NUST
Defining futures



STUDENT HANDBOOK Undergraduate

National University of Sciences & Technology

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We AIM HIGHER

NUST Defining futures

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

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

Since technological supremacy is the key to shaping the destiny of a nation, NUST fuels the spirit of inquiry, enterprise, and dynamism in all facets of research and professional education. The dividends of our focused and sustained efforts are distinctly visible in the vibrant involvement of our students and faculty in a wide range of research projects, publications, patent filing, and joint research ventures. Tech ONE and National Science and Technology Park (NSTP) are some of the potent NUST initiatives to expand the base of research and development towards building the national economy.

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

Disclaimer

This handbook is being issued for general information and guidance of the students for the undergraduate entry of Fall 2026. The University reserves the right to withdraw or make amendments in Academic Regulations and other rules/policies/instructions as and when deemed necessary.

Important

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

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Chapter 1: The University

1. **NUST at a Glance**. Welcome to the National University of Sciences and Technology (NUST), a premier national institution committed to imparting high-quality undergraduate and postgraduate education in various engineering disciplines, management, social, applied biosciences, architecture, information technology, and basic sciences. You represent a distinguished group of students selected strictly on merit to join this comprehensive University comprising 22 constituent colleges/schools/centres. Currently, NUST offers degree education in as many as 45 UG, 83 MS, and 54 PhD programmes in various NUST institutions.

2. **Constituent Institutions**. Listed below are the constituent NUST institutions:

   a. Military College of Engineering (MCE), Risalpur

   b. Military College of Signals (MCS), Rawalpindi

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

   d. Pakistan Navy Engineering College (PNEC), Karachi

   e. College of Aeronautical Engineering (CAE), Risalpur

   f. School of Electrical Engineering & Computer Science (SEECS), Islamabad

   g. NUST Business School (NBS), Islamabad

   h. School of Social Sciences & Humanities (S^3H), Islamabad

   i. School of Chemical & Materials Engineering (SCME), Islamabad

   j. School of Civil & Environmental Engineering (SCEE), Islamabad

   k. School of Mechanical & Manufacturing Engineering (SMME), Islamabad

   l. School of Natural Sciences (SNS), Islamabad

   m. Atta Ur Rahman School of Applied Biosciences (ASAB), Islamabad

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

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

   p. US Pak Centre for Advanced Studies in Energy (USPCAS-E), Islamabad

   q. NUST Balochistan Campus (NBC), Quetta

   r. National Institute of Transportation (NIT), Risalpur

   s. School of Inter-Disciplinary Engineering and Sciences (SINES), Islamabad

   t. NUST School of Health Sciences (NSHS), Islamabad

   u. NUST Law School (NLS), Islamabad

   v. Jinnah School of Public Policy and Leadership (JSPPL), Islamabad

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

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

5. **Values:**

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

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

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

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

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

6. **Strategic Thrusts:**

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

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

   c. **Spirit of Enterprise.** Develop instruments and mechanisms to cultivate in NUST graduates the spirit of enterprise and entrepreneurial culture and build strong linkages with industry.

   d. **Internationalization and Global Vision.** Establish strong international linkages to ensure the 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.

7. Why Study at NUST?

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

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

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

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

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

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

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

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

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

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

Ser	Subject Area	World Ranking	National Ranking

i.	Computer Science & Information Systems	114	1
ii.	Electrical & Electronics Engineering	131	1
iii.	Data Science & Artificial Intelligence	101-200	1
iv.	Civil and Structural Engineering	151-200	1
v.	Chemical Engineering	151-200	1
vi.	Mechanical, Aeronautical & Manufacturing Engineering	151-200	1
vii.	Material Sciences	151-200	1
viii.	Architecture/Built Environment	201-260	1
ix.	Chemistry	201-250	1
x.	Physics & Astronomy	201-250	1
xi.	Environmental Sciences	301-350	1
xii.	Business & Management	251-300	2
xiii.	Economics & Econometrics	251-300	2
xiv.	Accounting & Finance	301-375	2
xv.	Mathematics	151-200	3
xvi.	Biological Sciences	451-500	3
xvii.	Medicine	601-650	5
xviii.	Agriculture & Forestry	401-475	6

8. **Important Telephone Numbers:**

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

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

Assistant Director (MS)	+92-51-90851043

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

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

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

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

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

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

NUST International Office (NIO)

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

Student Support Services Centre (S^3C)	
Director S^3C	+92-51-90856601
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Constituent Institutions

Military College of Engineering (MCE), Risalpur	
Dean	+92-923-631315
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Military College of Signals (MCS), Rawalpindi	
Dean	+92-51-5564048
SO NUST Affairs	+92-51-9272097
E-mail	mcs@nust.edu.pk
College of Electrical & Mechanical Engineering (C of E&ME), Rawalpindi	
Dean	+92-51-54444050
SO NUST Affairs	+92-51-54444010
E-mail	ceme@nust.edu.pk

Pakistan Navy Engineering College (PNEC), Karachi	
Dean	+92-21-48503001
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College of Aeronautical Engineering (CAE), Risalpur	
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School of Civil & Environmental Engineering (SCEE), Islamabad	
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- **Institute of Environmental Sciences & Engineering (IESE)**	

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E-mail	iese@nust.edu.pk
- **Institute of Geographical Information Systems (IGIS)**	
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School of Electrical Engineering & Computer Science (SEECS), Islamabad	
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School of Natural Sciences (SNS), Islamabad	
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School of Art, Design & Architecture (SADA), Islamabad	
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NUST Institute of Peace & Conflict Studies (NIPCONS), Rawalpindi	
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School of Inter-Disciplinary Engineering and Sciences (SINES), Islamabad	
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NUST School of Health Sciences (NSHS), Islamabad	
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Jinnah School of Public Policy and Leadership (JSPPL), Islamabad	
Principal	+92-51-90852701
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9. **Mailing Address & Social Media Accounts:**

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

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

Social Media Accounts

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

Chapter 2: Scheme of Studies, Examinations, and Academic Standards for the Award of Degrees

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

2. **Duration**. The minimum and maximum duration of all above-mentioned programmes except Bachelor of Architecture is 4 and 7 years, respectively. However, Bachelor Architecture's minimum and maximum duration is 5 and 8 years. For the award of degree student must complete 8 regular semesters (10 semesters for B Architecture) with the respective fee applicability for 8 / 10 regular semesters.

3. **Internship.** Internship (Voluntary / Mandatory) with reputed public/private sector organizations has been introduced in the undergraduate degree programmes. Voluntary internship for the duration of 4-8 weeks may be undertaken by 1st / 2nd year students in NGOs, Trusts and Public Sector organizations in Summer Semester. However, Mandatory internship (graded course of 3 credit hours) for minimum duration of 6 weeks must be performed by 2nd / 3rd / 4th year undergraduate students once during the degree programme. Mandatory internship will be conducted in the industry / public or private sector organization relevant to the individual's degree programme. Mandatory internship will be reflected on the transcript as Qualified / Not Qualified being the essential component for the award of degree.

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

5. **Examinations & Other Semester Requirements**. The following may be scheduled during a semester of studies for grading:

   a. **Minor Test (Quiz).** Several unannounced/announced quiz tests are conducted frequently in each course at irregular intervals, (as define in Para 16) throughout the semester.

   b. **Major Tests**

      (1) **Mid Semester Examination/One Hour Test (OHT).** Mid Semester Exam is a 2–3 hour test conducted at mid-semester or a number of OHTs (one-hour duration), conducted (normally one per credit hour) in each course at regular intervals with due notice of at least two days.

      (2) **End Semester Examination (ESE).** The last comprehensive examination of approximately three hours duration is given in each course on its completion.

   c. **Class Assignment.** A task, relevant to a course of study, is assigned by concerned faculty to substantiate the course contents. The assignment may or may not be graded.

   d. **Practical/Lab Test.** These tests include all such examinations/evaluations to ascertain the level of competency of the practical application of knowledge acquired.

e. **Project.** Project is a research work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into practical use. Projects are usually assigned as part of coursework to individuals or groups of students and each student is required to present the project work.

f. **Attendance.** 75% attendance is a must for a student to be allowed to appear in the End Semester Examination of a subject. Students shall be awarded **XF** grade if their respective attendance falls below 75%. Attendance will be marked based on first 15x weeks of teaching excluding exams (e.g., 15x one hour lectures against one credit hour). No deviation from this rule is allowed under any circumstances.

g. Students are required to make oral presentations during the semesters as part of courses specially configured to develop their soft skills.

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

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

8. **Use of Reference Material during Test/Examination**. Before the quiz, OHT, and mid/end-semester examinations, the concerned faculty/invigilator may announce such books, notes, or other material which can be referred to by the student during the test/examination. Students should not be in possession of any other book, notes, papers or material, etc.

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

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

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

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

b. All answer books used in the examination are initialed by the invigilator. No other answer books are to be used.

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

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

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

a. Students are seated according to their seating plan.

b. Students are warned against the use of unfair means and have been advised to surrender notes, papers, cell phones, iPads, etc., or other unauthorized material before the commencement of the examination.

c. No student is allowed to join the examination thirty minutes after its commencement.

d. No student is allowed to leave the examination room within one hour of commencement of the examination. The visits to washrooms shall be carefully controlled.

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

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

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

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

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

a. An attempt to have access to the question paper before the test/ examination.

b. Use/possession of unauthorized reference material during test/examination.

c. Any form of communication by the student with anyone in or outside the examination room while the test/examination is in progress.

d. Unauthorized entry into faculty's office or that of his/her staff with the intention of having access to or tampering with the official record/ Examination papers etc.

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

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

Grading Scheme per Semester

Engineering & Technology / Computing & Information Technology / Natural Sciences			
Nature of Examination	**Duration**	**Frequency**	**Weighting (%age)**
End semester examination	2- 3 hours	• 1	40-50
One Hour Test(s)*	One hour	• 1 CH Course – minimum 1 OHT • 2-4 CHs Courses – minimum 2 OHTs	30-40
Mid Semester Exam	90-120 mins	1	25-35
Quizzes	-	• 1 CH Course – minimum 2 • 2 CHs and above Courses – minimum 3	10-15
Assignments	Own time@	Minimum 1 per CH	5-10
Project(s)	Own time@	-	0-20
Class Participation	-	-	0 – 5 #
Lab Work			
Lab Work/ Psychomotor Assessment/ Lab Reports	3 contact hours	1 per week for each lab CH	50-70
Lab Project/ Open-ended Lab Project/ Assignment/Quiz	-	1-2	10-20
Final Assessment/Mid Semester Assessment (Written, viva, hands-on experimentation, group task)	-	1	20-30

* **Fall/Spring Semesters:** Mid Semester Exam **may be** held in lieu of One Hour Tests.
Summer Semester: Mid Semester Exam **will be** held in lieu of One Hour Tests.

