

## **Revised Policy on Change of UG Program / Disciplines**

1. Revised change of program policy for NUST UG students completing 1<sup>st</sup> year of their studies, approved in 63<sup>rd</sup> ACM held on 28 June 2022, will be implemented from intake Fall 2022 onwards as per the subsequent paras.

2. **Change of Program from Engineering to Non-Engineering and Vice Versa**. Lateral change in program where first year is not common will be allowed as under:-

- a. Student must fulfill the NUST eligibility criteria of the specific program in which he / she desires to transfer.
- b. Student will have to appear in the relevant NUST Entry Test (NET), for selection on open merit in the applied program and will join first semester on selection.
- c. On selection through open merit, as new entrant, will have the following options on joining new program:-
  - (1) **Option I**. In case student wants to start afresh he / she will join freshman as fresh candidate with no transfer of previously studied credits.
  - (2) **Option II**. In case student wants to transfer his / her previously studied credits of all accepted courses, after proper evaluation by the respective institute on joining fresh batch as fresh candidate. The duration of study will include previous study duration including deferment, if any, and he / she will not be eligible for any honors and awards except Rector Gold Medal.
- b. 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).
- c. 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 outside the discipline is attached as Anx A.

- d. Cases of students opting for transfer of credits as per option II, para 2c (2), will be processed by Registration Branch UG after proper evaluation through the respective institutes to recommend accepted / additional courses on the basis of evaluation.
- e. Student availing change of program with option II, will not be eligible for any honors and awards except Rector Gold Medal and will maintain the previous enrollment.
- f. The change of program once carried out will not be reversed and will be allowed for one time only.

3. **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. Students successfully clearing the first year with mandatory CGPA (2/2.5) with no F/FX grade, meeting the basic laid down eligibility criteria can apply through respective institutes. Procedure /conditions are:-

- a. 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.
- b. A merit list will be prepared by the Registrar Dte on receipt of applications from the schools on the basis of CGPA and recommendations of the FBS of school / college.
- c. In case of similar CGPAs of students seeking change of program, preference will be given to the candidate having higher merit position obtained in the NUST admission process.

- d. Transfer of accepted 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). Plan to makup the deficiency of one odd course, in re-alloted program, if any, will be prepared by the institute in consultation with the student.
  - e. Change of program will depend upon the eligibility criteria, availability of seats in a particular program and merit.
  - f. Final list prepared as per merit and availability of seats will be processed by Registration Branch UG for approval by the competent authority.
  - g. Student availing change of program will not be eligible for any honors and awards except Rector Gold Medal.
  - h. The change of program once carried out will not be reversed.
  - i. Change of program will be allowed for one time only.
  - j. 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.
4. Colleges / Schools will ensure the following:
- a. Consolidated recommendations are sent 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.

- c. Timely intimation to students interested to apply for change of program under para-2 of the policy, to appear in NET, if they get selected on open merit, admission is offered in normal selection, only then their cases will be considered under this policy.
- d. Students joining 1st semester of new program under this policy will not pay additional admission processing fee and security i.e. Rs. 35000 and Rs 10000 respectively. Only semester tuition fee will be paid as per normal fee challan/time line issued by Fin Dte.
- e. Scholarship awardee students availing change of program under this policy will have to follow the terms and conditions of their respective scholarships. For necessary clarification regarding scholarship and its terms and conditions, FAO be consulted by the institutes prior to processing the cases to Registrar Dte.
- f. To handle the cases in restricted manner, Rs. 5000 (non-refundable) application processing fee will be charged to the applicants. Bank draft in the name of NUST will be forwarded with the application form.
- g. Staff deputed by the institutes to handle change of program cases must be well conversant with the policy and ensure forwarding cases in accordance with the policy with all relevant details.



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. Phone no. \_\_\_\_\_ 4. E-mail \_\_\_\_\_  
5. Current Program. \_\_\_\_\_ 6. School/College \_\_\_\_\_  
7. Number of semesters completed \_\_\_\_\_ 8. CGPA \_\_\_\_\_  
9. Admission category: Open merit/SAT National seat/SAT International seat. *(Please tick ✓)*  
10. Merit position \_\_\_\_\_ 11. Change of program required to \_\_\_\_\_  
*(New NET)* *(Program) (School/College)*  
12. Detail of courses studied: (Attach transcript)  
13. 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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14. 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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15. Recommendations of FBS meeting:

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

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

17. 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 16 & 17 respectively.
- Change of program case must be forwarded just after the conclusion of FBS.
- Student must appear in NET, if gets selected on open merit only then his/her case will be considered.



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

1. Regn No \_\_\_\_\_ 2. Name \_\_\_\_\_  
3. Phone No \_\_\_\_\_ 4. Name \_\_\_\_\_  
5. Current program \_\_\_\_\_ 6. School/college \_\_\_\_\_  
7. Number of semesters completed \_\_\_\_\_ 8. CGPA \_\_\_\_\_  
9. Admission category: Open merit/SAT National seat/SAT International seat. *(Please tick ✓)*  
10. Merit position \_\_\_\_\_ 11. Change of program required to \_\_\_\_\_  
*(Program) (School/College)*  
12. Detail of courses studied: (Attach transcript)  
13. 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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14. Recommendations of FBS meeting:  
FBS meeting no. \_\_\_\_\_ Held on \_\_\_\_\_ Item no. \_\_\_\_\_  
15. Signature of the student \_\_\_\_\_ Date \_\_\_\_\_  
16. 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 15 & 16 respectively.
- d. Change of program case must be forwarded well before the start of the next semester.