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STUDENT
HANDBOOK MS/PhD
2020

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National University of Sciences and Technology (NUST) is the dynamic face of higher education in Pakistan. Although, barely 29 years old, this premier national institution justifiably feels proud of its unprecedented credentials as a center of excellence. NUST holds the singular honour of being the **No. 1 university in Pakistan** as per the latest Quacquarelli Symonds (QS) World University Rankings, Asian Rankings and Top 50 under 50 Rankings.

NUST is ranked **#355** in the world and **#1** in Pakistan in QS World University Rankings, **#83** worldwide and **#1** in Pakistan in QS Asian Rankings and **#41** worldwide and **#1** in Pakistan in QS Young Universities (Top 50 Under 50) Rankings.

NUST also holds prominent position worldwide and in Pakistan in various subjects. NUST is the only university in Pakistan which is ranked in 8 subjects. NUST is included in **top 200** world universities and is **#1** in Pakistan in Computer Science & Information Systems. NUST is included in top **250** world universities and is **#1** in Pakistan in Electrical & Electronic Engineering. NUST is included in **top 350** world universities and is **#1** in Pakistan in Mechanical, Aeronautical & Manufacturing Engineering and Chemical Engineering. NUST is included in **top 350** world universities and is **#2** in Pakistan in Mathematics. NUST is included in **top 400** and **500** world universities and is **#2** in Pakistan in Physics & Astronomy and Business & Management respectively. NUST is included in **top 550** world universities and is **#5** in Pakistan in Chemistry.

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

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

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

Disclaimer

This handbook is being issued for general information and guidance of the students joining the University in 2020 and does not form part of any contract. The University reserves the right to withdraw or make amendments in Academic Regulations and other rules/policies/instructions as and when deemed necessary.

Important

*You are required to read all the instructions given in this handbook and deposit the Undertaking given at the end of this handbook (**Annex E**), duly completed, to your school administration by **30th October, 2020**.*

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The University

1. NUST at a Glance

You are welcome to National University of Sciences and Technology (NUST), a premier national institution committed to imparting high quality undergraduate and postgraduate education in various engineering disciplines, management, social, applied bio-sciences, architecture, information technology and basic sciences. You represent a distinguished group of students selected strictly on merit to join this comprehensive University comprising 19 constituent colleges/schools/centres. Currently, NUST offers degree education in as many as 29 undergraduate, 60 MS and 41 PhD programmes in various NUST institutions.

2. Constituent Institutions

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

- a. Military College of Engineering (MCE), Risalpur.
- b. Military College of Signals (MCS), Rawalpindi.
- c. College of Electrical and Mechanical Engineering (C of E&ME), Rawalpindi.
- d. Pakistan Navy Engineering College (PNEC), Karachi.
- e. College of Aeronautical Engineering (CAE), Risalpur.
- f. School of Electrical Engineering & Computer Science (SEECS), Islamabad.
- g. NUST Business School (NBS), Islamabad.
- h. School of Social Sciences & Humanities (S³H), Islamabad.
- i. School of Chemical & Materials Engineering (SCME), Islamabad.
- j. School of Civil & Environmental Engineering (SCEE), Islamabad.
- k. School of Mechanical & Manufacturing Engineering (SMME), Islamabad.
- l. School of Natural Sciences (SNS), Islamabad.
- m. Atta Ur Rahman School of Applied Biosciences (ASAB), Islamabad.
- n. School of Art, Design & Architecture (SADA), Islamabad.
- o. Research Center for Modeling & Simulation (RCMS), Islamabad.
- p. NUST Institute of Peace & Conflict Studies (NIPCONS), Rawalpindi.
- q. US Pak Center for Advanced Studies in Energy (USPCAS-E), Islamabad.
- r. Research Institute for Microwave and Milimeter-Wave Studies (RIMMS).
- s. NUST Balochistan Campus (NBC), Quetta.

3. Vision

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

4. Mission

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

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

5. Strategic Thrusts

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

6. Why Study at NUST?

NUST symbolizes quality and excellence. Its spirited faculty, industrious students and excellent support infrastructure provide an academic environment, found only in the very best of the world universities, which is evident from the following:

- a. **NUST is a member of:**
 - (1) International Association of Universities (IAU).

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

b. NUST Rankings. NUST participates in international university rankings conducted by various ranking organizations like Quacquarelli Symonds (QS), Times Higher Education (THE) etc. and finds a prominent place both at international and national level. The university, over a short span of time, has risen to global acclaim and has consistently improved its rankings over past many years. NUST holds the singular honour of being the **No. 1** university in Pakistan as per the latest QS World University Rankings, Asian Rankings and Top 50 under 50 Rankings. This crowning achievement indeed speaks volumes of how our faculty and staff are putting in their best to earn NUST greater glory year by year.

- (1) **QS World Universities Ranking.** NUST has taken an astounding leap of 45 positions and has risen from **400th to 355th** position worldwide in QS World University Rankings 2021. The university has been unfalteringly maintaining its upward trajectory and has ascended 173 positions in the past 4 years. The university is **No.1** in Pakistan in this category.
- (2) **QS Asia Ranking.** NUST is ranked **83rd** worldwide in QS Asian University Rankings 2020. The university ascended by four places from its last year's ranking. NUST has consistently improved 36 positions for last five years in QS Asian Rankings. The university is **No.1** in Pakistan in this category.
- (3) **Young Universities (Under 50 Years of Age) Ranking.** NUST has garnered yet another booming success by landing among the top 50 young universities of the world, as per **Top 50 Under 50 QS University Rankings 2021**. NUST has soared to **#41** position, moving 10 positions up from its last year's ranking of **#51**. The university is **No.1** in Pakistan in this category.
- (4) **QS Subjects Rankings.** NUST has emerged as Comprehensive Multidisciplinary University by subject in QS World University Rankings released in March 2020 and has achieved distinction in

Broad Subject Areas and Subject Wise Rankings. QS ranked 1,368 institutions across **48** subjects in **5** Broad Subject Areas.

(a) **Broad Subject Areas.** In order to gauge multidisciplinary varsity, QS ranks universities in 5 Broad Subject Areas ie Engineering & Technology, Natural Sciences, Social Sciences & Management, Life Sciences and Medicine and Arts and Humanities. NUST is the only Pakistani University featured in **3** out of **5** Broad Subject Areas:

i. **Engineering & Technology.** NUST has maintained its **1st position** in Engineering & Technology in Pakistan and has improved its rank worldwide by 61 positions from **321** to **260** as compared to last year. NUST is leading Pakistani Universities in this category for the last four consecutive years.

ii. **Natural Sciences and Social Sciences & Management.** NUST has been ranked for the first time in Natural Sciences and Social Sciences & Management. The university is ranked among top **500** universities worldwide in these broad Subject Areas and ranked **2nd** among Pakistani Universities.

(b) **Subject Areas.** NUST holds prominent position worldwide and in Pakistan in various subjects. NUST is the only university in Pakistan which is ranked in 8 subjects.

i. NUST is included in **top 200** world universities and is **#1** in Pakistan in **Computer Science & Information Systems.**

ii. NUST is included in **top 250** world universities and is **#1** in Pakistan in **Electrical & Electronic Engineering.**

iii. NUST is included in **top 350** world universities and is **#1** in Pakistan in **Mechanical, Aeronautical & Manufacturing Engineering and Chemical Engineering.**

iv. NUST is included in **top 350** world universities and is **#2** in Pakistan in **Mathematics.**

v. NUST is included in **top 400** world universities and is **#2** in Pakistan in **Physics & Astronomy.**

vi. NUST is included in **top 500** world universities and is **#2** in Pakistan in **Business & Management.**

vii. NUST is included in **top 550** world universities and is **#5** in Pakistan in **Chemistry.**

(5) **Times Higher Education (THE) Impact Rankings.** THE Impact Rankings is an initiative to recognize universities across the world for their social and economic impact based on the United Nations' 17

Sustainable Development Goals (SDGs). NUST participated in all 17 SDGs for the year 2020. NUST is ranked **1st** in four SDGs and **2nd** in seven SDGs among Pakistani Universities. Overall, NUST is **2nd** among Pakistani Universities.

c. Awards

- (1) APQN has awarded its Best/Model Internal Quality Assurance Award 2014 to NUST.
- (2) “Education for Empowerment” programme of NUST has been awarded 1st place in the MacJannet Prize for Global Citizenship 2015 by the Talloires Network and the MacJannet Foundation.
- (3) The “Turnitin” has awarded NUST an Academic Integrity Award 2015 by recognizing its hardwork for implementing the plagiarism policy.

2 Important Telephone Numbers

Main Office NUST

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

Registrar Directorate

Registrar & Controller of Examinations	+92-51-90851041
Email	registrar@nust.edu.pk
Deputy Controller (UG)	+92-51-90851053-90851049
Deputy Controller (Examinations)	+92-51-90851055
Asst Controller (Examinations - UG)	+92-51-90851056-8
Asst Controller (Examinations - PG)	+92-51-90851057

Academics Directorate

Director Academics	+92-51-90851071
E-mail	dacad@nust.edu.pk
Deputy Director Academics-I	+92-51-90851073
Assistant Director Regulations & PQR	+92-51-90851077

Postgraduate Programmes (PGP) Directorate

Director PGP	+92-51-90851061
E-mail:	dir-pg@nust.edu.pk
Deputy Director PGP	+92-51-90851045
Deputy Director (MC)	+92-51-90851065
Asst Director PG MS	+92-51-90851043
Asst Director (PhD)	+92-51-90851047
Asst Director Scholarship	+92-51-90851046

Asst Director (MC) +92-51-90851066

Finance Directorate

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

Administration Directorate

Director Administration +92-51-90851501
E-mail dadm@nust.edu.pk
Deputy Director Hostels +92-51-90851508
Chief Security Officer +92-51-90851525

NUST International Office

International Student and staff Support amic.qa@nust.edu.pk
International Partnerships ic@nust.edu.pk