For General Education Courses only.

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

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

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

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

Letter Grade	Grade Points
A	4.00
B+	3.50
B	3.00
C+	2.5
C	2.00
D+ (for UG only)	1.50
D (for UG only)	1.00
F	0.00
I	Incomplete
W	Dropped
Q	Qualified
T	Transfer
XF	0.00 (F Grade due to shortage of attendance)

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

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

21. To earn course credits, a student must obtain a minimum of 1.0-grade points for the undergraduate programme in each course.

22. To successfully complete the degree requirement, a student must obtain a minimum CGPA of 2.00 (2.50 for Business & Management / Social Sciences).

23. **Credit and Contact Hour Correlation**.

a. **Credit Hour (CH)** means a lecture of one-hour duration (including ten minutes break) per week per semester for a subject countable towards a student's Cumulative Grade Point Average (CGPA). However, in the case of the studio, one credit hour requires two CHs.

b. **Contact Hour** means one hour including ten minutes break spent on academic and research-related activities including instructional work/tutorials, studio work, research work, projects, seminars, workshops, internships, etc., during the course of studies at the University. Generally speaking, one CH of course work is equal to one contact hour whereas one CH of studio work is equal to two contact hours, and one CH of lab work/workshop/seminar/research work/project is equal to three contact hours.

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

25. **Award of F, I, & W Grades**

a. **Award of Grade F.** In addition to the **F** grade awarded based on academic failure, a student shall not be 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 shall only be cleared by repetition of the course whenever offered.

b. **Award of Grade I.** A student, who, because of illness or other acceptable reasons approved by the DBS/FBS, fails to complete the required work in any course or misses any examination/test defined as under, provided his/her overall attendance is not less than 75%, is given **I** as a grade. If a student fails to make up the coursework or absent in the assessment s/he will be awarded 'zero' in that assessment and grade shall be calculated accordingly. However, in highly extraordinary cases further, an extension may be approved by Registrar Dte, Main Office on the recommendation of the FBS.

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

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

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

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

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

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

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

d. Students with **W** on the transcript will not be considered for academic honour/award, except Rector's Gold Medal.

e. A student will be allowed to have a maximum of two Ws in a semester. S/he will not be allowed to accumulate more than four Ws at any one particular time during the course of studies.

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

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

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

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

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

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

Chapter 3: Award of Bachelor Degree and Academic Deficiencies (Applicable to all programmes except those specified separately)

1. **Award of Bachelor Degree**.

   a. On the recommendation of the FBS of the constituent institution, the University awards an undergraduate degree to the student who satisfies the following conditions:

      (1) has completed prescribed credit hours, as per approval of, NUST Academic Council for each programme for Bachelor's degree.

      (2) has achieved a minimum CGPA of 2.00 with a minimum of **C** grade in final year (Design) project work for BE/BS programme, where applicable.

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

   a. An **F/XF** grade in any course

   b. Semester GPA less than 2.00

   c. CGPA less than 2.00

   d. **I** (Incomplete) grade in any course

   e. Less than **C** grade in final year (Design) project work for BE/BS programme, where applicable

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

   a. The cases of academically deficient students shall be processed initially by the DBS and subsequently by the FBS of the respective institution in the following manner:

      (1) The DBS shall review the end semester results of deficient students and recommend any one of the following actions to the FBS:

         (a) Warning

         (b) Probation

         (c) Suspension

         (d) Withdrawal

         (e) Repetition of the semester(s) if the student's CGPA consistently remains below 2.00

      (2) The FBS of the institution upon receipt of the recommendations from the concerned DBS, shall be convened as soon as possible but not later than the first two weeks of the next semester; and,

(3) The FBS shall consider each case individually and take one of the following actions as per the latest policies of the University:

(a) Issue warning to the student

(b) Place the student on probation

(c) Recommend suspension

(d) Recommend withdrawal from the University

(e) Recommend repetition of the semester(s) if the student's CGPA consistently remains below 2.00

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

4. **Warning**.

a. **Definition.** "Warning" means a written cautionary statement issued to a student who qualifies to continue his/her despite minor deficiencies in some courses to make him/her conscious of the weakness and advise him/her to work hard during the semester under progress.

b. **Policy.** A student should be placed on warning under the following condition as per the latest policies of the University:

(1) The semester GPA of the student is less than 2.00 or s/he earns **F/XF** grade(s) in a course(s) but does not qualify for probation/withdrawal.

c. **Compulsions.** While on warning, a student is to:

(1) contact concerned faculty for guidance;

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

5. **Probation**.

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

b. **Policy.** A student should be placed on academic probation under the following conditions:

(1) His/her CGPA is less than 2.00, and s/he does not qualify for withdrawal. This clause will not be applicable to the first semester.

(2) On disciplinary grounds when recommended by the respective discipline committee of the institution and the discipline committee of NUST.

c. **Compulsions.** While on probation, a student shall:

(1) contact concerned faculty for guidance; and,

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

6. **Suspension**.

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

b. **Policy.** A student may be recommended for suspension by the FBS for approval by Main Office, NUST subject to any of the conditions listed below:

(1) On disciplinary grounds when recommended by the Discipline Committee of the respective institution and the Discipline Committee of the University.

(2) If the overall attendance of the student is below 75% in a semester on medical grounds or reasons beyond his/her control.

(3) If the student remains absent for more than thirty but less than forty-five consecutive days without a valid reason.

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

Note: Undergraduate programme comprised of 8 regular semesters, excluding the summer semester, which in only meant for deficiency / failure / repetition courses/Minors. For award of degree student must take courses in 8 regular semesters.

c. **Suspension of Registration**

(1) If a student remains absent for 45 or more consecutive days without intimation or any valid reason, his/her admission/registration will be suspended. However, such students may resume the same programme subject to meeting the following conditions:

(a) has completed a minimum of one year of studies and attained mandatory GPAs;

(b) has been recommended by the respective institution.

(2) On re-admission, the student will pay the prescribed admission fee and 50% tuition fee for the period of absence. The rate of the fee will be as applicable to students of the semester which s/he joins.

(3) While considering the case for re-admission, it will be ascertained by the respective institution that the student has sufficient time to complete his/her degree within the prescribed time limit, which will start from the date of original/first admission.

(4) No special classes/courses will be planned / arranged for such cases, other than planned classes for repeat courses.

(5) After re-admission, his/her studies will be governed by the rules and regulations applicable to the entry s/he joins.

(6) Suspension of registration, on grounds of prolonged absence, will be granted only once in the programme in which s/he was originally granted admission.

7. **Withdrawal**.

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

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

(1) The student accumulates seven or more **F/XF** grades.

(2) The student earns four consecutive probations. This clause does not apply to the 7th and 8th semesters of UG programmes (9th and 10th in case of B Architecture programme).

(3) On disciplinary grounds when recommended by the respective Discipline Committee of the institution and the Discipline Committee of NUST.

(4) The student cannot complete his/her degree requirements within the maximum stipulated time of seven years (eight years in case of B Architecture), even if s/he utilizes the summer semester. Such cases will be recommended by the respective FBS and referred to the Registrar Directorate for approval.

(5) A student who remains absent for more than 45 consecutive days without valid reasons, but does not qualify for "Suspension of Registration"

(6) Earns five **F/XF** grades or more in the first semester only.

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

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

a. A student may repeat a course for the following reasons, subject to payment of prescribed tuition fee for the repeated course(s):

(1) **Clearance of W/F/XF Grades**

(a) A student repeats a course to clear a **W/F/XF** grade.

(b) It is the student's responsibility to clear the failed/dropped courses, subject to availability of resources at the respective institution and approval of Dean/Associate Dean/HoD.

(c) The student's transcript will show both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA;

(d) The student who repeats a course to clear a **W/F/XF** grade shall not be eligible for academic honours/awards except Rector's Gold Medal.

(e) **Counting of F grades**. For a student who fails in a subject, and after repeating fails again (irrespective of the number of times s/he repeats), the number of **F**s counted in this case will be one **F** only.

(2) **Improvement of CGPA.** A student may repeat maximum of 5 courses where his/her grade is less than qualifying grade point i.e., 2.0 (2.5 for Business & Management / Social Sciences) during his entire degree programme apart from clearance of 'W/F/XF' grades, if any to improve his/her CGPA subject to the following provisions:

(a) The student should register for the course(s) to be repeated after formal permission from the respective HoD and pay prescribed per CH fee as per NUST Fee Structure.

(b) The terms and conditions of repeat courses shall be the same as per regular courses. The student transcript will show both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA.

(c) The student who repeats a course for improvement of CGPA shall not be eligible for top academic honours / award (except Rector's Gold Medal).

(d) The student shall not be allowed to improve his/her CGPA after completion of the degree.

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

(4) **Conditional Registration.** If a student opts for the Retest of End Semester Exam for clearing 'F' or 'I' grade in a prerequisite course, then s/he is eligible for conditional registration in the corresponding follow-up course. In case the prerequisite course is not cleared within the six weeks of the semester, the student's enrollment in the follow-up course would be removed without awarding a 'W' grade.

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

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 Registrar.

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

c. S/he shall pay a 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 must pay the full tuition fee (non-adjustable / non-refundable).

10. **Completion of the Degree.**

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

(1) On fulfilment of prescribed requirements of the degree

(2) A request of the student for the final transcript/award of degree until the maximum allowed limit for the degree

(3) Formal notification by the Controller of Examinations

b. The student is allowed to improve his/her grade until conditions of para 10(a) above are fulfilled.

Chapter 4: Award of Bachelor of Industrial Design & Architecture Degrees and Academic Deficiencies

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

   a. This chapter pertains to 8 Semesters of Bachelor of Industrial Design and 10 semesters of Bachelor of Architecture professional degree programmes being offered at the School of Art Design and Architecture (SADA).

   b. **Duration of Studies**

      (1) Programmes are offered in Arts & Humanities discipline as approved by Higher Education Commission (HEC) / Pakistan Council of Architects and Town Planners (PCATP). The duration is 4 to 7 years for the Bachelor of Industrial Design and 5 to 8 years for the Bachelor of Architecture, as per approved credit hours.

      (2) For Bachelor of Architecture, an Internship with reputed public/private sector organizations for a minimum duration of 14 weeks will be compulsory. Moreover, a thesis of 8 CHs is mandatory.

