

Working Paper # 15

Policy on Change of UG Program / Disciplines

Sponsored by Registrar Dte

General

1. In 48th ACM held in March 2017, it was recommended to revise the curriculum of all engineering programs besides proposing a common first year curriculum for all UG programs of NUST keeping in view the international practices and national requirements.

Rationale

2. The first year of study in most, if not all, of the renowned international Schools of Engineering is largely common to all discipline irrespective of their sub-discipline. These common first-year courses are completely transferable among the majors offered by the university.

3. The first-year curriculum by each school is designed to give the students a solid foundation and introduce them to the vast opportunities available in a wide variety of programs being offered by NUST. The main idea is to enable a student looking for a change of program / discipline after undergoing first year of studies to do so without missing out on the basics of that program. (This option is only available after completion of the first year).

Salient Aspects

4. Consequent to approval of working paper “First year common for all UG programs”, in the 50th & 51st ACMs held on 28 December 2017 and 13 Sep 2018 respectively. NUST candidates will now have the option to change their discipline / program in a restricted manner after completion of the first academic year. This Working Paper lays down the procedure (SoP) to embrace the change in the UG program, through lateral transfer of undergraduate (UG) students to other UG programs.

5. The policy on 1st year common, allows lateral shifting of UG students within a major discipline and across major disciplines i.e., Engineering, Social Sciences, Management Sciences, Natural Sciences and Applied Bio Sciences. The proposed procedure (SoPs) has been formulated by a Committee designated for the task vide

Acad Dte letter no 0972/A202/50th ACM/Minutes/Acad dated 19 January 2018. Lateral transfer policy will be implemented as per the subsequent paras.

6. **Change of Program from Engineering to Non-Engineering and Vice Versa**. Lateral change in program will be allowed conditionally; students applying for the change will have to join the semester recommended by the accepting institute after proper evaluation, because of considerable difference in the courses offered during the first two semesters between engineering and non-engineering programs. The conditions for change in program are:

- a. Students seeking change of program will apply after first year, within 15 days after spring end semester exams. No application will be accepted from the institutes after the stated time line.
- b. Student must fulfill the NUST eligibility criteria of the specific program in which he / she desires to transfer.
- c. Student will have to appear in the relevant NUST Entry Test (NET), especially arranged by the Admission Dte along with NET-3, for selection in the applied program. In case the student had already appeared in the particular NET, its results may be considered, if desired by the student.
- d. List of applying students along with the applied program will be forwarded by Registration Branch UG by end June, to Admission Dte for arranging the NET for respective disciplines.
- e. In case of change of program from Business Studies to Social Sciences and vice versa, merit of the student at the time of admission will be taken for selection in the Fall batch or student can opt to appear in the relevant test again.
- f. Student will be selected, following the normal selection procedure for the freshman and will have the following options while joining first semester of the selected discipline:
 - (1) **Option I**. In case student wants to start afresh he / she will be allowed to complete prescribed years of study with new enrollment and no transfer of previously studied credits.

- (2) **Option II.** In case student wants to transfer his / her previously studied credits of all accepted courses, then the duration of study will include previous study duration including deferment, if any, and he / she will not be considered a new enrollment. Moreover, selection will depend upon the availability of seats in the batch, recommended by the accepting institute. Student availing change of program with this option will not be eligible for any honors and awards.
- g. In case of opting for transfer of credits of accepted courses, these would be fully transferable and accountable in the re-allotted program. Any leftover courses will be transferred as a non-credit course (additional course).
 - h. The request for change of program will be processed by respective school / college through FBS recommendation and will be submitted to Main Office (Registration Branch UG), immediately on conclusion of the FBS (within 15 days after spring end semester exam) for registration of NET. Application form for change of program outside the discipline is attached as Anx A.
 - i. Cases of students opting for transfer of credits as per option II, para 6 f (2), will be processed by Registration Branch UG after properly evaluation through the respective institutes to recommend the joining semester / batch and accepted / additional courses on the basis of evaluation. Selection will depend upon the availability of the seats in that particular batch if recommended batch is other than the freshman batch.
 - j. Final list prepared as per merit and availability of seats will be duly recommended by Registration Branch UG for approval by the competent authority.
 - k. Student availing change of program with option II, will not be eligible for any honors and awards.
 - l. The change of program once carried out will not be reversed.

7. **Change of Program within Engineering and Non-Engineering Disciplines.** Change of program will be allowed within engineering and non-engineering disciplines where first year has been made common. There will be two category of students, one successfully clearing the first year with minimum 3.3 CGPA, in case of opting for change of program from lower merit program to higher one and mandatory CGPA from higher merit program to lower one and others with lower CGPA not falling in above condition. The procedure / conditions for change in program for both categories are:

- a. **Category-A.** Students successfully clearing the first year with minimum 3.3 CGPA, in case of opting for change of program from lower merit program to higher one and mandatory CGPA from higher merit program to lower one. The conditions are:-
 - (1) Student must have secured minimum of 3.3 out of 4.00 CGPA in case of change of program from lower merit program to higher one and mandatory CGPA from higher merit program to lower one.
 - (2) A merit list will be prepared by the Registrar Dte on receipt of applications from the schools on the basis of CGPA and recommendations of the FBS of school / college.
 - (3) In case of similar CGPAs of students seeking change of program, preference will be given to the candidate having higher merit position obtained in the NUST admission process.
 - (4) Transfer of credit hours and grades would be fully transferable and accountable in the re-allotted program. Any leftover courses will be transferred as non-credit courses (additional courses).
 - (5) The request for change of program will be processed by respective school / college through FBS recommendation and will be submitted to Main Office (Registration Branch UG), immediately on conclusion of the FBS (within 15 days after spring end semester exam). Application form for change of program within the discipline is attached as Anx B.