Constituent Institutions

Military College of Engineering (MCE), Risalpur

Dean +92-923-631315
O I/C NUST Affairs +92-923-631667
E-mail mce@nust.edu.pk

National Institute of Transportation (NIT), Risalpur

Dean +92-923-631315
OI/C NUST Affairs +92-923-631667
E-mail: nit@nust.edu.pk

Military College of Signals (MCS), Rawalpindi

Dean +92-51-561-5564048
O I/C NUST Affairs +92-51-9272097
E-mail mcs@nust.edu.pk

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

Dean +92-51-9247547
O I/C NUST Affairs +92-51-9247534
E-mail ceme@nust.edu.pk

Pakistan Navy Engineering College (PNEC), Karachi

Dean +92-21-48503001
O I/C NUST Affairs +92-21-48503043
E-mail pnec@nust.edu.pk

College of Aeronautical Engineering (CAE), I

Dean +92-923-631499

O I/C NUST Affairs	+92-923-631498
E-mail	cae@nust.edu.pk
School of Civil & Environmental Engineering (SCEE), Islamabad	
Dean	+92-51-90854004
E-mail	scee@nust.edu.pk
NUST Institute of Civil Engineering (NIC)	
Associate Dean	+92-51-90854501
E-mail	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	
Dean	+92-51-90852001
E-mail	seecs@nust.edu.pk
School of Chemical & Materials Engineering (SCME), Islamabad	
Dean	+92-51-90855001
E-mail	scme@nust.edu.pk
Research Center for Modeling & Simulation (RCMS), Islamabad	
Dean	+92-51-90855701
E-mail	rcms@nust.edu.pk
School of Mechanical & Manufacturing Engineering (SMME), Islamabad	
Dean	+92-51-90856001
E-mail	smme@nust.edu.pk
Atta-Ur-Rahman School of Applied Biosciences (ASAB), Islamabad	
Dean	+92-51-90856101
E-mail	asab@nust.edu.pk

NUST Business School (NBS), Islamabad

Dean +92-51-90853001
E-mail nbs@nust.edu.pk

School of Social Sciences & Humanities (S³H), Islamabad

Dean +92-51-90853501
E-mail s3h@nust.edu.pk

School of Natural Sciences (SNS), Islamabad

Dean +92-51-90855551
E-mail sns@nust.edu.pk

School of Art, Design & Architecture (SADA), Islamabad

Dean + 92-51-90855401
E-mail sada@nust.edu.pk

NUST Institute of Peace & Conflict Studies (NIPCONS), Rawalpindi

Dean +92-51-9271778
E-mail nipcons@nust.edu.pk

US Pak Center for Advanced Studies in Energy (USPCAS-E), Islamabad

Dean +92-51-90855101
E-mail ces@nust.edu.pk

Research Institute for Microwave and Millimeter-Wave Studies (RIMMS), Islamabad

Dean +92-51-90852501
E-mail rimms@nust.edu.pk

NUST Balochistan Campus (NBC), Quetta

Director +92 300 788 0126
DD Adm & Coord (NBC) +92 320 602 0055
E-mail nbc@nust.edu.pk

8. 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>



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



https://twitter.com/Official_NUST



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



www.youtube.com/NUSTOfficial

Salient Academic Regulations: Postgraduate Programmes

1. **Scheme/ Duration of Studies.** The requirements of minimum number of credit hours and duration for completing the Postgraduate Programmes are as under:

Programme	Credit Hours (Minimum)	Duration	
		Minimum (On Campus)	Maximum
a. Master of Science (MS)	30	1½ Years	4Years
b. Doctor of Philosophy (PhD) For MS qualified	48	3 Years	8 Years
c. Details of MS and PhD Programmes offered at NUST are attached as Annex A .			
d. Minimum of three regular semesters have to be studied (exclusive summer semester) for the award of Master degree.			

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

- a. **Minor Test (Quiz).** A number of 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 Test**
 - (1) **Mid Semester Examination/One Hour Test (OHT).** A 2-3 hours 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) given in each course on its completion.
- c. **Class Assignment.** A task relevant to a course of study assigned by concerned faculty to substantiate the course contents. The assignment may or may not be graded.
- d. **Practical/Lab Test.** These tests include all such examinations/ evaluations to ascertain the level of competency of practical application of knowledge acquired.
- e. **Project.** Project is a research work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into practical use at Bachelors/Masters level.
- f. **Thesis.** Thesis is a report comprising the original research work of a student which is counted towards the partial fulfillment of his Masters/PhD degree.

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.** Thesis are 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 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. Student 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 prior to 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 be made after approval from Main Office NUST.

8. **Academic Calendar.** Director Academics prepares 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.** Principal/Dean approves the detailing of officers/faculty as superintendent/deputy superintendent for the conduct of End Semester Examination. These officers/faculty ensure the following, namely:

- 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 initialed by them. No other answer books are to be used.
- c. Answer books are issued to the invigilators five minutes before the commencement of the examination and retrieved at the end of the examination.
- d. Absentee report, if any, is prepared and forwarded to the Examination Branch at the end of each examination.

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 examination. The visits to wash rooms must be carefully controlled.
- e. The question papers and answer books of a student detected using unfair means or assisting another candidate, is taken away and the matter reported to the superintendent/deputy superintendent of examination. The superintendent records all available evidence to be used as written proof later on.
- f. 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 over to superintendent/deputy superintendent after the examination. The subject faculty remain available near the examination of their subject to clarify query, 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 within 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 any one in or outside the examination room while the test/examination is in progress.

- d. Unauthorized entry into faculty's office or that of his/her staff with the intention of having an access to or tampering with the official record/exam papers, etc.
- e. Possession of cell phone, smart phone, smart watch or any other smart gadget/electronic device that may assist in examination.

14. The overall subject percentage thus obtained is rounded off by the individual faculty up to two decimal points. Fractions of 0.5 or more are rounded to the next higher digit.

15. 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: *W* Grade is not applicable for service students (MCE, MCS and College of E&ME). *Q* Grade i.e., Qualified is applicable to specified course(s) as per NUST Policy.

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

17. To successfully complete the degree requirement, a student must obtain a minimum CGPA 3.00 for Masters and 3.50 for PhD degree.

18. Award of Grades

- a. **Award of Grade F.** In addition to **F** grade awarded on the basis of academic failure, a student is not allowed to appear in the final examination of a subject in which his/her attendance is less than 75%, and s/he shall be awarded **XF** grade in that subject. The **XF** grade so obtained 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 his/her 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 his/her course, s/he will be given a grade on the discretion of the faculty without

prejudice to the previous grade **I**. If a student fails to make up the coursework, he will be awarded an **F** grade. However, in highly extraordinary cases further extension may be approved by PGP Dte, Main Office on recommendation of the FBS.

(1) **Mid Semester Examination/OHT.** Whenever a student misses Mid Semester Examination/OHT due to reasons acceptable to the DBS, make up test 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 End Semester Examination due to reasons acceptable to the FBS, 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 Registrar Dte, Main office on recommendation of FBS.

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

19. Adding/Dropping of Course(s)

a. Adding/Dropping of course(s) will be allowed within the first two weeks of start of a semester. It will be ensured that minimum number of credit hours is not less than 6 for Masters and 3 for PhD programmes and maximum number of credit hours does not exceed 12 for Masters / PhD programmes.

b. A student taking less than the regular semester load will not be considered for any academic honour / award except Rector's Gold Medal.

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 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.

d. Student having **W** on the transcript will not be considered for any academic honour / award.

e. 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 **Ws** at a particular time during the course of studies.

f. **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.

g. **Courses at other institution of NUST.** Master students of NUST are allowed to undertake courses at other institutes of NUST. It is the

responsibility of the student to ensure, that the application reaches PGP Dte well in time (i.e., two weeks before start of the semester/ programme) duly recommended by the Principal / HOD/Dean of the respective institution.

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

21. 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 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.

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

23. Re-assessment/Re-checking of Papers. Re-assessment/re-checking of papers means 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. Rechecking procedure will be carried out according to instructions mentioned in **Annex B**.

24. 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 his/her institution along with the prescribed fee, as per the policy issued on the subject.

25. Issuance of MS Degree before Convocation. A student desirous of obtaining MS degree before convocation may apply to NUST Main Office (PGP Dte) through his/her

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

26. Issuance of Certificates. Different types of certificates may be obtained from Main Office (PGP Dte) after payment of prescribed fee. The form may be downloaded from NUST website link.

Award of Masters' Degree and Academic Standards for Masters Student

1. Award of Masters' Degree. On recommendations of the FBS of the constituent institution, the University will award Masters degree to the students who satisfy the following conditions, namely:

- 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 **B** grade in thesis (6 credit hours).
- c. Have completed prescribed credit hours (30 CHs) in coursework based programmes with a minimum CGPA of 3.0.
- d. **Scheme of Studies (MS)**
 - (1) Fall and Spring Semesters will be regular semesters.
 - (2) Student will enroll for minimum of 6 (six) and maximum of 12 (twelve) credits in Fall and Spring Semester.
 - (3) Student may enroll in Summer Semester for maximum of 6 (six) credit hours of course / research work.
 - (4) Student will be charged full tuition fee for maximum four regular semesters (two academic years). Thereafter, s/he 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). Fee during Summer Semester will be credit hours based. If a student completes the degree requirements within 30 days from commencement of 4th semester, s/he has to pay fee for three regular semesters only (i.e., Fall, Spring & Fall).
- e. **Coursework Based Degree in MS.** Maximum of 20% students of a particular batch who cannot perform research due to various reasons can be considered for change from research based to coursework based degree after getting approval from FBS.

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 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 programme if:
- a. CGPA remains below 2.00 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 chance allowed under the provision.
 - 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 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 student may resume the same programme subject to meeting the following conditions:
 - (1) Has completed minimum one Semester with 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 fee will be as applicable to student of the semester which s/he joins.
- c. While considering the case for re-admission, it will be ascertained by the respective institution that the student has sufficient time to complete his/her degree within the prescribed time limit, which will start from date of original/first admission.
- d. No special classes/courses will be planned/arranged for such cases, other than planned classes for repeat courses.
- e. After re-admission, his/her studies will be governed by the rules and regulations applicable to the entry s/he joins.
- f. Suspension of registration, on grounds of prolonged absence, will be granted only once in the programme in which s/he 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 his/her CGPA is less than 3.00 but greater than or equal to 2.00.
 - (2) On disciplinary grounds when recommended by 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), namely :
 - (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 on authorized grounds / sanctioned leave from competent authority.

7. Repetition of Course(s). A student may repeat a course under two circumstances, i.e., to clear an **F/XF** Grade or to improve his/her CGPA. The student is required to complete all formalities applicable to repetition of a course, i.e., mid semester examination/OHT, 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 F/XF/W Grade.** If a student receives an **F/XF/W** grade in a course, s/he is required to repeat that course, whenever offered.
- b. **Improvement of CGPA.** A student may repeat a course at any stage in MS 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, four for MBA and five for EMBA during his/her entire coursework apart from clearance of **F/XF** grade, if any.
 - (3) The student shall not be allowed to improve his/her 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 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.