      (3) For the Bachelor of Industrial Design programme, digital modelling, and factory practice for one month in semester 5, design practice for 6 weeks in semester 7, and Project of 6 CHs in Semester 8 is mandatory.

2. **Academic Requirements**.

   a. The Bachelor of Architecture programme is a combination of theory subjects, design studios, and internships in the various aspects of architecture. It is spread over 5 years and consists of 10 semesters leading to the thesis design in the 10^{th} semester. The degree as a qualified "Architect" is conferred in accordance with Pakistan Council of Architects & Town Planners (PCATP) regulations, as applicable from time to time.

   b. The Bachelor of Industrial Design programme is a combination of theory subjects and design in the various aspects of industrial design. It is spread over 4 years and consists of 8 semesters.

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

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

   b. **Major Tests**

(1) **Mid Semester Examination.** A 1-2 hour test will be conducted at mid-semester in each course with due notice of at least two days.

(2) **End Semester Examination.** The last comprehensive examination of approximately 2-3 hours duration will be given in each course on its completion.

(3) **Class Assignment.** A class assignment is a task relevant to a course of study assigned by the concerned faculty to substantiate the course contents. The assignment may or may not be graded.

(4) **Studios.** These include all such evaluations to ascertain the level of competency of the practical application of knowledge acquired within the industrial design and architectural domain. Studio work is comprised of projects that can vary from theoretical to practical nature:

(a) For Bachelor of Architecture, the studios to meet PCATP academic standards and the accreditation criteria, the teacher-student ratio will not be more than (1:15). Further, other than the Basics of Design, the studio instructors will be paid-up PCATP members. All studio work assignments must be submitted on time and late submittals will not be accepted.

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

d. **Thesis.** For Bachelor of Architecture, Thesis is a report submitted by a student comprising the precedent study, original research part, and an original design solution to an issue or design question approved by the School, that counts towards the partial fulfilment of his/her bachelor's requirement:

(1) The thesis lays the rationale and the foundation work for the thesis architecture design and will ultimately include the architectural proposal. Thus, it will be a composite document that will be graded in two parts; it will ultimately have the drawings in CD format included in it (to be inserted before the end of the 10th semester).

(2) The thesis shall be examined and evaluated by External Jurors and Internal Faculty members as assigned and nominated by the School. As recommended by the PCATP, the internal grading will be 40% and the external grading will be 60% of the total grades. If a student fails Final Year Thesis Jury, s/he shall be considered fail and would be re-evaluated after a minimum stipulated period of 12 weeks from the date of the original jury. In case a student does not achieve the desired standard even after re-evaluation, then s/he shall have to repeat the semester.

4. **Question Paper.** All question papers will be set by the respective faculty, and duly scrutinized, approved, and conducted in accordance with the University policy. As per the spirit of the Semester System, there should be no choice in attempting the questions. It shall

also be ensured that the Question Papers are balanced and cover the essentials of the whole syllabus completed by the faculty.

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

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

6. **Attendance.** Overall attendance of a student in a course (credited and non-credited) shall not be less than 75%. The student shall not be allowed to sit in the End Semester Examination if his/her attendance in a particular course falls below 75%. Attendance will be marked based on first 15x weeks of teaching excluding exams (e.g., 15x one hour lectures against one credit hour).

7. **Classification of Courses.**

a. "Major Field Course" will be a core course of Bachelor of Industrial Design and Architecture Programmes. A passing grade for such a course will be 2.5 or more (**C+** grade).

b. "Other Course" means all courses other than Major Field Course. A passing grade for such a course will be a minimum of 1.00 (**D** grade).

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

a. A combined grading system scheme will be adopted for computation of the overall grade of a course as under for example:

For Example,				
Subject	**Theory Credits**	**Studio Credits**	**%age Marks Earned**	
			Theory	**Studio**
Basics of Design-I	1	5	70	90
Overall grade = (70x1 + 90x5)/(1+5) = 70+450/6 = 520/6 = 86.7%				

b. The minimum CGPA for the award of the degree will be 2.0 / 4.0.

c. **Non-Credit Course.** Only pass or fail grade will be awarded. Pass grade will be awarded to the student with 75% or more attendance.

d. The School has the right to retain the student's studio and/or theory work for publication or put it on the web pages with due acknowledgment.

9. **Assessment Modes and Weighting.**

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

Bachelor of Industrial Design and Architecture			
Nature of Examination	**Duration**	**Frequency**	**Weighting (%age)**
Theory			
End semester Examination	2- 3 hours	1	30-50
Mid Term	1-2 hours	1	20-30
Quizzes	-	1 CH Course – min 2 2 CH and above Courses – min 3	10-15
Assignments / Project(s)	Own time	-	15-25
Class Participation #	-	-	0 – 5 %

For General Education Courses only.

Studio Projects			
Studio	2 contact hours	1 per week for each CH	
Portfolio Review/ Studio Participation			10-20
Studio Work			80-90

b. **Studio Work**

(1) **Design Studios, other than Basics of Design, and 10th Semester Thesis Design.** These will include all such evaluations to ascertain the level of competency of the practical application of knowledge acquired within the architectural domain. Studio work is comprised of projects varying from theoretical to practical nature. The individual studio project instructions are prepared by the instructor and duly approved by the HoD. These may also be called the class studio assignments. Sample assignment already exists and can be referred to and will form the basis of any new studio class assignments. These studio assignments will follow the overall framework of the curriculum outline and will be approved one month before the start of the semester.

(2) Assessment will be based on the results of projects that include desk crits, design reviews, mid-project reviews, and final reviews. The assessment shall also include portfolio review and participation/attendance.

(3) **Design Studios - Industrial Design.** These will include all such evaluations to ascertain the level of competency of the practical application of knowledge acquired within the industrial design domain. Studio work is comprised of projects. The individual Studio project instructions are prepared by the instructor and duly approved by the school. These may also be called the class studio assignments. These studio assignments will follow the overall framework of the curriculum outline and will be approved before the start of the semester.

c. **For Bachelor of Architecture, Thesis Report, and Final Year Thesis Design- 9th/10th Semester**

(1) Any student failing the final external jury shall be considered fail and would be required to be re-evaluated after a minimum stipulated period of 12 weeks. In case the student fails after re-evaluation s/he shall have to repeat the semester.

(2) The passing grade for the Thesis is C+ (2.5 Grade Point).

(3) A student who, because of illness or other acceptable reasons approved by the FBS, fails to take the final external jury shall be awarded an **I** grade. The student is required to take the final external jury after a minimum stipulated period of 12 weeks from the date of the original jury.

(4) Marks assigned by external jurors are not to be modified / changed under any circumstances.

d. The internal and external marks weight shall follow PCATP prescribed formula of:

(1) Internal Evaluation – 40% of overall weight

(2) External Evaluation – 60% of overall weight

e. Thesis Design is to be carried out within the course ARCH 502 Architectural Design VIII. It is divided into two components:

(1) Theory

(2) Studio

10. The grading scheme being followed is given below:

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

11. **Specific Designations for Architectural Thesis.**

a. **External Juror** means a person holding suitable qualifications in the relevant discipline who may belong to any outside constituent/affiliated institution or university/organization but has not taught the subject to the class during the academic semester for which the examination is being held.

b. **Supervisor** means an in-house faculty who assists in supervision/guidance of thesis of a Bachelor of Architecture student till completion of Thesis. The supervisor must have sufficient experience and relevant qualifications in the field of research.

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

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

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

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

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

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

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

b. A student taking less than a regular semester load shall not be considered for any merit scholarship/academic award.

c. A student is allowed to drop a registered course latest by the 8th week of a regular semester and 5th week of a summer semester with the

recommendation of HoD and approval of the Dean/Associate Dean. However, letter grade **W** shall appear in his/her transcript against the specific course and shall not be considered for computation of GPA.

d. Students with **W** on the transcript shall not be considered for any academic honour/award, except Rector's Gold Medal.

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

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

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

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

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

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

a. Have completed minimum prescribed credit hours, as per approval of NUST Academic Council.

b. Have achieved a minimum CGPA of 2.0.

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

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

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

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

a. The DBS will review the end semester results of deficient students and recommend any one of the following actions to the FBS, namely:

(1) Warning
(2) Probation
(3) Suspension
(4) Withdrawal
(5) Repetition of the semester(s) if the student's CGPA consistently remains below 2.00

b. The FBS of the institution upon receipt of recommendations from the concerned DBS, will be convened within two weeks of the conclusion of the End Semester Examination and approve the result.

c. The FBS will consider each case individually and take one of the following actions as per the latest policies of the University:

(1) Issue warning to the student
(2) Place the student on probation
(3) Recommend suspension of the student
(4) Recommend withdrawal of the student from the University
(5) Recommend repetition of the semester(s) if the student's CGPA consistently remains below 2.00

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

25. **Warning.**

a. **Definition.** "Warning" means a written cautionary statement issued to a student who qualifies to continue his/her studies despite minor deficiencies in some course to make him/her conscious of the weakness and advise him/her to work hard during the semester under progress.

b. **Policy**. A student is placed on warning as per the latest policy of the University:

(1) If his/her Semester GPA is less than 2.00 or s/he earns **F/XF** grade(s) in a course(s) but does not qualify for probation and withdrawal.

(2) A student who has any F/XF grade after the 8th semester will not be allowed to take the course of the 9^{th} semester until s/he clears all earned **F/XF** grades.

c. **Compulsions.** While on warning, a student is to:

(1) contact concerned faculty for guidance;

(2) keep a complete record of the semester work comprising home assignments, laboratory reports, quizzes, mid-semester/one-hour tests, and the marks obtained.

26. **Probation**.

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

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

(1) CGPA is less than 2.00, and s/he does not qualify for withdrawal. This clause shall not be applicable in the first semester.

(2) On disciplinary grounds when recommended by the discipline committee of the school, and Discipline Committee of NUST.

c. **Compulsions.** While on Probation, a student is to:

(1) contact concerned faculty for guidance;

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

27. **Suspension**.

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

b. **Policy.** A student may be recommended for suspension by the FBS for approval by Main Office, NUST, subject to any of the conditions listed below:

(1) On disciplinary grounds when recommended by the Discipline Committee of the respective institution and the Discipline Committee of the University.

(2) If the overall attendance of the student is below 75% in a semester on medical grounds or reasons beyond his/her control.

(3) If the student remains absent for more than thirty but less than forty-five consecutive days without valid reasons.

