Temporary allotment facility will be provided only to students currently registered in the main campus of NUST, depending on the availability of accommodation. Students applying for a shorter duration (not more than a week) will be granted permission to avail the facility on case-to-case basis. An 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 a student's temporary allotment stay that will be dependent on case-to-case basis. Hostel Rules will be followed by temporary students in their 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. Instructions mentioned in the handbook will only be considered in normal conditions, in case of any force majeure NUST holds the right to amend any clause in the best interest of students and university***.**

Annex C
to Para 30 to Chapter 11

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. I would follow these rules in true letter & spirit and hostel administration may take disciplinary action against me on violation. I understand that hostel administration reserves the right to change the room and hostel at any time. Besides the hostel administration can use temporarily vacated accommodation by me as per NUST requirements.

Date:_____ _____

Student Signature

Counter Sign By

Date: _____

Father / Mother / Guardian

Name: _____

CNIC No: _____

Annex D

UNDERTAKING (By the Student & Parent/Guardian)

I,_____ son/daughter/ward of_____, student of _____ programme, 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 all my academic documents (including Matric / FA, FSc results, equivalence) are complete and correct as per eligibility criteria; if found incorrect at any stage, the 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).

Annex E

to Para 26 b to Chapter 10

UNDERTAKING Drug and Tobacco Awareness Certificate (By the Student & Parent/Guardian)

Roll number/ Registration Number _____

Programme Title _____

Name _____

CNIC/CRC Number _____

Contact Number _____

Father/ Guardian's Name _____

Father/ Guardian's Contact Number _____

Gender _____

Date of Birth _____

Mark of Identification _____

Blood Group _____

Any Disability _____

Any Existing Medical Problem or Mental-Health Issues _____

Taking any Medicine on a Regular Basis (if yes, please give details) _____

I _____ son / daughter of _____ certify that I am/shall not be involved in any kind of drug abuse (bringing into the campus/consuming or encouraging consumption of drug and narcotics substances) or the unlawful use of tobacco products at the Higher Education Institute (HEI). The HEI is authorized to examine me for drug abuse at any time and to take any measure to ensure the implementation of its policies. Moreover, parents will be informed if I will be involved in any drug/tobacco-related unlawful activity. Further, I have read and am aware of the provisions of the Higher Education Commission's Policy on Drug and Tobacco Abuse in Higher Education Institutions.

_____	_____
Signature	Signature of Father / Guardian (for Students)
Dated: _____	Dated: _____

Note: *Please submit this undertaking form to the concerned office after joining the HEI. For current Members of the HEI, please submit in accordance with the timelines prescribed by the HEI.*

Annex F
to Para 26 b to Chapter 10

UNDERTAKING Drug and Tobacco Awareness Certificate (By the Faculty & Staff)

Name: _____

Designation _____

Department _____

CNIC/CRC Number _____

Contact Number _____

Gender _____

Date of Birth _____

Mark of Identification _____

Blood Group _____

Any Disability _____

Any Medical Problem or Mental-Health Issues _____

Taking any Medicine on a Regular Basis (if yes, please give details) _____

I _____ son / daughter of _____ certify that I am/shall not be involved in any kind of drug abuse (bringing into the campus/consuming or encouraging consumption of drug and narcotics substances) or the unlawful use of tobacco products at the Higher Education Institute (HEI). The HEI is authorized to examine me for drug abuse at any time and to take any measure to ensure the implementation of its policies. Further, I have read and am aware of the provisions of the Higher Education Commission's Policy on Drug and Tobacco Abuse in Higher Education Institutions.

_____ Dated: _____

Signature

Note: *Please submit this undertaking form to the concerned office after joining the HEI. For current Members of the HEI, please submit in accordance with the timelines prescribed by the HEI.*

HANDBOOK FOR UNDERGRADUATE STUDENTS

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