8. Completion of the Degree

- a. The Degree Programme will be considered complete on fulfilling the following conditions:
 - (1) On fulfillment of prescribed requirements of the degree.
 - (2) Request of the student for the final transcript/award of degree.
 - (3) Formal notification by the Controller of Examinations.
- b. The student is allowed to improve his/her grade until conditions of Para 8(a) above 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, s/he will be allowed to repeat courses already studied on payment of prescribed fee for repetition of courses but not permitted to study new courses.
- c. S/he will pay 25% tuition fee to maintain his/her registration.
- d. The student has the requisite time available to complete his/her degree within the stipulated time.
- e. In case, a student opts to defer the first semester s/he will have to pay 50% tuition fee (non-adjustable / non-refundable).
- f. Student studying abroad under student exchange programme will not be required to pay 25% of the tuition fee.

10. Research during Masters Programme. The procedure for thesis research is as under:

- a. All students must successfully complete a minimum of 6 credits in Masters thesis, based on a highly individualized, investigative study which will make a significant contribution to knowledge.
- b. 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. 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 his/her 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 his/her CGPA is ≥ 3.0 . Thesis defense will only be allowed once s/he has attained a CGPA of ≥ 3.0 in coursework.

11. **Guidance and Examination Committees (GEC).** The GEC will comprise at least two members preferably holding a PhD degree in the relevant field, in addition to Research Supervisor/Advisor who must be a PhD 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.

Award of Masters' Degree in Business Administration / Executive Master in Business Administration / Social Sciences

1. Award of Masters' Degree in Management / Social Sciences

Programme	CHs	Duration	
		Min (On Campus)	Max
a. Master of Business Administration (MBA) For 16 years education graduates	66	2 Years	4 ½ Years
b. Executive Master of Business Administration	66	2 Years	5 Years
c. MS Economics and HRM For 16 years education graduates with Economics and Business Administration background	36	1 ½ Years	4 Years
d. MS Clinical Psychology For 16 years education graduates with Psychology background	38	1 ½ Years	4 Years
e. MS Mass Communication For 16 years education graduates with Mass Communication/Journalism/Media Studies/Public Relations background	30	1 ½ Years	4 Years
f. MS Career Counseling and Education For 16 years education graduates with Master or Bachelors (Four Years) degree from any academic background	32	2 Years	4 Years
g. MS Logistics & Supply Chain Management and MS Development Studies For 16 years education graduates in engineering/BBA /MBA/B.Com from HEC/ PEC affiliated institution	30	2 Years	4 Years

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

a. MBA

- (1) Student admitted on the basis of 16-year of non-business education will complete 66 credit hours (60 credits of coursework and 6 credits of thesis research/business project).

- (2) Have achieved a minimum CGPA of 3.0 in coursework with a minimum of **B** grade in thesis/business project (6 credit hours).
- (3) 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.
- c. **MS**
- (1) Students admitted on the basis of 16-year education in Economics and Business Administration will complete 36 credit hours (30 credits of coursework and 6 credits of thesis research) for the award of MS Economics and Business Administration.
- (2) Students admitted on the basis of 16-year education in Psychology will complete 38 credit hours (30 credits of coursework, 2 credits of internship and 6 credits of thesis research) for the award of MS Psychology.
- (3) Students admitted on the basis of 16-year education in Mass Communication will complete 30 credit hours (24 credits of coursework and 6 credits of thesis research) for the award of MS Mass Communication.
- (4) Students admitted on the basis of 16-year education, Master's or Bachelor's degree from any academic background will complete 32 credit hours (26 credits of coursework and 6 credits of thesis research) for the award of MS Career Counseling and Education.
- (5) Students admitted on the basis of 16-year education, Master's or Bachelor's degree in any discipline will complete 30 credits of coursework and 6 credits of thesis research for the award of MS Development Studies.

3. Scheme of Studies

- a. The assessment scheme shall be as follows:

Nature of Examination	Duration	Frequency	Weighting (%age)
End semester examination	3 hours	1	30 – 50
for EMBA Only			20 – 30
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

**Shall be allocated only if there are no case studies.*

- b. 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)

- c. University follows relative grading system.
- d. 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. 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.

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 his/her CGPA is less than 3.00 but greater than or equal to 2.50 and s/he does not qualify for withdrawal.
 - (2) On disciplinary grounds when recommended by respective discipline committee of the School.
- b. **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 occurrence takes place during the semester. During the period of suspension the student will be required to pay 25% of the tuition fee.

7. 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 latest policies of the University for approval by Main Office NUST subject to any of the conditions listed below, namely:
 - (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 his/her 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.

8. Award of F, I and W Grades

- a. **Award of Grade F.** In addition to **F** grade awarded on the basis of academic failure, a student is not allowed to appear in final examination of a subject in which his/her attendance is less than 75%, and s/he will be awarded **XF** grade in that subject. The **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 here in, provided his/her overall attendance is not less than 75%, is given **I** as a grade. The student receiving such a grade makes up the unfinished portion of his/her course and is given a grade at the discretion of the faculty without prejudice to the previous grade **I**. If a student fails to make up the coursework, he will be awarded an 'F' grade. However, in highly extraordinary case further extension may be approved by PGP Dte, Main Office on recommendation of the FBS.
- b. **Award of Grade W.** If a student drops a course under the provision of these regulations, s/he will be awarded **W** grade.

9. Repetition of Course(s). A student may repeat a course under two circumstances i.e., to clear an **F/XF** Grade or to improve his/her CGPA. The student will be required to complete all formalities applicable to repetition of a course i.e., mid semester examination, project, assignments, quiz and 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 s/he improves it and comes in that bracket after repeating except Rector's Gold Medal. 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 allowed for improvement of CGPA.
- (2) It will be the student's responsibility to clear the failed / dropped courses subject to availability of resources and approval of 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 honors/awards.

b. **Improvement of CGPA.** A student may repeat a course at any stage in MS / MPhil 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 the course of studies as allowed to other postgraduate students.
- (2) A student shall be allowed to repeat a maximum of three courses for MS, four for MBA and five for EMBA during his/her entire coursework apart from clearance of **F** grade, if any.

c. **Taking Alternative Elective Course.** A student may take an alternative elective course for repetition with the approval of 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.

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

a. Adding/Dropping of course(s) is allowed within the first two weeks of 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	21
(2)	EMBA	06	12 (Fall & Spring Semester)
		03	06 (Summer Semester)
(3)	MS	09	18

b. A student taking less than 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 Dean.
- d. Letter grade **W** will appear in his/her transcript against the specific course and will not be used for computation of GPA.
- e. Student having **W** on the transcript will not be considered for any academic honour/award.
- f. The student 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 **Ws** allowed in a semester, and the maximum number which a PG student can accumulate at a time are given as under:

Credit Hours	Ws in a Semester	Maximum Ws at a Time
MBA		
66 Credit Hours	2	3
MS Economics and HRM		
36 Credit Hours	1	2
MS Mass Communication & Development Studies		
30 Credit Hours	1	2
MS Clinical Psychology		
38 Credit Hours	1	2
MS Career Counseling & Education		
32 Credit Hours	1	2
MS Logistics & Supply Chain Management		
30 Credit Hours	1	2
EMBA*		
66 Credit Hours	2	4

*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 case of core courses, **W** can only be replaced by repeating / passing the same course.*

11. 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, s/he will be allowed to repeat courses already studied on payment of prescribed fee for repetition of courses but not permitted to study new courses.

- c. S/he will pay 25% tuition fee to maintain his/her registration.
- d. The student has the requisite time available to complete his/her degree within the stipulated time.
- e. In case a student opts to defer the first semester s/he shall have to pay 50% tuition fee (non-adjustable / non-refundable).

12. Transfer of Credits. Following shall be applicable in case of MS/MBA/EMBA:

- a. Postgraduate credits may be considered for transfer from other local accredited institutions or foreign reputed institutions of similar quality if they are relevant and appropriate to a Masters' 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. Maximum of 9 postgraduate level course credits (12 credits for MS/MBA/EMBA) may be transferred but the grades will not be transferred.

13. 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 which will make a significant contribution to knowledge.
- b. Subject of research/business project should be agreed to 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 the thesis work in the assigned time may continue to do so at his/her own arrangement/expense to complete the thesis work within the maximum allowed time.
- d. For MS programme, a student can start research work after completion of 09 credit hours of course work provided his/her CGPA 3.0. 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 his/her 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 calculation of CGPA in EMBA.

14. Suspension of Registration

- a. If a student remains absent for 30 or more consecutive days without intimation or any valid reason, his/her admission/registration will be suspended. However, such student may resume the same programme subject to meeting the following conditions:
 - (1) Has completed minimum one Semester with 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 fee will be as applicable to students of the semester which s/he joins.
- c. While considering the case for re-admission, it will be ascertained by the respective institution that the student has sufficient time to complete his/her degree within the prescribed time limit, which will start from date of original/first admission.
- d. No special classes/courses will be planned/arranged for such cases, other than planned classes for repeat courses.
- e. After re-admission, his/her studies will be governed by the rules and regulations applicable to the entry s/he joins.
- f. Suspension of registration, on grounds of prolonged absence, will be granted only once in the programme in which s/he was originally granted admission.

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 degree of Doctor of Philosophy to the student who satisfy 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 not be allowed in the PhD Programme.** Any student joining the PhD Programme shall complete all the requisite courses in line with NUST/HEC policy.
- c. **Cumulative Grade Point Average (CGPA).** 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 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 literature survey and prepare a written synopsis of his/her intended topic of research and present the same along with 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 papers published/accepted for publication / presented; in HEC approved journals / international conferences of repute out of which at least one paper must be published in an HEC approved “X” or higher category journal and all journals listed in ISI Master list for award of PhD Degree (“Y” or higher in case of Social Sciences* only). Only those publications, related to the research work, will be counted in which student name is that of the 1st author.

Note: *Social Sciences include Management Sciences.*

- h. **Successful Evaluation Report of Research Thesis.** Out of the Thesis Evaluation Committee, positive report by the supervisor and co-supervisor (if

appointed), two local external PhD experts and two foreign experts (PhD) is essential.

- i. **Thesis Defence.** Successful defence of Thesis and approval by a majority vote of Doctoral Defence Committee is required.
- j. **Submission of Thesis.** Five bound copies of Thesis may be submitted after successful defence within 60 days from the date of thesis defence. Request may be made to Main Office NUST to relax the period of thesis submission to incorporate any additional requirement of the Defence Committee. Documents required at the time of submission of Thesis will be in sync with the latest policy directives of HEC / Accreditation Bodies along with approval of competent authority.