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

Note: *Undergraduate programme duration of B Industrial Design is 8 regular semesters (4 years) B Architecture is 10 regular semesters (5 years), excluding summer semester that is only meant for deficiency/failure/repetition of courses. For award of degree student must take courses in 8 / 10 regular semesters.*

28. **Suspension of Registration.**

a. If a student remains absent for 45 or more consecutive days without intimation or any valid reason, his/her admission/registration will be suspended. However, such students may resume the same programme subject to meeting the following conditions:

(1) Has completed a minimum of one year of studies and attained mandatory GPAs.

(2) Has been recommended by the respective institution.

b. On re-admission, the student will pay the prescribed admission fee and 50% tuition fee for the period of absence. The rate of the fee will be as applicable to students of the semester which s/he joins.

c. While considering the case for re-admission, it will be ascertained by the respective institution that the student has sufficient time to complete his/her degree within the prescribed time limit, which will start from the date of original/first admission.

d. No special classes/courses will be planned / arranged for such cases, other than planned classes for repeat courses.

e. After re-admission, 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.

29. **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 as per the latest policies of the University by the FBS for approval by Main Office NUST subject to any of the conditions listed below:

(1) If a student accumulates seven or more **F/XF** grades.

(2) If s/he earns four consecutive probations. This clause does not apply to the 7^{th} and 8^{th} semesters of the Bachelor of Industrial Design programme (the 9^{th} and 10^{th} semesters in the case of the Bachelor of Architecture programme).

(3) On disciplinary grounds when recommended by the School Discipline Committee and Discipline Committee of NUST.

(4) Cannot complete his/her degree requirements within the maximum stipulated time of eight years for Bachelor of Architecture and seven years for Bachelor of Industrial Design, even if s/he utilizes the summer semester. Such cases will be recommended by the respective FBS and referred to Registrar Directorate for approval.

(5) A student who remains absent for more than 45 consecutive days without valid reasons but does not qualify for "Suspension of Registration".

(6) Earns five **F/XF** grades or more in the first semester only.

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

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

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

(1) A student will repeat a course to clear **W/F/XF** grades.

(2) It shall be the student's responsibility to clear the failed/dropped courses subject to availability of resources at the respective institution and approval of Dean/Associate Dean/HoD.

(3) The student's transcript will show both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA.

(4) The student who repeats a course to clear a **W/F/XF** grade shall not be eligible for academic honours/awards except Rector's Gold Medal.

(5) **Counting of F grades**. For a student who fails a subject, and after repeating fails again (irrespective of the number of times s/he repeats), the number of **F**s counted in this case will be one **F** only.

b. **Improvement of CGPA.** A student shall repeat maximum of 5 courses where his/her grade is less than qualifying grade point i.e., 2.0 during his entire degree programme apart from clearance of 'W/F/XF' grades, if any to improve his/her CGPA subject to the following provisions:

(1) The student will register for the course(s) to be repeated after formal permission from the respective HoD.

(2) All terms and conditions (of repeat courses) shall be the same as per regular courses. The student transcript shall show both the old grade and new earned grade, but the better grade will be used in the computation of CGPA.

(3) The student who repeats a course for improvement of CGPA shall not be eligible for top academic honours / award (except Rector's Gold Medal).

(4) The student is not allowed to improve his/her CGPA after completion of the degree.

c. **Retest of End Semester Examination**. Students failing in prerequisite Major Design Studio courses shall repeat these courses in the Spring or Fall Semester. If a failed subject (non-major field course) is a prerequisite for a course in the following semester, the student shall have to clear it through a retest within the first six academic weeks of the next semester. F Grade awarded to a student based on academic failure is only eligible to appear in the retest. In contrast, an XF Grade awarded based on low attendance is not qualified to appear in the retest. Such a retest shall have the same weightage as that of the actual End Semester Examination in that subject. The maximum achievable grade in this case shall be 'D'. There shall be no extra coaching classes before such retest."

d. **Taking Alternative Elective Course**. A student may take an alternative elective for repetition with the approval of Dean. The student's transcript shall show the grades of both the courses. However, the better grade will be used in the computation of CGPA. Taking alternate courses for grade improvement would also be counted as repeat attempts.

e. Student will be charged per credit hour fee as per NUST Fee structure.

f. **Conditional Registration.** If a student opts for the Retest of End Semester Exam for clearing 'F' or 'I' grade in a prerequisite course, then s/he is eligible for conditional registration in the corresponding follow-up course. In case the prerequisite course is not cleared within the six weeks of the semester, the student's enrollment in the follow-up course would be removed without awarding a 'W' grade.

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

a. Deferment will generally be requested before the start of a semester. However, in exceptional cases, it may be requested latest by the 2nd week of a semester. It will be endorsed by the FBS and processed for formal approval by the Registrar.

b. During the period of deferment, s/he will be allowed to repeat courses already studied on payment of the prescribed fee for repetition of courses but not permitted to study new courses (a substitute course will be treated as a new course).

c. S/he shall pay a 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 the full tuition fee (non-adjustable / non-refundable).

32. **Completion of the Degree**.

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

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

(2) The request of the student for the final transcript/award of degree, until the maximum allowed limit for the degree.

(3) Formal notification by the Controller of Examinations.

b. The student is allowed to improve his/her grade until conditions of para 32(a) above are fulfilled.

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

34. **School Property.**

a. All movable and non-movable properties belong to the school. In the event of damage, NUST regulations are to be followed.

b. The School has the right to retain the student's studio work, for publication or put it on the web pages.

Chapter 5: Award of Bachelors' Degree in Business & Management/Social Sciences and Academic Deficiencies

1. **Bachelor of Business & Management / Social Sciences Degrees.**

   a. This chapter pertains to the Bachelors' programme in Business & Management / Social Sciences being offered at NUST Business School (NBS) and School of Social Sciences & Humanities (S^3H) respectively.

   b. **Duration of Studies**. Programmes are offered in Business & Management and Social Sciences disciplines as approved by Higher Education Commission / Pakistan Bar Council / NBEAC, with minimum 4 years duration and maximum 7 years as per approved credits hours.

2. **Award of Bachelor Degrees in Business & Management / Social Sciences**

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

      (1) Have completed the prescribed credit hours programme for Bachelors' degree;

      (2) Have achieved a minimum CGPA of 2.50 with a minimum of **C+** grade in project work;

      (3) Have successfully completed 6 – 8 weeks Internship in BBA and Mass Communication.

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

      (1) The following assessment scheme shall be followed:

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

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

Grades	
Numerical Grade	**Grade Point**
A	4.0
B+	3.50
B	3.0

C+	2.50
C	2.00
D+	1.50
D	1.00
F	0.00
I	Incomplete
W	Dropped
Q	Qualified
T	Transfer
XF	0.00 (F Grade due to shortage of attendance)

(3) It is the University policy to work out GPA by awarding relative grading on a scale of 1.00-4.00 points.

(4) To earn course credits, a student must obtain a minimum of 1.0-grade point **(D)**.

3. **Offering and Registration of Courses**

a. The respective institution will finalize additional courses to be offered in a particular semester well before its start but not later than last week of the previous semester keeping in view the resources available.

b. **For Social Sciences programmes, the student must take one course from the UG Interdisciplinary (ID) elective course, which will be counted towards award of degree.**

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

a. **Award of Grade F/XF.** In addition to an **F** grade awarded based on the 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 will be awarded an **XF** grade in that subject. The **XF** grade so obtained will only be cleared by repetition of the course whenever offered, so that the students are made to attend the missed course.

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

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

5. **Examinations.**

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

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

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

a. Adding/Dropping of course(s) is allowed within the first two weeks of the start of a semester.

b. It will be ensured that a minimum number of credit hours is not less than 15 and a maximum number of credit hours does not exceed 21.

c. A student taking less than a regular semester load will not be considered for any academic honour/award.

d. A student is allowed to drop a registered course latest by the 8th week of a regular semester and 5th week of a summer semester with the recommendation of HoD and approval of the Dean.

e. Letter grade **W** will appear in the transcript against the specific course and will not be considered for computation of GPA.

f. Students who have **W** on the transcript will not be considered for any academic honour/award except Rector's Gold Medal.

g. A student will be allowed to have a maximum of two **W**s in a semester. S/he will not be allowed to accumulate more than four **W**s at any one particular time.

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

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

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

a. The DBS shall review the end semester results of deficient students and recommend any one of the following actions to the FBS:

(1) Warning

(2) Probation

(3) Suspension

(4) Withdrawal

(5) Repetition of the semester(s) if the student's CGPA consistently remains below 2.50

b. The FBS of the institution, upon receipt of recommendations from the concerned DBS, will be convened within two weeks of the conclusion of the End Semester Examination and approve the result and:

(1) Issue warning to the student

(2) Place the student on probation

(3) Recommend suspension of the student

(4) Recommend withdrawal of the student from the University

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

9. **Warning**.

a. **Definition.** "Warning" means a written cautionary statement issued to a student who qualifies to continue his/her studies despite minor deficiencies in some course to make him/her conscious of the weakness and advise him/her to work hard during the semester under progress.

b. **Policy.** A student will be placed on warning under any of the following conditions and/or as per the latest policies of the University:

(1) The semester GPA of the student is less than 2.50 or s/he earns **F/XF** grade(s) in a course(s) but does not qualify for probation/withdrawal.

c. **Compulsions.** While on warning, a student is to:

(1) contact concerned faculty for guidance;

(2) keep a complete record of the semester work comprising home assignments, quizzes, mid-semester, and the marks obtained;

10. **Probation.**

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

b. **Policy.** A student will be placed on probation under any of the following conditions and/or as per the latest policies of the University:

(1) CGPA is less than 2.50, and s/he does not qualify for withdrawal. This clause shall not be applicable in the first semester.

(2) On disciplinary grounds when recommended by the institution discipline committee and Discipline Committee of NUST.

c. **Compulsions.** While on probation, a student is to:

(1) contact concerned faculty for guidance;

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

11. **Suspension.**

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

b. **Policy.** A student may be recommended for suspension by the FBS for approval by Main Office, NUST, subject to any of the conditions listed below, namely:

(1) On disciplinary grounds when recommended by the Discipline Committee of the respective institution and the Discipline Committee of the University.

(2) If the overall attendance of the student is below 75% in a semester on medical grounds or reasons beyond his/her control.

(3) If the student remains absent for more than thirty but less than forty-five consecutive days without valid reasons.

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

Note: Undergraduate programme comprised of 8 regular semesters (10 semesters for 5 years degree program), excluding the summer semester, which is only meant for deficiency/failure/repetition courses/Minors. For award of degree student must take courses in 8 / 10 regular semesters.

12. **Suspension of Registration**.

a. If a student remains absent for 45 or more consecutive days without intimation or any valid reason, his/her admission/registration will be suspended.

However, such students may resume the same programme subject to meeting the following conditions:

(1) Has completed a minimum of one year of studies and attained mandatory GPAs.