- (6) Registrar Dte will ensure that re-allocation / change of program is appropriately controlled and managed with respect to the laid down procedure and availability of seats in the required program.
 - (7) Change of program will depend upon the eligibility criteria, availability of seats in a particular program and merit.
 - (8) Final list prepared as per merit and availability of seats will be processed by Registration Branch UG for approval by the competent authority.
 - (9) Student availing change of program will not be eligible for any honors and awards.
 - (10) The change of program once carried out will not be reversed.
- b. **Category-B.** Students not fulfilling the conditions of Category-A would fall in Category-B and would be processed as under:-
- (1) Receipt of applications from the schools on the recommendations of the FBS of school / college.
 - (2) Student seeking change of program shall appear in the NET.
 - (3) A merit list will be prepared by the Registrar Dte on the basis of following percentage:-
 - i. Entry Test - 50%
 - ii. FA / FSC / A level equivalent - 50%
 - (4) Transfer of credit hours and grades would be fully transferable and accountable in the re-allotted program. Any leftover courses will be transferred as non-credit courses (additional courses).
 - (5) The request for change of program should be processed by respective schools / colleges and be submitted to Main Office, Registration Branch UG on FBS recommendation immediately on conclusion of the FBS (within 15 days after spring end semester exam) for registration of NET. Application form for change of program within the discipline is attached as Anx C.

- (6) Registrar Dte will ensure that re-allocation / change of program is appropriately controlled and managed with respect to the laid down procedure and availability of seats in the required program.
 - (7) Change of program will depend upon the eligibility criteria, availability of seats after adjustment of Category-A students, in a particular program on merit.
 - (8) Cases of students will be processed by Registration Branch UG after properly evaluation through the respective institutes to recommend the joining semester / batch and accepted / additional courses on the basis of evaluation.
 - (9) Final list prepared as per merit and availability of seats will be processed by Registration Branch UG for approval by the competent authority.
 - (10) Student availing change of program will not be eligible for any honors and awards.
 - (11) The change of program once carried out will not be reversed.
8. Colleges / Schools will ensure the following:
- a. Forward consolidated recommendations to Main Office on conclusion of the FBS (within 15 days after spring end semester exam) so as to ensure that the process is completed in available time.
 - b. Intimate availability of seats in each program of engineering and non-engineering for accommodating the change of program / transfer / migration cases by mid spring semester after adjusting the students joining after deferment / suspension / student exchange program / internship program. The details to include studying students and students joining due to deferment etc.

Recommendations of Academics Directorate

9. The Policy on Change of UG Program / Disciplines was discussed and endorsed by UCAP held on 21 Jan 2019 for implementation with immediate effect.
10. Academic Council is requested for the decision.



**NATIONAL UNIVERSITY OF SCIENCES AND TECHNOLOGY
SECTOR H-12, ISLAMABAD
REQUEST FOR CHANGE OF PROGRAM (UG)
OUTSIDE THE DISCIPLINE**

1. Regn No _____ 2. Name _____
3. Current program _____ 4. School/college _____
5. Number of semesters completed _____ 6. CGPA _____
7. Admission category: Open merit/SAT National seat/SAT International seat. *(Please tick ✓)*
8. Merit position _____ 9. Change of program required to _____
(Program) (School/College)

10. Detail of courses studied: (Attach transcript)

11. Have you already availed deferment/suspension of semester(s)? [Yes] [No]
(If yes, please specify the duration and Registrar Dte letter no. and date.)

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12. Transferred of credit in the new allotted program? [Yes] [No]
(If yes, duration of study will include previous study time including deferment if any)
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13. Recommendations of FBS meeting:

FBS meeting no. _____ Held on _____ Item no. _____

14. Signature of the student _____ Date _____

15. Signature of the HoD _____ Date _____

Instructions:

- a. No column will be left blank.
- b. Photocopy of minutes of FBS meeting must be attached.
- c. Date by the student and by HoD must be entered in para 14 & 15 respectively.
- d. Change of program case must be forwarded just after the conclusion of FBS for registration of NET.



NATIONAL UNIVERSITY OF SCIENCES AND TECHNOLOGY
SECTOR H-12, ISLAMABAD
REQUEST FOR CHANGE OF PROGRAM (UG)
WITHIN THE DISCIPLINE (CATEGORY-A)

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

12. Recommendations of FBS meeting:

FBS meeting no. _____ Held on _____ Item no. _____

13. Signature of the student _____ Date _____

14. Signature of the HoD _____ Date _____

Instructions:

- a. No column will be left blank.
- b. Photocopy of minutes of FBS meeting must be attached.
- c. Date by the student and by HoD must be entered in para 14 & 15 respectively.
- d. Change of program case must be forwarded well before the start of the next semester.



NATIONAL UNIVERSITY OF SCIENCES AND TECHNOLOGY
SECTOR H-12, ISLAMABAD
REQUEST FOR CHANGE OF PROGRAM (UG)
WITHIN THE DISCIPLINE (CATEGORY-B)

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

12. Academic Result: Matric / O level _____ FSc/FA/A level _____

13. Recommendations of FBS meeting:

FBS meeting no. _____ Held on _____ Item no. _____

14. Signature of the student _____ Date _____

15. Signature of the HoD _____ Date _____

Instructions:

- No column will be left blank.
- Photocopy of minutes of FBS meeting must be attached.
- Date by the student and by HoD must be entered in para 14 & 15 respectively.
- Change of program case must be forwarded well before the start of the next semester.