2. Coursework

- a. A selected PhD candidate will take a minimum of 18 credit hours of 800/900 level courses at PhD level, as specified by his/her GEC. These 18 credit hours shall be the courses which have not been counted towards any other degree, as, in compliance of 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 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 be counted towards calculation of CGPA.
- d. The CGPA is calculated only on the basis of the 18 credit hours of courses taken by the student at the PhD level.
- e. Institution will intimate results of a PhD student to Main Office, NUST Examination Branch for notification as being done for other programmes.
- f. To complete the coursework, a student should take 4 courses, from the prescribed PhD coursework. On the recommendation of GEC, s/he may take 2 relevant courses offered by other institutions of NUST.
- g. It is the University policy to workout GPA by awarding relative grading on the scale of 1.00 to 4.00 points according to the distribution curve based on the performance of a particular class by the faculty.

3. Qualifying Examination. After successful completion of 800/900 level courses to be counted towards his/her 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:

- a. **Part A - Written Comprehensive Examination.** Question papers for the written comprehensive examination shall be prepared by the subject specialists and supervised by the HoD concerned. In case the HoD is also the student's supervisor, Dean of the institution shall supervise the examination. The comprehensive examination shall be based on the entire PhD coursework plus subjects considered essential for the intended area of research. It shall consist of two papers, one covering student's major area of research and the other covering the allied or supporting subjects. The minimum passing marks for each paper in Part A shall be 65%.
 - b. **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 in-depth knowledge, analytical abilities and aptitude of the student in his area of PhD research. The student shall defend his/her 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 verdict of the supervisor would be taken as the final decision.
 - c. The qualifying examination shall be conducted as soon as possible after 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 last paper. If a student fails in either paper or both of his/her Part A examination in the first attempt s/he 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 after the student qualifies Part A of the Qualifying Examination. If a student does not pass his/her Part B examination in the first attempt s/he shall appear in retake (one chance only) examination within 03 months of the first attempt. Upon failure in Part B, each committee member will submit a comment page, which would clearly document his/her views/suggestions. These comments pages, duly signed by respective committee member, shall be submitted to Post Graduate Programme Directorate and Examination Branch at Main Office NUST by the concerned institution. A duplicate copy of these comments will also be provided to the student.
 - d. During retake of qualifying examination Part A or Part B, one new member must be added in the Examination committee. Main Office NUST (Examination Branch) will notify the result of the Qualifying Examination.
- 4. Withdrawal from PhD Programme.** A student will be withdrawn from the PhD degree programme under 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. 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 last paper of coursework.
- c. On consistent three unsatisfactory academic performances graded by Monitoring Cell PGP Dte and Supervisor and consequent recommendation by FBS.
- d. On disciplinary grounds when recommended by the respective Discipline Committee of the Institution and Discipline Committee of NUST.
- e. Absence for 60 or more consecutive days without valid reasons.
- f. Fails in one or more course(s).
- g. Fails to complete coursework requirements in three years.
- h. Fails to complete PhD degree requirements within maximum allowed time (i.e., 8 years).
- i. A student can seek withdrawal from PhD programme at any stage of his/her degree on his/her own request duly recommended by FBS of the institute.

5. Improving Cumulative GPA. Out of the coursework counted towards PhD, a student may repeat the course in which s/he received the grade point of less than 3.5 but greater than or equal to 2.0, in order to improve his/her cumulative GPA, if it is below 3.5 before taking the qualifying examination. 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.
- b. The student will repeat a course which is permitted by the GEC. On repeating the course, the student will get the 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.
- c. The student will have to repeat the course within the time limit given by the GEC.
- d. A student will be allowed to repeat a maximum of three courses only during his/her entire PhD coursework.
- e. 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 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 having a CGPA below 3.50 will not be allowed to take PhD Research.
- c. Subject of research will be agreed to 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 his/her 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 with his name included in HEC approved list of supervisors. The Head of the Department in consultation with the student and his/her supervisor and also with the approval of the Commandant/Principal/Dean will appoint the GEC. Form PhD-3A and Form PhD-3B will be used for formulation of GEC, and for 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 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 from technologically advanced countries.
- b. Evaluation report by the thesis supervisor/co-supervisor, at least two local external evaluator, and two foreign evaluators has to be positive before the student can be asked to carry out final defence.

9. Thesis Defence. On receipt of positive reports from 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 4 weeks prior to 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 two foreign experts will be arranged through video conferencing, if possible.
- c. The student will provide copies of 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 his/her work to the Defence Committee on the given date and time.
- e. The Defence Committee will give its decision with majority vote and intimate Main Office NUST about the decision for final notification. 5x bound copies of the thesis along with 5x soft copies on CDs will be prepared by the student. 1x copy for the institution Library, 1x copy for the Student's Supervisor, 1x copy for Examinations Branch Main Office NUST, who will forward it for placement in NUST Central Library after the publication of gazette notification, 1x copy for Postgraduate Programmes Directorate, Main Office NUST for onward submission to HEC, and 1x copy for the concerned student.
- 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 cancellation of degree.

10. Specific Requirement/Provisions

- a. **Co-Supervisor.** There can be a situation that a student requires special coaching in a particular subject for his research topic for which the supervisor cannot provide necessary guidance. In such cases, 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 of 2nd week of a semester. It will be endorsed by the FBS and processed for formal approval by the Director Postgraduate Programmes.

- (2) During the period of deferment, s/he will be allowed to repeat courses already studied on payment of prescribed fee for repetition of courses but not permitted to study new courses.
 - (3) S/he shall pay 25% tuition fee to maintain his/her 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 50% tuition fee (non-adjustable/non-refundable).
- c. **Payment of Tuition Fee.** PhD students will be charged full tuition fee for 3 academic years (6 regular semesters). Thereafter, if the student has completed his/her coursework, s/he will not be required to pay any tuition fee till completion of degree requirements. However, fee during Summer Semester will be credit hours based.
- d. **Suspension of a Semester.** A PhD student may be recommended for suspension of a semester upon recommendation of FBS for 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 on authorized grounds/sanctioned leave from competent authority.
- e. **Posting Out of Supervisor.** If a supervisor leaves institution/ NUST or proceeds on long leave (i.e. leave for more than six months) then institution must appoint new supervisor from institution and outgoing supervisor may be appointed as co-supervisor if required. Institutions are to ensure all such changes before processing leave of the concerned supervisor. In case, a faculty member wants to continue as a supervisor and proceeding out of NUST (for more than 06 months) following conditions must be fulfilled:
- (1) Student must have published at least 1x journal paper of the required category.
 - (2) Upon fulfillment of requirement at sub para above, a meeting is to be conducted prior processing of long leave of PhD supervisor. Both supervisor and student must agree to continue their research, amicably with taking the institution fully into loop. This meeting is to include:
 - (a) Principal
 - (b) Dean

- (c) Rep of PGP Dte
 - (d) Supervisor
 - (e) GEC members
 - (f) Student
 - (g) Co-supervisor (to be appointed from institution)
- (3) 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 selection of external experts, institution concerned will forward a list of at least four foreign and four local external experts to Postgraduate Programmes (PGP) Directorate, from which the PhD Processing Committee will select at least two foreign, and two local external experts to whom the thesis will be sent for evaluation. Research Directorate will facilitate in finding foreign experts in case of any difficulty. Furthermore, following must be ensured before selection of Foreign/Local Evaluators:

- a. PPCM for the selection of Foreign/Local evaluators for PhD thesis be held at least six months before completion of maximum PhD tenure.
- b. A student must attend 15 PhD defence/International and National conferences before his/her 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 his/her research thesis before an audience prior to 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, following documents/ information are required to be provided to PGP Dte for processing of the cases of NOC/approval by Competent Authority:

- a. An application from the scholar duly recommended by his/her supervisor.
- b. A copy of award letter from HEC/Sponsoring agency.
- c. Acceptance letter from foreign University.
- d. Upto 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.

Academic Provisions & Flexibilities

1. Summer Semester & Summer Camps

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

- f. **Summer Camps.** NUST has been conducting several Summer Schools / Camps for national and international students. The details of Summer Camps conducted during Summer 2019 are given below:

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

2. 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. NUST encourages Inbound and Outbound visiting students for a period of 3 to 12 months. Some of our institutions send students to reputed foreign universities to study for one semester. There is no denying the fact that such an exposure to students is extremely useful in their academic and personality grooming. Outbound Student Exchange policy will regulate selection of students, selection of courses and acceptance of grades earned overseas by NUST students. Salient aspects of the policy relevant to students' actions / information are mentioned below. However, complete policy is available with NUST International Office (NIO).

a. **Eligibility Criteria**

- (1) Selection of candidate for exchange will be on merit based on CGPA. Relevance of research area will also be considered.
- (2) The applicant must be enrolled as a full time student at NUST.
- (3) The student must have completed at least one semester at NUST with minimum CGPA of 3.0 and 3.5 for MS and PhD respectively.
- (4) A PhD student must have cleared Qualifier Examination Part B. Furthermore, he/she must have obtained satisfactory remarks from supervisor in latest progress report and during last six monthly progress review seminar. If not, then the student must have to resubmit progress report and represent his/her research progress to the monitoring cell, PGP Dte.

- (5) At a time, a student can apply to two different exchange programs, but within an exchange program, can only choose one university. Specifically for Mevlana Exchange, students can give their university choices in order of preference. Out of their preferences, one university will be allocated based on merit.
- (6) If a student has already undertaken an exchange programme once in a degree program, priority will be given to the ones who have not undertaken it already in that degree program.
- (7) The applicant should have clean record of discipline.
- (8) The applicant must be proficient in English to meet the language requirement of host university.
- (9) The applicant must accept the terms of the exchange as agreed between NUST and the host university / institution.

b. Procedure

- (1) **Call of Nominations.** Institutional Focal Persons for Internationalization (IFPI) / PG Coordinators will be the point of contact for exchange programme nominations. Students are advised to regularly check NIO webpage for call of nominations for exchange programmes at (<http://www.nust.edu.pk/QA/NIO/Pages/Student-Exchange.aspx>).
- (2) **Submission of Application.** The IFPI / PG Coordinators will collect all applications and forward the same to NIO for further submission to host university for consideration.
- (3) All students must apply to obtain clearance (NOC/ Clearance to Leave) from NUST. The institution will forward the applications to PGP Dte as per the guideline laid down by the PGP Dte.
- (4) After completion/confirmation of process, IFPI / PG Coordinator must forward details of departure and arrival of the respective students to PGP Dte with info to Registrar and NIO.
- (5) **Duration of Exchange Program.** Student will be allowed to study 1 - 2 semesters in a foreign university of repute.
- (6) **Selection of Courses.** The institution will keep in view compatibility of the courses planned to be studied abroad so that their equivalence could be established for exemptions from own / missed courses.

(7) **Acceptance of Attended Courses**

- (a) On return, the courses studied by the students at foreign universities, with compatible contents and minimum 'C' Grade / qualifying grade of the host university will be accepted / reckoned for transfer / inclusion in the transcripts.
- (b) Other qualified courses, which are not compatible with own curriculum, may be accepted and reflected as additional courses in the transcript.