(2) Has been recommended by the respective institution.

b. On re-admission, the student will pay the prescribed admission fee and 50% tuition fee for the period of absence. The rate of the fee will be as applicable to students of the semester which s/he joins.

c. While considering the case for re-admission, it will be ascertained by the respective institution that the student has sufficient time to complete his/her degree within the prescribed time limit, which will start from the date of original/first admission.

d. No special classes/courses will be planned / arranged for such cases, other than planned classes for repeat courses.

e. After re-admission, 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.

13. **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 will be recommended for withdrawal as per the latest policies of the University by the FBS for approval by Main Office NUST under the following conditions:

(1) The student accumulates seven or more **F/XF** grades.

(2) Earns four consecutive probations. This clause does not apply to the 7th and 8th semesters of the UG programme.

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

(4) Cannot complete his/her degree requirements within the maximum stipulated time of seven years, even if s/he utilizes the summer semester. Such cases are recommended by the FBS and referred to Registrar Dte for approval.

(5) A student who remains absent for more than 45 consecutive days without valid reasons but does not qualify for "Suspension of Registration".

(6) Earns five **F/XF** grades or more in the first semester only.

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

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

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

(1) A student repeats a course to clear a **W/F/XF** grade.

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

(3) The student's transcript will show both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA.

(4) The student who repeats a course to clear a **W/F/XF** grade shall not be eligible for academic honours/awards except Rector's Gold Medal.

(5) **Counting of F grades**. For a student who fails in a subject, and after repetition fails again (irrespective of the number of times s/he repeats), the number of **F**s counted in this case will be one **F** only.

b. **Improvement of CGPA.** A student may repeat maximum of 5 courses where his/her grade is less than qualifying grade point i.e., 2.5 for Business & Management / Social Sciences during his/her entire degree programme apart from clearance of W / F / XF grades, if any to improve his CGPA subject to the following provisions:

(1) The student will register for the course(s) to be repeated after formal permission from the Dean and subject to the availability of resources.

(2) All terms and conditions (of repeat courses) shall be the same as per regular courses. The student transcript shall show both the old grade and new earned grade, but the better grade will be used in the computation of CGPA.

(3) The student who repeats a course for improvement of CGPA shall not be eligible for top academic honours / award (except Rector's Gold Medal).

(4) The student is not allowed to improve his/her CGPA after the completion of the degree.

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

d. **Taking Alternative Elective Course.** A student may take an alternative elective for repetition with the approval of the Dean. The student's transcript will show the grades of both courses. However, the better grade will be used in the computation of CGPA. Taking alternate courses for grade improvement would also be counted as repeat attempts.

e. **Conditional Registration.** If a student opts for the Retest of End Semester Exam for clearing 'F' or 'I' grade in a prerequisite course, then s/he is eligible for conditional registration in the corresponding follow-up course. In case the prerequisite course is not cleared within the six weeks of the semester, the student's enrollment in the follow-up course would be removed without awarding a 'W' grade.

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

a. Deferment will generally be requested before the start of a semester. However, in exceptional cases, it may be requested latest by the 2nd week of a semester. It will be endorsed by the FBS and processed for formal approval by the Registrar.

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

c. S/he shall pay a 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 the full tuition fee (non-adjustable / non-refundable).

16. **Completion of the Degree.**

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

(1) On fulfilment of prescribed requirements of the degree

(2) The request of the student for the final transcript/award of degree, until the maximum allowed time for the degree

(3) Formal notification by the Controller of Examinations

b. The student is allowed to improve his/her grade until conditions of para 16(a) above are fulfilled.

Chapter 6: Academic Provisions & Flexibilities

1. **Summer Semester & Summer Camps.**

   a. **Summer Semester.** A summer semester is not a regular semester. It is mainly utilized for deficiency/failure/additional/repetition of courses. Student must get enrolled in 8 regular semesters (10 semesters for B Architecture) for award of degree.

   b. **Conditions for Offering of Courses.** The institutions offer the course(s) on student's demand if s/he fulfils 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 the offering of a course(s). If student strength is less than 5, the course will be dropped.

      (4) Additional courses (not part of the curriculum / not counted for award of degree) will be offered according to the instructions for that particular course.

      (5) Major Design Studio courses can only be offered in Fall / Spring semesters.

   c. **Course Fee.** Student(s) will register in a course and deposits the prescribed fee after invoices are issued by Fee Section upon submission of list by the concerned School/Institute/College. The student can withdraw his/her name from the course within two weeks from the start of the semester without earning a 'W' grade. A student shall be allowed to drop a registered course latest by the 1st week of a Summer Semester. Letter grade 'W' shall appear in the transcript against the specific course and shall not be considered for computation of CGPA. After the 5th week, if the student withdraws from the course, he/she will earn an **'F'** grade. However, once registered, the fee will not be refunded in any case.

   d. **Maximum Credit Hours.** A student can register for a maximum of two courses in a Summer Semester. However, students who went abroad under Outbound Student Exchange Programme to attend one/two semester(s), will be facilitated to clear their deficiencies by taking a maximum of three courses during the summer semester, and will pay the prescribed fee for the courses taken.

e. **Procedure for Course Registration.** If a course is being offered in the parent institution the student will register by depositing the prescribed course fee. In case the course is not being offered in the parent institution and the same is being offered in any other NUST institution, the desirous students(s) shall apply through their department to the HoD of the 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 Directorate

(2) Belt & Road Aerospace Innovation Alliance Space Exploration Summer Camp: High-Performance Computing in Aeronautics at SINES

(3) Summer Camp on Energy at USPCAS-E

2. **Option of Minors.**

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

b. **Salient features of NUST Policy on Minors.** The Minors are offered as per the following details:

(1) Courses counted toward a minor cannot be used to fulfill the requirements of major courses, interdisciplinary/allied courses, general education, or any other category within the degree program.

(2) A group of carefully selected at least 6 courses will be offered against each Minor with the option to select at least 4 x courses to qualify for a Minor.

(3) Student may choose a Minor after successful completion of 1st year of UG program.

(4) Minor with title will be shown in the student transcript.

(5) Minor course grades will be shown on the transcript but will not count towards the CGPA, nor will a separate minor CGPA be computed.

(6) CHs for Minors will be in addition to standard workload of the degree.

(7) Students will be facilitated to take Minor subjects in a semester by extending the maximum limit of CHs from 18 to 21 CHs with the permission of Dean.

(8) 'W' and 'F' grade in case of a Minor subject will not be reflected in the student's transcript. However, the student will have to pass all four courses in order to be eligible for the Minor. In case a student does not clear four courses, then the courses with pass grade will be reflected in the transcripts as "Additional Courses".

(9) Student will be charged tuition fee for taking Minor subjects as per policy.

(10) Guidelines for each Minor are devised by Minor offering institutions and widely circulated among students to facilitate them in choosing a Minor.

(11) Minor can be taken considering no conflict with time schedule, in Fall / Spring / Summer semester, whenever it is offered.

c. The benefits of Minors are:

(1) flexibility in choosing a career of choice after graduation;

(2) edge over others during job interviews;

(3) better performance with an understanding of multi-disciplinary areas at a place of work.

3. **Inter-Institutional Transfer.** Under extraordinary circumstances, on the recommendation of the Principal/ Commandant of the concerned institution, the Rector may allow transfer of a student within NUST. Migration policy is available on NUST website https://nust.edu.pk/admissions/undergraduates/migration-transfer-policy/

4. **Reinstatement of Students after Withdrawal on Own Request.** Following are the policy provisions for reinstatement of students:

a. Only those Students who were withdrawn from the university on their own request are eligible for reinstatement

b. Reinstatement shall only be permissible within one year from the effective date of withdrawal.

c. The reinstatement fee shall be charged at a rate equivalent to the migration fee applicable to external students seeking migration to NUST.

d. The semesters corresponding to the period of absence shall be treated as suspended semesters; and the prevailing University policy regarding suspension of semesters shall apply.

e. Reinstatement shall be subject to availability of academic feasibility, including course offerings, programme continuity, and fulfillment of revised curriculum requirements, if applicable.

f. Credits earned by the student prior to withdrawal will recognized and reinstated.

g. The reinstated student must comply with all prevailing academic regulations, policies, and fee structures applicable at the time of reinstatement.

h. Policy is not applicable to students enrolled in first semester.

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

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

(1) The application for undertaking a second degree must be received within one year of graduation.

(2) Common courses with minimum **C** grade will be transferred.

(3) The student will be required to complete credit hours as per respective degree requirements.

(4) Transferred courses will be listed as transferred and their grades will not be reflected and counted towards the CGPA of the new degree.

(5) A student registering for a second degree will not be eligible for any honour, financial/academic award applicable to other regular students.

(6) The minimum time for earning the second degree is two years and a maximum of three years after registering for the second degree.

(7) The second-degree option is exclusively available for NUST graduates of the students graduated in last 2 years only.

(8) Programmes, where second-degree programmes can be considered, include a maximum number of possible transferred subjects, initially for the following bachelor degree programmes:

From Programme	To Programme
• Geoinformatics Engineering (SCEE-IGIS) • Environmental Engineering (SCEE-IESE)	• Civil Engineering (SCEE-NICE)
• Materials Engineering (SCME)	• Chemical Engineering (SCME) • Chemical Engineering (SMME/CEME/PNEC)
• Avionics Engineering (CAE)	• Electrical Engineering (SEECS/CEME/PNEC)
• Aerospace Engineering (CAE)	• Mechanical Engineering (SMME/CEME/PNEC)

(9) Admission of NUST graduate applicants is strictly subject to merit position determined by Registrar Dte as well as seats availability in the discipline applied.

b. **Registration Process.** The following process will be followed for the registration in the second-degree programme:

(1) The candidate who has completed the first degree with min CGPA of 2.00 will be eligible to apply for registration in the second degree.

(2) Application along with the complete transcript of the first degree will be submitted to the Registrar Dte not later than 30th July of the year for which registration is desired. (Registrar Dte may devise a form for the purpose).

(3) Registrar Dte after verification of the information, given in the applications, will forward it to the concerned Schools/Colleges where the applicant is seeking admission for the second degree within one week after receipt of the application.

(4) The concerned school will evaluate the applications and will indicate the following:

(a) Details of courses accepted/transferred for a new degree in the light of HEC/NUST course transfer policy.

(b) Details of courses to be studied during the second degree.

(5) The School will respond to Registrar Dte within one week, who will process the admission and inform the student before 31st August.