(8) **Deficient Courses.** Student to clear deficient courses in summer / regular semester.

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

(10) **Tuition Fee.** The selected student will pay tuition fee for the semester(s) attended abroad in accordance with provision of the MoU with that university. For other students, where deferment has been asked, will pay 25% of the tuition fee as per the deferment rule given in the Statutes.

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

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

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

4. Student Counselling

- a. **NUST Centre for Counselling & Career Advisory (C³A)** is a significant component of student services and offers confidential and professional services to all members of the NUST community. This service is absolutely FREE to all NUST community, i.e., students, staff and faculty members. Counselling helps address short-term personal, social, familial or academic worries to long-term often more complex psychological issues.
- b. NUST is the only University in Pakistan that has an autonomous unit, with a committed team of trained psychologists and counsellors. Qualified psychologists counsel, administer psychological tests and offer workshops and group sessions on pertinent issues. C³A also undertakes research projects and functions as a student/faculty support organization. Self-help material is available on issues related to students' concerns on the NUST website and the campus management system. The Centre strives to take a holistic approach towards students' development so they may thrive professionally and personally.
- c. **Counselling Services.** Discussing personal issues with friends and family can have biased responses or a limited approach. There are times when it is appropriate to seek professional help. Counselling is a chance to talk over what is on one's mind with a trained professional who can assist, guide and help address the challenging areas of life. A new perspective of handling and coping is introduced in a caring and supportive environment. C³A offers following services:
 - (1) Individual Counselling.
 - (2) Group Counselling.
 - (3) Psychological Testing.

- (4) Workshops and Trainings.
 - (5) Seminars and Lectures.
 - (6) Counselling Camps.
 - (7) Community Services.
 - (8) Harassment Complaint Cell.
- d. Some of the issues addressed at the Centre are:
- (1) Examination anxiety.
 - (2) Lack of confidence.
 - (3) Poor class performance.
 - (4) Lack of motivation.
 - (5) Underachievement.
 - (6) Adjustment problems.
 - (7) Sadness and depression.
 - (8) Home sickness.
 - (9) Stress management.
 - (10) Anger management.
 - (11) Career interest.
 - (12) Relationships/attachment issues.
 - (13) Student-teacher conflict.
 - (14) Procrastination.
 - (15) Internet addiction.
- e. A counsellor at C³A is a trained professional who accepts individual differences, listen empathetically and seeks to help individuals pursue their goals with a healthy approach. The environment is congenial and friendly, where the counsellor offers support, care and understanding and responds in a non-judgmental and non-critical way. At C³A, people are helped to explore themselves, their feelings and interests and their values, choices and lifestyles are respected. They are guided to make decisions, choices or changes that would help them prosper professionally and personally.
- f. **E-Counselling During Lockdown.** The outbreak of COVID-19 Pandemic brought changes in the life of people. The sudden closure of the University and lockdown had an impact on student's mental health. Some of them found it

difficult to cope with the unexpected changes in the lifestyle which resulted in psychological and emotional issues. C3A initiated e-counselling facility via email for all the NUST students to provide them a platform where they could share their concerns and apprehensions regarding COVID-19 and lock down. The Centre offers e-counselling facility only during National Emergencies and Lockdowns.

- g. **Confidentiality.** The Centre remains committed to offering a discreet and confidential service and is fully aware of the vulnerabilities and sensitivities of its clients at all times. C³A abides by all personal, social, ethical and professional norms. Counselling records do not form a part of or affect a student's academic profile in anyway. Visiting the Centre and all records are kept strictly confidential.
- h. **Harassment Complaint Cell.** The Centre also functions as a Harassment Complaint Cell as per HEC policy.
- i. **Student Feedback.** A few excerpts from the feedback given by students who benefited from C³A:
 - (1) C3A is a life saver Centre for students like me who struggle with study and life. I happened to be a lucky one who understood when i needed help for my mental health and so came straight to C3A. It's difficult to explain in words how much my academic as well as personal life changed in positive ways. It actually made me able to recognize lack of emotional intelligence in me in the past. There will be many others like me struggling with such issues. So, i decided to give back to the world what it gave me, "a happy life". I am currently doing research on training based content which can be implemented to improve upon Emotional Intelligence of school, college and university students. Thanks to c3a and the psychologist who helped me.
 - (2) The reason I decided to opt for counselling sessions was because of a suggestion from a friend. Everyday slowly but surely I felt like I was about to reach a dead end considering the shattered mental state that I was in. So one day I walked inside the C3A office hoping to find a Messiah to talk to who would show me a 'bright side' or the guiding light'. I was initially hoping for a swing of magic wand by the counsellor which would make my problems go away almost instantaneously and in a single meeting. I was met with this amazing hospitality and generosity by an extremely well spoken, considerate and angelic of a person who showed me the basic flaw in my expectations. Problems don't go away in a single instance but it is a slow and gradual process which takes place over a period of time. The lessons that I learned in these sessions apply to my life directly and I could not have asked for a better experience in my final semester considering that I am about to graduate in 2 months. I learned some timeless and priceless lessons that I would keep with me for the rest of my life. Over the course of these sessions I have experienced and

lived the gradual changes building up inside me and I could not have been more relieved. Thank you for all the sessions conducted and all the talks we had. Thank you for showing me my reflection and making me realize the faults in me. Thank you overall for this wonderful experience.

- (3) The session was held very professionally. I was actually surprised by the insight of things I gained from it. The counsellor explained the path I needed to follow in order to get to my destination, and I have to admit I would've not understood things if I hadn't been in this session.

g. **Make an Appointment**

Visit us at: SADA Building, Block C, Ground Floor, H-12 Campus, Islamabad

Office Timings: Mondays to Fridays - 9:00 am – 5:00 pm

Call: 051-9085-1571; 051-9085-1579

Email: c3a@nust.edu.pk

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5. **Financial Assistance**

Deferment of Tuition Fee and Award of Subsistence Allowance

- (1) **Deferment of Tuition Fee.** Such needy students as are unable to pay the fees will be allowed deferred payment on case-to-case basis but will be given degree after repayment of balance amount subsequently. Minimum 50% of fee should be paid in each semester with remaining 50% amount to be cleared before award of certificate.
- (2) **Subsistence Allowance.** In order to ensure equal opportunities and to attract more students from the backward areas the following provisions are applicable:
 - (a) The hostel facilities will be partially or wholly subsidized for the needy and bright students from the backward areas, subject to furnishing proof of their need for this concession.
 - (b) The student must pay back the subsistence allowance so awarded after completion of his/her degree.

b. **Procedure for Subsistence Allowance and Deferment of Tuition Fee**

- (1) Student desirous of availing this concession/assistance will be required to apply on the prescribed form which can be obtained from the institution.
 - (2) The application, duly recommended by head of the institution, shall be forwarded to Main Office NUST through the concerned HoD.
 - (3) The application shall be considered by a committee comprising Registrar, Director Academics, Director Postgraduate Programmes (PGP), Director Finance and representatives from the respective institution as member. Director PGP and Deputy Director PGP shall act as Chairman and Secretary of the Committee respectively.
 - (4) The Committee will submit its recommendations keeping in view the state of funds under the head "Tuition Revenue" to Rector whose decision in the matter will be final.
 - (5) Director PGP will make a final list of students for whom concession/assistance has been approved. Copies of the list will be forwarded to all concerned institutions for display on the notice boards.
 - (6) The awardees of deferment in tuition fee or subsistence allowance will have to provide duly authenticated undertaking by their guarantors before availing these concessions.
- c. **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. S/he will be asked to pay the full tuition fee within the stipulated period, failing which his/her name will be struck off the rolls of the institution. Rector, on the recommendations of head of the institution will decide the revised percentage of fee concession based on the gravity of the offence/circumstance on case-to-case basis.
- d. **Merit-based Scholarships**
- (1) **Masters**
 - (a) Selected Student under ICT Endowment Fund Scholarship will be given monthly stipend of Rs. 18,000 pm.
 - (b) Tuition fee of these students will be paid by the university.
 - (c) NUST UG President Gold Medalists 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).
 - (2) **PhD**

- (a) Selected PhD student under ICT Endowment Fund Scholarship will be given monthly stipend of Rs. 30,000 pm.
 - (b) NUST also pays supervisor's remuneration for the awardee PhD student.
 - (c) To meet the expenses of their research, such PhD students, are also granted research fund.
 - (d) During research phase of PhD studies at NUST, student also get an opportunity to benefit from collaborative/joint research training programmes with well-reputed foreign universities.
 - (e) 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.
- (3) 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 fresh 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 which may be carried out at any time during the students' academic life cycle.
 - (2) The scholarship will be for full duration (four regular semesters) of the programme to which a student is admitted.
 - (3) Students who were unable to apply for 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 scholarship.
 - (4) Financially under-privileged students, who are unable to pay their fee may be allowed deferred payment of tuition fee on case-to-case basis.
 - (5) Students facing sudden/ unprecedented changes in financial profile after admission in exceptional cases may apply for need based scholarship through their respective institutions.

- f. **Hiring as Teaching Assistants (TAs).** Master /PhD students can be employed / hired as Teaching Assistants (TAs) to support or assist a teacher/faculty with institutional responsibilities.
- g. **Teaching by PhD Student.** PhD student who have passed qualifying exam, can undertake /teach subject s to the UG / MS students
- h. **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 underdeveloped 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 student.*

- i. **Fee/Charges**
- (1) Student shall pay fee/charges as per laid down rates/policy. The fee structures of Engineering/IT/Natural Sciences (Maths), Bio-Sciences, Business Studies & Economics are given at **Annex C**.
 - (2) **University Refund Policy.** The policy regarding refund of tuition fee is given below:
 - (a) Admission Processing Fee is not refundable under any circumstances.