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

a. **Eligibility Criteria**

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

(2) The student should have completed at least one regular semester at NUST at the time of application and must complete two regular semesters prior to joining the host institution with a minimum CGPA of 2.5/4.00 prior to joining institution.

(3) If a student has already undertaken an exchange programme once in a degree programme, priority will be given to those who have not undertaken it already in that degree programme.

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

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

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

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

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

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

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

c. **Academic Approval and Credit Transfer**

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

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

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

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

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

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

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

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

7. **Student Advisory System.** NUST has always endeavoured to adopt new measures and practices to help its students achieve par excellence in all domains of their lives. Student Advisory System (SAS) is a platform available to NUST 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 freshmen students are assigned an Advisor who acts as a guardian/mentor of the student to counsel and provide necessary guidance.

The students from different academic batches assigned to a particular faculty member form the Advisor Group for that faculty member. Freshmen students are required to attend their session in first week of each month, planned to facilitate, guide, and groom new students during their settling down phase. Furthermore, mandatory advisory sessions are held for students having some academic deficiency (in 3rd, 9th and 15th week), i.e., CGPA/SGPA less than minimum qualifying grade, or having W/XF/F grade in one or more courses. In addition to that, desirous student may request student advisor if s/he considers the requirement of an advisory session or any student as decided by the Head of the Institution. The student 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 (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 the student level;

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

8. **Student Counselling.**

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

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

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

d. **Hosla Bot**. C^{3}A has developed a screening tool "Hosla Bot" available on the website. Hosla Bot is a confidential, 24/7 self-screening tool designed to enhance access to mental health support within the NUST community. It enables individuals to screen for concerns such as anxiety, depression, anger, and self-esteem and encourages them to seek appropriate support when needed.

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

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

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

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

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

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

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

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

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

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

h. **Make an Appointment**

Visit us at:	SADA Building, Block C, Ground Floor, H-12 Campus, Islamabad
Book an Appointment on:	Qalam
Office Timings:	Mondays to Fridays – 9:00 am – 5:00 pm
Call:	051-9085-1571; 051-9085-1579
Email:	c3a@nust.edu.pk
Like us:	C3A Official Facebook
Follow us:	C3A Official Instagram
Visit us:	https://c3a.nust.edu.pk/

9. **Financial Assistance.**

a. **Financial Assistance for Undergraduate Students**. Financial assistance shall be given to the student based on semester examination results, irrespective of a scholarship from any other source. However, a restriction may be imposed barring a student from availing scholarship if the sum exceeds the total tuition fee and the living expenses, including the students' tuition fee, hostel, and other allied charges. A student taking less than the regular semester load shall not be considered for any form of financial assistance. Financial assistance is given to the students on a performance basis as per policy in vogue, in each semester.

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

c. **Need-based Scholarship/Fee Waiver/Deferred Payment.** NUST has launched a need-based scholarship scheme to enable financially underprivileged but talented students to acquire higher education on its campuses. Salient features of the scheme are as follows:

(1) A limited number of scholarships/fee waivers will be awarded to needy entrants of the University every year.

(2) The scholarship will be for the full duration of the programme in which the student is enrolled.

(3) Financially under-privileged students, who are unable to pay their fees and do not get need-based scholarship/fee waiver may be allowed deferred payment on a case-to-case basis.

(4) **Other Opportunities.** Some philanthropic organizations provide scholarships to orphans and disabled children studying at NUST. Such students can apply for such scholarships once they are admitted by NUST.

(5) Punjab Educational Endowment Fund (PEEF) and include Baluchistan/ KPK

(6) NUST Trust Fund

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

(1) Higher Education Commission (HEC)

(2) Students awarded NUST Need-based Scholarship (NNBS) are required to apply for external scholarships like Ehsaas, Punjab Educational Endowment Fund (PEEF), etc. Mandatory requirement.

e. **Fee/Charges**

(1) Students shall pay fees/charges as per laid down rates/policy. The discipline wise fee structure is reflected on NUST website at the following link:
https://nust.edu.pk/admissions/fee-structure/undergraduate-financial-matters/

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

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

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

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

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

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

f. **Tuition Fee Payment**

(1) Undergraduate students will pay 100% fee of eight regular semesters (Ten semesters for Architecture). Fee of Summer, Deferment, Suspension, Repeat/Improvement of courses, Additional courses etc. will be charged additionally apart from regular semester Fee.

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

(3) International students are charged on an annual basis.

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

(5) For the Summer semester, the fee will be issued in the 2nd week of the semester.

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

(7) If a student is unable to pay the fees/dues by the due date, due to financial challenges, s/he must seek the option of paying in installments by submitting the request for two instalments on Qalam and for 03/04 by submitting Instalment application form to Accounts Officer of the respective institute.

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

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

h. **Payment in Installments.** A student in case of any financial difficulties can approach the school/college accounts branch for submitting the application

form for paying the fee in installments. A payment schedule that is satisfactory to the University when agreed shall be honoured by the student.

i. **Failure to pay by the due date**

(1) 2% fine would be charged on the total payable amount if dues are deposited after the due date.

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

(3) Sanctions placed on the students, who failed to deposit the dues are as under:

(a) Suspension of the semester, students will pay 25% of the fee for the suspended semester to keep the registration intact.

(b) No student would be allowed to register for the semester after the expiry of extended time/schedule mentioned on fee invoice with semester status as suspended.

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

i. If a student quits within the first week, the fee will not be charged. However, if a student drops the course after first week, the fee will be charged.

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

(d) Any student who fails to pay his / her hostel dues, as per the deadline mentioned on Fee Invoice, will not be enrolled in the semester. However, if a student fails to clear monthly hostel dues by due date, then hostel authorities to take action against him/her as per hostel rules.

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

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

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

b. **Further provisions include:**

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

(2) Writer during the exam when indicated;

(3) Tailored assignments;

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

(5) Entrepreneurship training.

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

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

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

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

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

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

Phone: +92-51-8866611

Email: helpdesk.s3c@nust.edu.pk

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

e. **Student Accessibility Support:**

Phone: +92-51-8866606

Email: accessibility.s3c@nust.edu.pk

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

11. **Other Academic Provisions.**

a. **Registration of number of CHs per Semester.** NUST offers flexibility to the students to register for a varied number of courses each regular semester from a minimum of 15 to a maximum of 18 CHs (21 CHs in exceptional circumstances). For Summer Semester a maximum of two courses (three courses in exceptional circumstances) are allowed for the clearance of **F** grade or improvement of grades only.

b. **Freezing/Deferment of a semester.** Refer to Para 9 to Chapter 3, Para 31 to Chapter 4, Para 15 to Chapter 5 for details.

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

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

e. **Elimination of clause "Probation leading to Withdrawal" in the last year of studies.** Refer Para 7 b (2) to Chapter 3, Para 29 b (2) to Chapter 4, Para 13 b (2) to Chapter 5 for details.

Chapter 7: Issuance of Bachelor Degrees & Transcripts and Award of Medals & Prizes

1. **Issuance of Bachelor Degrees Before Convocation.**

   a. Graduating students are issued bachelor degrees during UG convocation; however, under special circumstances i.e., for further studies, employment purpose, and any other justified requirement, the degree is prepared and issued before convocation.

   b. The application form for obtaining the degree before convocation is available on the NUST website under the "Downloads" link http://www.nust.edu.pk/ Pages/Download_Details.aspx? DocID=31 & category=Forms.

2. **Issuance of Duplicate Bachelor Degrees.** In case of loss of original Bachelor degree, the student can apply for issuance of Duplicate Degree. Details are available on NUST website https://nust.edu.pk/downloads/ug-ms-phd-degree-application-forms/

3. **Issuance of Revised Bachelor Degrees.**

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

   b. The student is required to get his/her name changed in Matric/O level and FSc/A level equivalence certificates from concerned BISE/IBCC. Details for applying for Revised degree are available on NUST website https://nust.edu.pk/downloads/ug-ms-phd-degree-application-forms/

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

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

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

5. **Attestation/Verification of Academic Documents.** Students/Alumni may apply for the Attestation/Verification of NUST official Academic Documents Original/Copy (i.e., Transcript/Degree) by submitting Rs 1000 per copy. All the Information regarding Attestation/Verification is available on the following NUST Web Portal under downloads: https://nust.edu.pk/downloads/verification/

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

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

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

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

a.	President's Gold Medal	-	1st Position in Academics
b.	Chancellor's Silver Medal	-	2nd Position in Academics
c.	Rector's Gold Medal	-	All students of the Best Final Year Project (FYP*) having 'A' grade in their FYP* (for graduating batches of 2022 and onwards)
d.	COAS/CNS/CAS Gold Medal	-	1st Position among military students in Academic as per the policy of respective service headquarter

e. Any other Medal approved by BOG/Executive Committee

** Final Year Project is renamed as Final Year Design Project (FYDP) for UG Engineering programmes*

10. The following conditions shall be applied for award of President's Gold Medal, Chancellor's Silver Medal and Rector's Gold Medal:-

a. **President's Gold Medal and Chancellor's Silver Medal**: It is awarded to the best student(s) who attains 1st and 2nd Position in Academics (UG only)

(1) The student who repeats a course to clear a W/F grade shall not be eligible for top academic honours / awards.

(2) The student who repeats a course for improvement of CGPA shall not be eligible for top academic honours / award.

(3) A student taking less than the regular semester load shall not be considered for any top academic honours / awards.

(4) A student who completes the degree requirements beyond the minimum prescribed duration (8 regular semesters) with date of award of degree beyond the date of award of degree of his/her batch mates is not eligible for top academic honours / award.

b. **Rector's Gold Medal**: It is awarded to the best student(s) whose FYP has been declared as the Best Final Year Project (FYP).

(1) The project will be graded.

(2) All the students of the best FYP group having 'A' grade in FYP will be awarded Rector's Gold Medal.

(3) Remaining members of the team will be awarded certificates.

(4) Para 10 a (1), (2) & (3) do not apply for the award of Rector's Gold Medal.

(5) A student who completes the degree requirements beyond the minimum prescribed duration (8 regular semesters) with date of award of degree beyond the date of award of degree of his/her batch mates is not eligible for Rector's Gold Medal.

(6) Migrated students are also eligible to compete for this medal.

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

12. **Award of Medal and Prizes (for BMAS Only)**. All medals and prizes shall be decided based on the list of graduates on completion of 5 years from the date of commencement of respective batch / entry."