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

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

- (3) **Fines/Penalties on Late Payment.** Fines will be levied on late payment as under:

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

6. NUST Redressal Policy for the Students with Different Abilities

- a. NUST aims to promote fair environment for all students and is committed to remove barriers and provide access to students who have any special need due to their different abilities. Two committees have been constituted; the central committee under the leadership of the Registrar and the other at the school level, headed by the Dean/Principal of the school. The central committee would look at the provision of support and assessment at the time of the admission in NUST and later on the committee at school would ensure support in matters regarding curriculum, examination and other relevant aspects to the students having any different ability. Central Committee comprises of following members:

- | | | | |
|-----|--------------------------------|---|----------|
| (1) | Registrar | - | Chairman |
| (2) | Rep Administration Directorate | - | Member |
| (3) | Rep Admissions Directorate | - | " |
| (4) | Rep Finance Directorate | - | " |

(5)	Rep C ³ A Directorate	-	“
(6)	Rep UG Section	-	“
(7)	Rep PG Section	-	“
(8)	Rep Medical Centre	-	“
(9)	Rep ICT Directorate	-	“

b. Following measures are undertaken to ensure equal playing field for students with different abilities:

- (1) Online registration of admission include one question to state the different ability with reassurance that disclosure would not impact their chances of getting admission. This would help facilitate the student based on their needs.
- (2) The tutor at the respective schools will be the focal point for the student and would facilitate him/her in both academic and co-curricular activities.
- (3) The school will be responsible for facilitating students with different abilities in teaching and examination (e.g., priority seating in classroom, recording the lecture, substituting assignment, and assistance of writer in the exam).
- (4) Entrepreneurship training would be ensured for self-employment of students with different abilities.
- (5) Priority counselling services at C³A would be ensured for both students with temporary or long standing psychological and physical different ability.
- (6) Provision of emergency medical services to facilitate such occurrence within the campus.

7. Other Academic Provisions

- a. **Registration of number of CHs per Semester.** NUST offers flexibility to the students to register for varied number of courses each regular semester from a minimum of 6 to a maximum of 12 CHs. For Summer Semester a maximum of two courses (three courses in exceptional circumstances) are allowed for clearance of F grade or improvement of grades only.
- b. **Freezing / Deferment of a semester.** Refer Para 9 to Chapter 3, Para 11 to Chapter 4, Para 10 b to Chapter 5 for details.

- c. **Additional Courses.** A student may register for Additional Courses of interest subject to maximum limit per semester. Such courses will be reflected in the transcript as Additional Courses and their grades will not be counted towards calculation of CGPA.
- d. **Language Courses.** A student may take language courses (French, German & Chinese) being offered every semester as Additional Courses.

Clubs & Societies

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

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

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

v.	NUST Economics Society (NES)	S ³ H
w.	NUST Cultural Club (NCC)	“
x.	NUST Fine Arts Club (NFAC)	SADA
y.	NUST BioReach Society (NBS)	ASAB
z.	GeneUs	“
aa.	NUST Archery Club (NAC)	“
bb.	NUST Entrepreneurs Club (NEC)	SEECs
cc.	NUST Excursion Club (NEC)	“
dd.	NUST Fitness Club (NFS)	“
ee.	NUST Quiz Club (NQC)	RCMS

3. All Clubs shall adhere to the following approved appointments:
 - a. Faculty Sponsor
 - b. President
 - c. Secretary
 - d. Press Secretary
 - e. Treasurer

4. Half the Office Bearers have to be from institutions other than the sponsor institution.

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

6. Clubs are encouraged to engage renowned persons in their respective field as Mentors/Advisors, as applicable.

7. Club Sponsors to prepare annual calendar of activities including at least one major function and strictly adhere to the plan.

8. NUST Institutions may send their teams to other institutions to use the forum of concerned Club for participation.

9. In case of change of the Faculty Sponsor or change of contact numbers, the relevant institution will update/inform the Director SA immediately.

10. Nustians representing the University will be considered on duty (for the purpose of attendance).

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 admission process till the very end of degree and convocation. NUST main web portal is continuously updated with all kinds of information especially information regarding news and notifications and student achievements, etc. The portal can be accessed at www.nust.edu.pk.

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

-  **Facebook:** <https://www.facebook.com/NUSTOfficial/>
-  **Twitter:** https://twitter.com/Official_NUST
-  **LinkedIn (School Page):** <https://www.linkedin.com/school/15098495/>
-  **LinkedIn (Company Page):** <https://www.linkedin.com/school/551751/>

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

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

j. Transcript Generation

k. Alumni

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

a. **Hostels Services**

Main Menu > Feedback Forms > Services Feedback > Hostel Facilities

b. **Healthcare Services**

Main Menu > Feedback Forms > Services Feedback > Healthcare Services

c. **Student Financial Office**

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

d. **Student Affairs**

Main Menu > Feedback Forms > Services Feedback > Student Affairs

e. **Cafeterias Services**

Main Menu > Feedback Forms > Services Feedback > Cafeteria Services

f. **ICT**

Main Menu > Feedback Forms > Services Feedback > ICT Services

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

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 become responsible, morally sound, moderate and well-rounded citizens of a diverse world. The University expects these attributes to be reflected in the students' everyday behaviour, attitude and dress.

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

4. Definition of Terms

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

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

- a. **Cheating.** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; copying from another

student's examination; submitting work prepared in advance for an in-class examination; taking an examination for another person or conspiring to do so.

- b. **Fabrication.** Intentional and unauthorized falsification or intervention of any information or citation in an academic exercise.
- c. **Facilitating Academic Dishonesty.** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
- d. **Plagiarism.** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; failure to attribute direct quotation, paraphrase, or borrowed facts or information.
- e. **Unauthorized Collaboration.** Providing, either knowingly or through negligence, one's own work to assist a student in satisfying a course requirement, or representing material prepared by or with another as one's own independent work. In instances where students are permitted to work jointly to complete an assignment, teachers will offer clear guidelines about when and how to collaborate; if a student is unsure, it is the responsibility of the student to ask the faculty member.

6. Unfair Means. Use of unfair means generally covers following:

- a. An attempt to have access to the question paper before the test/examination.
- b. Use/possession of unauthorized reference material during a test/examination.
- c. Any form of communication by the student with anyone in or outside the test/examination venue while the test/examination is in progress.
- d. Unauthorized entry into faculty's office or that of his/her staff with the intention of having an access to or tempering with the official record/examination paper etc.

7. Moral Dishonesty. Moral dishonesty means an act which does not conform to known norms of decency.

8. Conduct

- a. **Application of NUST Code of Conduct.** NUST Code of Conduct applies to the conduct displayed on the University premises, at NUST sponsored activities, and to off-campus conduct that adversely affects the University reputation and/or the pursuit of its objectives. Each member of NUST shall be responsible for his/her conduct.
- b. **Classroom Standards.** The individual faculty member is primarily responsible for managing the classroom environment. If a student engages in any prohibited or unlawful act or other behaviour that results in disruption of a

class, he or she may be directed by the faculty member to leave the class for the remainder of the class duration. Students must be protected against infringement of their rights and unfair practices.

c. Identification/Registration Card

- (1) Each member of the University community is issued a picture identification/registration card or visitor's pass, that must be worn at all times while on University premises or at University-sponsored activities. Identification/ registration cards must be presented upon entering University buildings.
- (2) Identification/registration cards are not transferable. The owner of the card will be called upon to account for any fraudulent use of his/her identification card and will be subject to disciplinary action by the University if he or she has aided such fraudulent use. The card will be forfeited if the student to whom it was issued allows any other person to use it.
- (3) Upon a card owner's withdrawal from the University, all rights and privileges related to the identification card automatically cease. If the student withdraws, or is suspended or expelled from the University, the identification card must be surrendered to the institution.

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

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

11. Discipline Committee

- a. NUST Discipline Committee shall consist of:
 - (1) Chairman to be nominated by Rector.
 - (2) One senior faculty member from each constituent institution to be nominated by the head of the institution, subject to a maximum of five.

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

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

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

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

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

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

13. Off-Campus Conduct. Conduct occurring off-University premises be such that it should not affect the interest/image of the University.

14. Enforcement of Code of Conduct. Matters of indiscipline would be referred to the concerned institution or NUST authorities authorized to check discipline matters and decide on them in line with NUST policy, rules and regulations. Parents of those students who disobey authority and violate the code of conduct will be informed. Students may be held accountable for the acts of misconduct of their guests while on University premises or at

University-sponsored activities. Students who are charged with violations of this Code are subject to disciplinary action in accordance with NUST rules/regulations/statutes.

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

a. **Minor Punishments**

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

b. **Major Punishments**

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

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

17. Disciplinary Process

- a. **Case Referrals.** Each case of ill-discipline shall be reported to the head of the institution through HOD or the manager hostel. Any charge should be submitted as soon as possible after occurrence of the alleged violation, preferably within 24 hours of the violation. Those referring cases are normally expected to serve as complainant and to present relevant evidence in disciplinary hearings before the NUST/Institution Discipline Committee. Depending on the gravity of the case, head of the institution will decide to award minor punishment at the institution level or refer the matter to NUST Discipline Committee for decision by the competent authority for major punishment.
- b. **Hearing of Disciplinary Cases.** A disciplinary hearing is a formal process conducted by the Institution Discipline Committee. This formal process is designed to gather and consider relevant information regarding the alleged violation/s of the Code and to determine and recommend a punishment. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period.
- c. **Punishments.** NUST/Institution Discipline Committee will recommend the punishment according to the gravity of the case after giving the defaulter full opportunity to give his/her point of view. This must be done before recommending the punishment to head of the institution/Rector.
- d. **Appeals.** An appeal against the decision of Discipline Committee can be filed with head of the institution/Rector within fifteen days of announcement of the decision.

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

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

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

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

- a. Under no circumstances should a player or sportsperson react in a violent manner nor use any form of foul or abusive language, whether it is directed at a member of staff, match official, opponent, playing colleague, team official or spectator.

- b. Individuals signing the player registration form are agreeing to abide by this code of conduct and will accept that any deviation from these rules will result in disciplinary action by the University.
- c. Persons under the influence of drugs are not permitted to participate in sports activities at the University and as such the defaulters shall be liable to disciplinary action by NUST.
- d. On a final note, please remember that no referee, umpire or official is perfect. You may not agree with every decision that is made and, just like players, the umpires and sports officials too may make mistakes.

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

a. **Male Students**

(1) **Summer**

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

(2) **Winter**

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

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

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

- (1) Shorts and sleeveless shirts.

- (2) T-Shirts / dress bearing language or art, which appears to be provocative or indecent and is likely to offend others.
- (3) Shabby or torn clothing.
- (4) Jogging or exercise clothing during classes.

Untidy, gaudy or immodest dress in classrooms, cafeteria and university offices.

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

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

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

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

25. Redressal of Student Grievance. NUST as an internationally reputable and progressive university continuously endeavors 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 endeavors to instill 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 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 scheduling, 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.** Freshmen and Sophomore 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 fortnightly meetings.
 - (c) **Female Faculty Focal Person (F³H).** 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 his/her 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.