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

Chapter 8: Clubs & Societies

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

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

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

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

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

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

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

   a. Faculty Sponsor

   b. President

   c. General Secretary

   d. Press Secretary

   e. Treasurer

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

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

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

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

Chapter 9: Services for International Students

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

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

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

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

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

   a. NUST Admission Letter

   b. HEC scholarship letter (if applicable)

   c. Visa and Passport copies

   d. NIO Bank Opening Letter (if required)

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

7. **Medical Service**: NUST Medical Centre (NMC) is an on-campus healthcare facility that offers round-the-clock medical care to all students. The medical staff is trained and equipped to handle routine and emergency situations. Students can access NMC anytime or contact their helpline for assistance (051-90851666). Additionally, an ambulance service is available

at all times to respond to emergencies swiftly. Upon visiting NMC, students receive outpatient medical care, and if necessary, arrangements can be made for referral to affiliated hospitals for further treatment. It is recommended that students consult with NMC before seeking private medical treatment.

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

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

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

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

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

Social Media Accounts:

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

Chapter 10: NUST Social Media Accounts & IT Services

1. **NUST Main Web Portal**. NUST main web portal includes all information regarding the University that a student may require at any stage starting from the admission process till the very end of degree and convocation. NUST main web portal is continuously updated with comprehensive information 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 a world-class programme, facilities, and faculty, but in parallel, they are also looking for a place to fit in and call home. NUST's social media profiles started working actively in 2015. We are using social media to share the NUST culture with prospective students and their parents. NUST's official social media profiles and pages are meant to answer students' questions, listen to their opinions and take action so that they understand that they are being heard. Moreover, students can now connect with a school's campus life 24/7 through the power of social media. Our social media team has a strict policy regarding the nature of information and content dispersed to the students. All information shared with us is filtered out and shared as per policy. Links to social media pages are given below:

- **Facebook:** https://www.facebook.com/NUSTOfficial/
- **X:** https://x.com/ThisIsNUST?s=20
- **LinkedIn (School Page):** https://www.linkedin.com/school/15098495/
- **YouTube (Company Page):** https://www.linkedin.com/school/551751/
- **Instagram:** https://www.instagram.com/nustgram/?hl=en

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

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

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

Chapter 11: NUST Code of Conduct

General

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

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

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

4. **Definition of Terms.**

   a. 'Complainant' means a person who makes a complaint or reports a violation of the University Code of Conduct or University regulations and policies.

   b. 'Intentional' means deliberate.

   c. 'Respondent' means a person who has been accused of violating the University Code of Conduct.

   d. 'Student' means any currently enrolled person for whom the institution maintains educational records, as defined by the University regulations.

   e. 'Reckless' means careless or heedless of the potentially harmful consequences of one's behaviour, where the risk of harm to persons, property, or normal University operations exists or can be reasonably foreseen.

   f. 'University Official' is a person employed by the University on an administrative, supervisory, academic, research, or support staff position.

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

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

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

b. **Fabrication**. Intentional and unauthorized falsification or intervention of any information or citation in an academic exercise.

c. **Facilitating Academic Dishonesty**. Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

d. **Plagiarism**. Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; failure to attribute direct quotation, paraphrase, or borrowed facts or information.

e. **Unauthorized Collaboration.** Providing, either knowingly or through negligence, one's own work to assist a student in satisfying a course requirement, or representing material prepared by or with another as one's own independent work. In instances where students are permitted to work jointly to complete an assignment, teachers will offer clear guidelines about when and how to collaborate; if a student is unsure, it is the responsibility of the student to ask the faculty member.

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

a. An attempt to have access to the question paper before the test/examination.

b. Use/possession of unauthorized reference material during a test/examination.

c. Any form of communication by the student with anyone in or outside the test/examination venue while the test/examination is in progress.

d. Unauthorized entry into faculty's office or that of his/her staff with the intention of having access to or tampering with the official record/examination paper etc.

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

8. **Conduct.**

a. **Application of NUST Code of Conduct.** NUST Code of Conduct applies to the conduct displayed on the University premises, at NUST sponsored activities, and to off-campus conduct that adversely affects the University's reputation and/or the pursuit of its objectives. Each member of NUST shall be responsible for 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, which must be always worn 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 have imparted education not only as a means to obtain a degree but also to develop their personalities and to enrich the society of which they are members. Therefore, disciplined and organized life on the campus is extremely important. It is essential to lay down rules and regulations to create and sustain an orderly and decent atmosphere on the premises of NUST constituent institutions. It is with this objective that Discipline Committees have been formed on all NUST campuses. The heads of the institutions are empowered to award minor punishments, on the recommendations of respective Discipline Committees, to students found guilty of misconduct. Major punishments for civilian students shall be awarded by Rector on the recommendations of NUST Discipline Committee. However, military procedures shall continue to govern military students selected by the Services.

11. **Discipline Committee.**

a. NUST Discipline Committee shall consist of:

(1) Chairman to be nominated by Rector

(2) One senior faculty member from each constituent institution is to be nominated by the head of the institution, subject to a maximum of five

(3) Students' representative from the concerned institution

(4) Officer in charge of Student Affairs from Main Office NUST – to be a member

(5) Any other member co-opted by the Discipline Committee

b. The Institution Discipline Committee shall consist of:

(1) Deputy Commandant/Vice-Principal/ Dean - Chairman

(2) Three Professors/Associate Professors nominated by Commandant/ Principal

(3) Students' representative by rotation

c. The Discipline Committee shall award punishment or penalty for a breach of discipline on the campus after giving the defaulter full opportunity to give his/her viewpoint.

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

e. The quorum for the meeting of the NUST Discipline Committee shall be five.

f. During an academic session, the Discipline Committee shall meet at least every two months or whenever required.

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

a. **Academic Dishonesty.** Academic dishonesty encompasses all cases of violations of the University Policy on Academic Dishonesty by committing, or attempting to commit, academic dishonesty including, but not limited to, cheating, plagiarism, fabrication, facilitating academic dishonesty to others, and unauthorized collaboration.

b. **Abuse, Assault, Threatening Behaviour.** These include intentionally or reckless acts endangering, threatening, or causing physical or mental harm to any person, or oneself, on University premises or at University-sponsored activities, or intentionally or causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment, coercion.

c. **Firearms, Explosives, and Other Weapons.** Use/possession of hazardous materials (biological/chemical) and any type of weapons, firearms, explosives, crackers, etc.

d. **Violation of Disciplinary Sanction.** This means knowingly violating the terms of any disciplinary sanction imposed in accordance with NUST Statutes.

e. **Furnishing False Information, Forgery, or Unauthorized Use of Documents.** Intentionally furnishing false information to the University and its officials; or misusing affiliation with the University to gain access to outside

agency/services, or using false information or University resources to compromise the name of the University. Forgery, unauthorized alteration, or unauthorized use of any University document or electronic transmission, or instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof.

f. **Disorderly Conduct or Indecent Behaviour.** Engaging in disorderly or indecent conduct; breaching of peace; or aiding, abetting, or luring another person to breach the peace on University premises or at University-sponsored functions/activities. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without 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 **a** reasonable direction of University officials acting in the performance of their duties.

j. **Violation of University Regulations and Policies.** Violating University regulations or policies including amendments and additions adopted since the date of publication.

k. **Drugs/Narcotics.** Direct/Indirect use/sale/possession/facilitation/distribution of drugs, narcotics, intoxicants, etc. on the campus.

l. **Unauthorized Access to Facilities.** Unauthorized access or entry to, or use of, University facilities and equipment. Unauthorized possession, duplication, or use of keys to any University premises, facilities, or equipment; or, unauthorized entry to or use of University premises.

m. **Unauthorized Use of Computer or Electronic Communication Devices.** Theft or other abuse of computer facilities and resources including, but not limited to:

(1) unauthorized access to a file, with the intention of using, reading, or changing the contents, or for any other purpose;

(2) unauthorized transfer of a file;

(3) use of another individual's identification and/or password;

(4) interference with the work of another student, faculty member, or University official;

(5) sending obscene, abusive, or threatening messages;

(6) transmission of computer viruses;

(7) interfering with the normal operation of the University computing system;

(8) unauthorized duplication of software or other violation of copyright laws;

(9) unauthorized access to, or unauthorized, mischievous or malicious use of University computer equipment or networks, or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to, and/or use of, off-campus computer equipment;

(10) indulgence in misuse of internet and cyber 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, except for the animals used for authorized laboratory purposes, animals being used for security purposes, or service animals (e.g., guide dogs for the visually impaired) for which express permission has been granted.

q. **Demonstrations**. Demonstrations exceeding the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property infringes on the rights of other members of the University community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

r. **Political/Sectarian Activities.** Indulgence in political/ethnic/racial/sectarian activities or taking membership of any banned organization and participation in such like organizations for furthering the cause of a political party.

s. **Harassment**. It covers the following:

(1) Passing remarks, placing visual or written material, aimed at a specific person or group:

(a) with the intention of causing harm to the person or group; and/or,

(b) creating an environment that limits a student's educational opportunity.

(2) Making unwanted verbal or physical advances or explicit derogatory statements toward individuals, that cause them discomfort or humiliation, or that interfere with their educational opportunity.

(3) Physical assault

t. **Gambling.** Unauthorized and/or illegal exchange of money favours or services as a result of an organized or unorganized game or competition.

u. **Smoking.** NUST H-12 campus has been declared green campus therefore, smoking is prohibited on University premises for which a policy directive has been issued.

v. **Abuse of the Student Conduct System.** Abusing the student conduct system includes, but is not limited to:

(1) failure to obey the notice from a University official to appear for a meeting or hearing as part of the student conduct system;

(2) falsification, distortion, or misrepresentation of information before a hearing body or designated hearing officer of the University;

(3) disruption or interference with the orderly conduct of a hearing proceeding;

(4) causing a violation of the University Code of Conduct hearing to convene in bad faith.

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

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

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

z. The use of mobile phones in classrooms, examination halls, labs, and libraries thus disrupting the calm environment of such places.

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

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

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

a. **Minor Punishments**

(1) **Warning in Writing.** Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may lead to further disciplinary action.

(2) **Probation.** Probation for a specific period.

(3) **Fine.** Fine amounting up to Rs 10,000.

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

(5) **Withholding of Certificate.** Withholding of a certificate of good moral character.

(6) **Removal of Privileges.** Deprivation from the privileges enjoyed by the student.

(7) Expulsion from the hostel for a period of up to one semester.

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

b. **Major Punishments**

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

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

(3) **Exam Result.** Cancellation of examination results (complete semester courses).

(4) **Rustication**. Expulsion or rustication from the institution for a specific period.

(5) **Degree**. Non-conferment of degree / transcript.