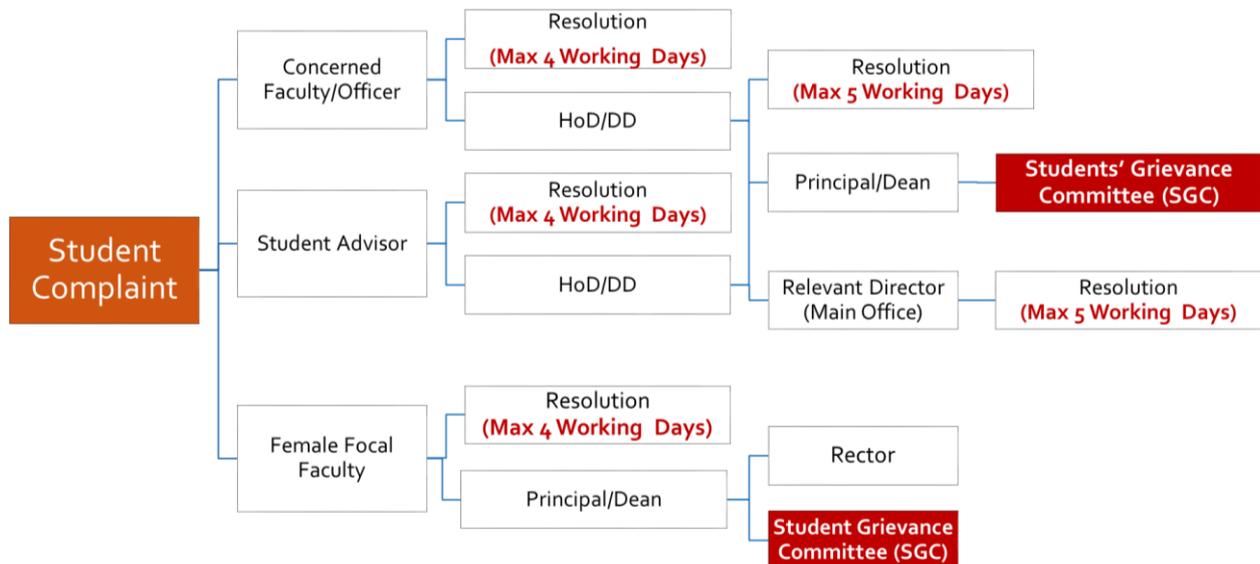


Figure 1: Complaint Process

- 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 reinstated, 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 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 behavior 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 record of correspondence, if any.

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

Writing of Articles

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

Living on Campus

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

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

2. Allotment of Hostel Accommodation

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

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

- a. **UG.** Students will only avail Hostel facility for the duration (BS Programme 4 Years & B Architecture 5 Years) of their on campus study.
 - b. **PG.** MS Programme (2 Years), PhD Programme (3 Years).
- 4. Extension.** Following will be considered for extension:-
- a. Genuine medical issues (submission of Medical Documents with prior recommendation of NMC)
 - b. **Exchange Programme.** The Hostelites who are offered an exchange programme in Foreign Universities will be given extension in case their required courses are not offered during Summer vacations or during regular semesters. Conformation to this effect will be sought from Registrar / PGP Dte.
 - c. Compassionate ground (case to case basis).
 - d. Overseas students (when both parents reside abroad).
- Note:** *Cases of above mentioned categories will be processed for Rector's approval.*
- 5.** Extension may not be granted to the students who have obtained **F** grades / Low grades / Repeat courses / Short attendance.
- 6. Temporary Hostel Allotment.** Temporary allotment facility will be provided only to those students who are currently registered at the main campus of NUST, on availability of surplus and vacant accommodation. Students applying for shorter duration will be granted permission to avail the facility on case-to-case basis. Application form is available at the hostels office, which requires the signature of parents / guardian. Hostel rules will be followed by temporary students in true spirit.
- 7. Messing.** It is mandatory for all residents:
- a. Messing is arranged by NUST staff.
 - b. Messing is charged in advance from all the students on monthly basis for which Mess Bill is issued, to be deposited in bank within due date.
 - c. Mess Security (Rs. 9,000/-) is charged at the beginning, which is refunded in cash, when student applies for clearance from hostels.
 - d. **Student's committee is formed to facilitate and participate in mess/hostel affairs.** The mess menu of the hostel is prepared with the consultation of Hostel Messing Committee.
 - e. For Mess Off the Manager (Hostel) will have to be informed at least two days in advance i.e. student leaving on Friday shall register his / her request by

2300 hrs (11:00 pm) on Wednesday (it is mandatory to cater for purchase of fresh ration that is procured one day in advance).

- f. The students need to be physically present in the office of Manager (Hostel) while getting the Mess Off. Extension over phone or mail will not be accepted.
- g. Failing to submit the Mess Off Form to Manager (Hostel) in person will not be entertained later on.
- h. Maximum 12 days Mess Off will be considered in a month only.
- i. For Mess Off the member if leaving the Hostel should apply for mess off at least two days in advance before the date of mess off on a prescribed form available in Manager (Hostel) Office.

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

9. Hostel Dues

a. Hostel Charges

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

b. Hostel Charges (International Students)

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

Married Students

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

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

c. Messing

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

d. **Payment of Dues.** Hostel dues are required to be paid on semester basis. Hostel rent invoice will be issued through Finance Directorate (Fee Section). Mess charges will be paid on monthly basis in advance. The invoice will be issued by the Hostels Branch.

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

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

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

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

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

13. Do's and Dont's

a. Do's

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

- (16) In case of any emergency or illness, immediately report to the Manager (Hostels)/Caretaker who shall make necessary arrangements for medical assistance.
- (17) Always be well-dressed and hair must be properly trimmed. Make a habit to shave daily.

b. **Dont's**

- (1) Keeping of prohibited medicines, drugs without **doctor's prescription**.
- (2) **Possession of the following items is totally banned:**
 - (a) Fire arms, daggers, etc.
 - (b) Alcohols, toxic drugs, sheesha, gutkha and hashish/heroin, etc.
 - (c) Crackers, explosives, ammunition, etc.
 - (d) Objectionable material like pornographic videos, books, or photographs.
- (3) Smoking and keeping any kind of such items.
- (4) Misusing hostel premises/facilities for other than studies.
- (5) Involvement in **criminal/police** cases.
- (6) Guests of students or day scholars in the room/hostel.
- (7) Driving **motorcycle** without **crash helmet**, wheeling/ aerobatics.
- (8) Disturbing fellow residents by playing loud music or instruments at a high volume.
- (9) Making noise and raising slogans.
- (10) No electric appliance will be permitted in the student's room except refrigerator and room cooler (with permission and on monthly charges).
- (11) Damaging hostel property.
- (12) Making any structural additions/alterations in the rooms or install/fix electrical gadget or fittings/fixtures in the hostel.
- (13) Involvement in politics, ethnic, sectarian or any other undesirable activity.
- (14) **Collection of chanda/donations** on any account.
- (15) Ragging of juniors inside/outside the rooms and hostels.

- (16) Gambling in any form such as playing cards (even without money at stake).
- (17) Changing the authorized room setting.
- (19) Occupying/interchanging/swapping rooms without permission of Manager (Hostels).
- (20) Giving tips or making any other kind of payment to the sanitary workers or other hostel staff.
- (21) Opening the door of another fellow's room without his/her permission.
- (22) Using the belongings of other residents without their consent.
- (23) Borrowing and lending money from the students/staff.
- (24) Visiting rooftop.
- (25) Arranging private trips/visits without written permission of Deputy Director Hostels.
- (26) Cooking in the room under any circumstances.
- (27) Keeping pets or animals in the room.
- (28) Non-adherence to the chain of command.

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

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

15. In/Out Timings

- a. Students are not allowed to stay out of hostel after 10:00 pm (female) & 11:00 pm (male) or the time notified otherwise. Defaulters will be fined as follows:-
- | | | | |
|-----|---------------------------|---|--|
| (1) | 1 st Violation | - | Rs. 300/- |
| (2) | 2 nd Violation | - | Rs. 500/- & information to concerned School & parents. |
| (3) | 3 rd Violation | - | Rs. 1,000/- and expulsion from hostel for semester with information to concerned School & parents. |
- b. Students are allowed to leave campus/hostel only with written permission (Out Pass) issued by the respective Manager (Hostels). Parents may also be consulted by the hostel management when felt necessary.
- c. In/out registers must be filled in while leaving the hostel for a private purpose, failing which absence will be marked and disciplinary action will be initiated against the defaulters.
- d. Students are advised to display hostel (yellow) card for identification, while going out of the hostel or entering the hostel.

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

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

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

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

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

- a. Students are encouraged to keep and use bicycles within the Campus.

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

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

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

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

23. Inspections

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

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

- 25. Washerman Services.** A laundry shop has been established in all the hostels for provision of washing and pressing of clothes facility to residents free of cost.
- 26. Indoor Sports.** The facility of well-equipped gymnasium with the required machines is available in all the Hostels. It is expected that students will utilize the same with extreme care and will adhere to the best norms of discipline in the gym.
- 27. Vending Machine.** Vending Machines have been installed in all student Hostels that dispenses items such as snacks, beverages etc to students on payment of cash or credit.
- 28. Hostel Administration.** Hostel administration/management is as under:
- a. Director Administration.
 - b. Deputy Director Hostels.
 - c. Assistant Director Hostels (Male).
 - d. Assistant Director Hostels (Female).
 - e. Assistant Director Hostels (Messing).
 - f. Manager Hostel.
 - g. Caretaker.
- 29.** Certificate (**Annex D**) duly signed by the student and countersigned by the parent/guardian is required to be submitted by the student to the Manager (Hostels) at the time of joining the hostel.

Note:

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

List of Masters & PhD Programmes

MS Programmes (60)

Sr#	Programme	Institution
1.	MS Electrical Engineering	C of E&ME, SEECS, MCS, PNEC, RIMMS, CAE
2.	MS Mechanical Engineering	C of E&ME, SMME, PNEC, CAE
3.	MS Software Engineering	MCS, C of E&ME
4.	MS Construction Engineering & Management	MCE, SCEE
5.	MS Information Security	MCS, SEECS
6.	MS Systems Engineering	RCMS
7.	MS Structural Engineering	SCEE, MCE
8.	MS Transportation Engineering	SCEE, MCE
9.	MS Geotechnical Engineering (joint degree programme with SCEE)	SCEE, MCE
10.	MS Computer Science	SEECS, MCS
11.	MS Computer Engineering	C of E&ME
12.	MS Mechatronics Engineering	“
13.	MS Engineering Management	“
14.	MS Aerospace Engineering	CAE
15.	MS Avionics Engineering	“
16.	MS Manufacturing Engineering & Management	PNEC
17.	MS Cyber Security	“
18.	MS Naval Architecture	“

19.	MS Urban and Regional Planning	SCEE
20.	MS Environmental Engineering	"
21.	MS Environmental Science	"
22.	MS Remote Sensing & GIS	"
23.	MS Water Resources Engineering & Management	"
24.	MS Geotechnical & Tunneling	"
25.	MS Information Technology	SEECs
26.	MS Innovative Technologies in Learning	"
27.	MS Data Science	"
28.	MS Materials & Surface Engineering	SCME
29.	MS Chemical Engineering	"
30.	MS Nano science & Engineering	"
31.	MS Process Systems Engineering	"
32.	MS Design & Manufacturing Engineering	SMME
33.	MS Robotics & Intelligent Machine Engineering	"
34.	MS Biomedical Engineering	"
35.	MS Biomedical Sciences	"
36.	MS Economics	S ³ H
37.	MS Mass Communications	"
38.	MS Clinical Psychology	"
39.	MS Development Studies	"
40.	MS Career Counseling & Education	"
41.	MBA	NBS
42.	Executive MBA	"
43.	MS HRM	"
44.	MS Logistics & Supply Chain Management	"

45.	MS Innovation and Entrepreneurship	“
46.	MS Mathematics	SNS
47.	MS Physics	”
48.	MS Chemistry	“
49.	MS Statistics	“
50.	MS Disaster Management	MCE
51.	MS Mining Engineering	“
52.	MS Healthcare Biotechnology	ASAB
53.	MS Plant Biotechnology	”
54.	MS Industrial Biotechnology	”
55.	MS Energy Systems Engineering	USPCAS-E
56.	MS Thermal Energy Engineering	
57.	MS Electrical Engineering (Power)	
58.	MS Computational Science & Engineering	RCMS
59.	MS Bioinformatics	
60.	MS Peace and Conflict Studies	CIPS

PhD Programmes (41)

Sr#	Programme	Institution
1.	PhD Electrical Engineering	C of EME, SEECs, MCS, PNEC, RIMMS
2.	PhD Mechanical Engineering	C of EME, SMME, PNEC
3.	PhD Software Engineering	MCS, C of EME
4.	PhD Information Security	MCS, SEECs
5.	PhD Geotechnical Engineering	SCEE, MCE
6.	PhD Computer Science	SEECs, MCS
7.	PhD Computer Engineering	C of EME
8.	PhD Mechatronics Engineering	“
9.	PhD Engineering Management	“

10.	PhD Aerospace Engineering	CAE
11.	PhD Avionics Engineering	"
12.	PhD Manufacturing Engineering Management	PNEC
13.	PhD Structural Engineering	SCEE
14.	PhD Urban and Regional Planning	"
15.	PhD Environmental Engineering	"
16.	PhD Environmental Science	"
17.	PhD Remote Sensing & GIS	"
18.	PhD Construction Engineering & Management	"
19.	PhD Water Resources Engineering & Management	"
20.	PhD Information Technology	SEECs
21.	PhD Materials Surface Engineering	SCME
22.	PhD Chemical Engineering	"
23.	PhD Nanoscience and Engineering	"
24.	PhD Design & Manufacturing Engineering	SMME
25.	PhD Robotics & Intelligent Machine Engineering	"
26.	PhD Biomedical Engineering	"
27.	PhD Biomedical Sciences	"
28.	PhD Computational Science & Engineering	RCMS
29.	PhD Economics	S ³ H
30.	PhD Psychology	"
31.	PhD Business Administration	NBS
32.	PhD Mathematics	SNS
33.	PhD Physics	"
34.	PhD Chemistry	"
35.	PhD Applied Biosciences	ASAB
36.	PhD Peace and Conflict Studies	NIPCONS (CIPS)

37.	PhD Energy Systems Engineering	USPCAS-E
38.	PhD Thermal Energy Engineering	"
39.	PhD Electrical Engineering (Power)	"
40.	PhD Mining Engineering	MCE
41.	PhD Transportation Engineering	"

Re-Checking of Papers

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

It is ensured that:

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

National University of Sciences and Technology Islamabad
Application Form for Re-Checking of Answer-Book/Paper

1. Name of the Candidate: _____
2. Father's Name: _____
3. Roll No. _____
4. Year/Semester: _____
5. Paper to be re-checked: _____
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
 - g. _____

6. Fee Paid: _____
Rs, _____ invoice/draft No. _____
Bank Branch: _____ dated: _____

7. I have read the instructions given overleaf and undertake to abide by the rules and regulations of NUST::

Date: _____

Signature of Applicant

Postal Address:

Telephone No. _____

Annex C
to Para 4 i (1) to Chapter 6

Fee Structure

Fee Structure for National Students (In PKR)

MS/MBA/EMBA						PhD
	Engineering/IT, Social Sciences (Eco) & Bio Sciences programmes	Business Studies			Engineering Management & Construction Engineering Management	All programmes
		MS HRM, MS Logistics & Supply Chain Management, MS Innovation & Entrepreneurship	MBA	EMBA		
Admission Processing Fee	10,000	10,000	10,000	10,000	10,000	5,000
Security Deposit (refundable)	10,000	10,000	10,000	10,000	10,000	10,000
Semester Fee	71,500	84,000	110,000	26,500 per course	110,000	71,500
Reading Material (Per Annum)				17,000		
Course Repeat Fee (Rs. 5000/-Per Credit Hour for all disciplines except EMBA 26,500 per course)						
Miscellaneous charges (Rs.2700/- per Semester)						

- "Harvard Business school licensing fee" will be charged to business students (MBA, MS HRM, EMBA, MS Logistics & Supply Chain Management & MS Innovation & Entrepreneurship) @ Rs.17, 000/year.

Payment of Student Fee

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

Note: Through an amendment in the Income Tax Ordinance 2001 by Finance Act 2013, advance tax (under section 236-I) shall be collected in Spring Semester @ 5% (from In-active Tax payers only) on the entire amount of fee, if annual Fee of a student exceeds from Rs. 200,000/- excluding the amount refundable.

- Advance tax paid on Fee is adjustable at the time of filing of Income Tax return. NUST will issue Advance Tax Deduction Certificate in this regard at year-end.
- This 5% advance tax is not applicable in case:
 - (1) Parent Guardian is an Active tax payer.

- (2) Annual Fee is Rs. 200,000 and below.
- (3) Parents/guardian (making the payment) are non-resident and stay in Pakistan was less than 183 days in the immediately preceding fiscal year, to be determined on the basis of entry and exit stamps as per the Passport; and
- (4) Fees are remitted directly from abroad to the University bank account [in case of (iii) above]”.

Fee Structure for International Students (in USD)

MS/MPhil/MBA/EMBA						PhD
	Engineering/IT, Social Sciences (Eco) & Bio Sciences programmes	Business Studies			Engineering Management & Construction Engineering Management	All programmes
		MS HRM, MS Logistics & Supply Chain Management, MS Innovation & Entrepreneurship	MB	EMBA		
Admission Processing Fee	60	60	60	60	60	60
Security Deposit (refundable)	60	60	60	60	60	60
Semester Fee	431	506	663	160 (per course)	663	431
Reading Material (per Annum)				102 (Per annum)		
Course Repeat Fee (USD 40/-Per Credit Hour for all disciplines except EMBA USD 160 per course)						

1. At the time of admission, admission processing fee, security fee and tuition fee for the first academic year (two semesters) will be payable (as per selection letter).
2. Students must have to pay their fee in advance before the commencement of classes.
3. Harvard Business school licensing fee" will be charged to business students (MBA, MS HRM, EMBA, MS Logistics & Supply Chain Management & MS Innovation & Entrepreneurship) @ Rs.17, 000/year

Hostel Allotment Policy

1. Introduction. NUST hostels have been established for the out station National and International students. Hostels are providing hygienic and pleasant environment and are equipped with all amenities for standard living. Sixteen hostels have been built in the main campus of NUST (11 for male and 5 for female) having capacity to accommodate 4260 students. Hostel accommodation will be allotted to outstation students only who get admission in any School / Institute at NUST Main campus Islamabad.

2. Students are required to apply online on the prescribed form available at (www.nust.edu.pk) or at the time of NET or both. Hostel accommodation will be allotted as per Allotment Policy depending on availability of seats, as per the instructions delineated in succeeding paras.

3. Eligibility Criteria. Students registered for statutory courses in the University (Islamabad Campus only) will be eligible to avail the facility of NUST Hostels.

4. Priority of Allotment

- a. Disabled / special students.
- b. Wards of Shuhada and orphans.
- c. Overseas (after provision of the residential proof i.e., residency, Iqama, passports etc.).
- d. Students from far flung areas:
 - (1) Balochistan.
 - (2) Sindh.
 - (3) FATA.
 - (4) Gilgit Baltistan.
 - (5) Southern Punjab (Bahawalpur, Bahawalnagar, D.G Khan, Layyah, Rahim Yar Khan, Rajanpur).
 - (6) Azad Jammu and Kashmir (Athmuqam, Hattian Bala, Haveli /Kahuta).
 - (7) Khyber Pakhtunkhwa (D.I. Khan, Chitral, etc.).
- e. **Priority – 1.** As a matter of principle, allocation of Hostel to the waiting list of last year takes priority over all.

- f. **Priority – 2.** Second Priority shall be given to the students, who fall in para 4 a to d above and fall in the first merit list.
- g. **Priority – 3.** Third priority shall be given to the students as per their position in the merit list after excluding priority 1 & 2.

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

6. Compassionate Grounds

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

7. Ineligibility Criteria

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

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

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

Note: No extension will be granted.

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

- a. Genuine medical issues (Submission of Medical Documents with prior recommendation of NMC).
- b. **Exchange Programme.** The Hostelites who are offered an exchange programme in Foreign Universities will be given extension in case their required courses are not

run / offered during Summer vacations or during regular semesters. Confirmation to this effect will be sought from Registrar / PGP Dte and case will be forwarded for Rector's approval.

- c. Compassionate ground (case to case basis).
- d. Overseas students.

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

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

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

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

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

NUST Hostel Rules Awareness Certificate

Name: _____

Father's / Guardian's Name: _____

School: _____

Discipline: _____

Hostel: _____

Room No: _____

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

Date: _____

Student Signature

Countersigned By

Date: _____

Father / Mother / Guardian

Name: _____

CNIC No. _____

UNDERTAKING

(By the Student & Parent/Guardian)

I, _____ son/daughter
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 my all academic documents (including Matric / FA, FSc results, equivalence) are
complete and correct as per eligibility criteria; if found in correct at any stage, university has
the right to cancel admission / take strict disciplinary action against me.

Name of the Student: _____

CNIC No: _____

Signature: _____

Countersigned By Parents/Guardian

Signature: _____

Signature: _____

Name: _____

Name: _____

CNIC No _____

CNIC No _____

Date: _____

Date: _____

Address: _____

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

HANDBOOK FOR MS/PhD STUDENTS

Academics Directorate

National University of Sciences and Technology

Sector H-12, Islamabad, Pakistan

U.A.N: 111-116-878   **nust_official**  **www.nust.edu**