(6) **Relegation / withdrawal**

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

17. **Disciplinary Process.**

a. **Case Referrals.** Each case of ill-discipline shall be reported to the head of the institution through DD Hostels or the manager hostel. Any charge should be submitted as soon as possible after the occurrence of the alleged violation, preferably within 24 hours of the violation. Those referring cases are normally expected to serve as complainants and to present relevant evidence in disciplinary hearings before the NUST/Institution Discipline Committee. Depending on the gravity of the case, the head of the institution will decide to award minor punishment at the institution level or refer the matter to NUST Discipline Committee for decision by the competent authority for major punishment.

b. **Hearing of Disciplinary Cases.** A disciplinary hearing is a formal process conducted by the Institution Discipline Committee. This formal process is designed to gather and consider relevant information regarding the alleged violation/s of the Code and to determine and recommend a punishment. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period.

c. **Punishments.** NUST/Institution Discipline Committee will recommend the punishment according to the gravity of the case after giving the defaulter full opportunity to give his/her point of view. This must be done before recommending the punishment to the head of the institution/Rector.

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

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

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

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

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

b. By signing the player registration form, individuals agree to abide by the code of conduct and will accept that any deviation from these rules will result in disciplinary action by the University.

c. Persons under the influence of drugs are not permitted to participate in sports activities at the University and as such the defaulters shall be liable to disciplinary action by NUST.

d. On a final note, please remember that no referee, umpire, or official is perfect. You may not agree with every decision that is made and, just like players, the umpires and sports officials too may make mistakes.

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

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

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

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

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

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

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

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

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

24. **Redressal of Student Grievance.** NUST as an internationally reputable and progressive university continuously endeavours to enhance its exceptional quality in all dimensions. It promotes an environment conducive to the open exchange of ideas. Besides imparting

academic knowledge of specific disciplines to its students, it endeavours to 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 the student for reporting their complaints:

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

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

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

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

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

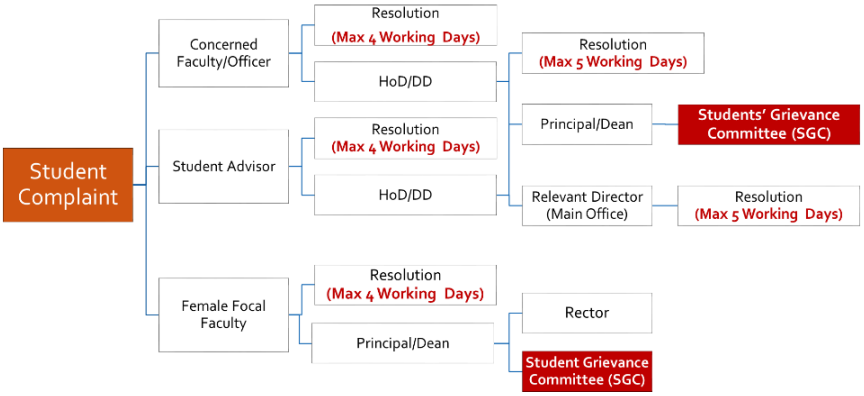
(a) **Head of Department (HoD)/ Programme.** If the complaint is not resolved at the faculty/officer level, the student may report the matter to his/her HoD/Programme Head. If the issue is outside the school's domain, the HoD/Programme Head will report the matter to the relevant Director in the Main 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 reinstituted, unless a change in the circumstances has occurred.

d. **Composition of SGC**

(1) Head (1x Senior Faculty)

(2) 2 x Faculty Members

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

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

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

(1) Report the matter (preferably in writing) at the earliest: not later than 15 days after the occurrence.
(2) Treat all concerned person(s) with courtesy and respect.
(3) Do not engage in a behaviour that is unbecoming of a NUSTIAN.
(4) Do not make complaints or grievances that are frivolous or lacking in substance.
(5) Provide truthful information.
(6) Do not purposefully misrepresent or withhold relevant information.
(7) Cooperate during the process, including answering questions, providing further information and copies of documents, and attending meetings, if required.
(8) Be patient and adhere to defined timelines before escalating the matter to the next level.
(9) Keep a record of correspondence, if any.

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

Writing of Articles

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

26. **Anti Drug & Tobacco.**

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

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

Chapter 12: Living on Campus

1. **Introduction.** NUST Hostels have been established for the outstation National and International students. Hostels are providing a hygienic and pleasant environment and are equipped with all amenities for standard living. Seventeen hostels have been built in the main campus of NUST (8 for males and 9 for females) that can accommodate 4719 students. The management makes sincere endeavours to provide all the needed facilities and comforts. These hostels provide:

   a. Peaceful academic environment

   b. Halal meals, prepared under hygienic conditions

   c. Limited indoor recreational facilities i.e.,

      (1) TV Room

      (2) Indoor Games

      (3) Gymnasium

      (4) Heating System in Each Room

      (5) CCTV surveillance System Installed in Hostels

      (6) Uninterrupted Electric Supply

      (7) Wi-Fi

      (8) Laundry

      (9) Hot Water in Winters

      (10) Water Purification Plant

2. **Allotment of Hostel Accommodation.**

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

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

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

      (2) Six months Hostel Charges and Security Invoice will be issued by Fee Section (through students Qalam account (existing students) & through personal mail (newcomers), and be paid before joining the hostel. Paid slip will be submitted to the respective Manager (Hostel) on arrival. Monthly Invoice for Messing will be issued by Hostel branch on their Qalam account and one-time refundable Security (payable online) will be issued through e-mail directly to the student and should be paid

before joining the hostel. Paid slip is to be submitted to the respective Manager (Hostel) on arrival.

(3) NUST Hostel Rules Awareness Certificate & Undertaking must be submitted to the respective Manager (Hostel) on arrival in the Hostel, failing which, accommodation will not be provided.

c. **Types of Accommodation**

(1) Single occupancy with attached washroom for PG/PhD Students

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

(3) Double occupancy with community washrooms for UG Students

(4) Triple occupancy with community washrooms for UG Students

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

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

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

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

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

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

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

c. Compassionate ground (case to case basis)

d. Overseas students (when both parents reside abroad)

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

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

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

7. **Messing.** It is mandatory for all hostelite students.

a. Messing for the students is arranged by NUST.

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

c. Mess Security (Rs 20,000/-) is charged at the beginning, which is refunded to the students when they apply for clearance from hostels.

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

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

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

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

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

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

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

9. **Hostel Dues.** All the details related to hostel accommodation and messing charges are available on https://campuslife.nust.edu.pk/facility-and-amenity/housing-and-dining/. Hostel dues are required to be paid on a semester basis. Hostel rent invoice will be issued through Finance Directorate (Fee Section). Mess charges will be paid on monthly basis in advance. The invoice will be issued by the Hostels Branch.

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

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

a. **Ragging.** Ragging, in any shape, that can cause physical or psychological harm or raises apprehension of fear, shame, or an embarrassment to the new student, including teasing, abusing, shouting, playing practical jokes or causing harm to the student or asking new students to do any act or to perform acts (which such student will not be willing to do ordinarily) is strictly forbidden. It is expected that senior students will help the juniors in their settling down process. Anybody found involved in ragging will be dealt with sternly.

b. **Smoking.** University is a smoke-free zone. Smoking is prohibited in the rooms as well as in the hostel premises.

c. **Criminal/Unlawful Activities.** Following will be considered unlawful activity:

(1) Joining banned organizations or involvement in anti-state activities.

(2) Creating trouble in hostel premises including going on/organizing strike and inviting/inciting others for a strike or printing/writing/ distributing pamphlets/handouts etc.

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

(4) Overstaying in the hostel after completion of on-campus duration/ specified period/completion of the degree.

(5) Causing loss to/damaging Hostel/University property.

(6) Misuse of hostel facilities.

(7) Bringing/inviting unauthorized person/day scholars in the hostel.

(8) Gambling in any shape.

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

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

13. **Dos and Don'ts.**

a. **Do's**

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

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

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

(4) Keep your room neat clean and tidy.

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

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

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

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

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

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

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

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

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

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

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

b. **Dont's**

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

(2) Misusing hostel facilities for other than studies.

(3) Involvement in criminal/police cases.

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

(5) Driving Motor Cycle without a crash helmet.

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

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

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

(9) Collection of Chanda on any account.

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

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

(12) Authorized room layout will not be changed.

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

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

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

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

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

(18) Visiting rooftops of hostels.

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

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

(21) Keeping pets or animals in the room.

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

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

(24) Visiting Khokhas/Dhabas.

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

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

15. **In/Out Timings.**

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

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

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

(3) 3rd Violation - Rs 10,000/- and expulsion from the hostel for the semester with information to concerned School and parents

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

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

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

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

17. **Temporary Vacation of Hostels.**

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

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

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

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

18. **Final Vacation of Hostels.** Students may be vacated from Hostels due to following reasons: -

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

b. Deferment.

c. Withdrawal/expulsion on disciplinary grounds.

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

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

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

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

b. Students desirous of keeping cars/motorcycles will seek permission in writing from Deputy Director Hostels. Students will produce necessary documents including driving license, vehicle registration, copy of CNIC, and NUST student card while seeking permission.

c. Riding motorcycles will not be allowed without a valid driving license, vehicle registration, and wearing a crash helmet. Defaulters will be warned/ fined heavily. After 2 warnings, permission will be withdrawn.

d. UG students are not allowed to keep a car in the hostel.

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

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

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

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

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

d. Imposition of fine/penalty

e. Expulsion from the hostel

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

24. **Inspections.**

a. Manager (Hostel), Assistant Director Hostels, Deputy Director Hostels, Director Field Administration, and Senior Executive of the University can inspect hostel (student rooms and almirahs, etc.) without any advance notice at any time of the day or night.

b. Weekly/monthly inspection will be carried out by Manager (Hostel).

c. A quarterly inspection will be carried out by Deputy Director Hostels.

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

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

27. **Indoor Sports.** The facility of a well-equipped gymnasium with the required machines is available in all the Hostels. It is expected that students will utilize the same with extreme care and will adhere to the best norms of discipline in the gym.

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

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

a. Director Field Administration

b. Deputy Director Hostels

c. Assistant Director Hostels Female

d. Assistant Director Hostels

e. Assistant Director Hostels (Messing)

f. Manager (Hostel)

g. Caretaker

30. Certificate **(Annex C)** duly signed by the student and countersigned by the parent/guardian is required to be submitted by the student to the Manager (Hostels) at the time of joining the hostel.

Note:

a. These are general guidelines to facilitate the student and ensure a comfortable stay in the hostel.

b. Students are required to follow the above rules while staying in the hostel. Parents/guardians are requested to go through the same rules and advise their son/daughter/ward to strictly follow the rules. A certificate to this effect (as per the specimen below) is required to be submitted by the student, duly countersigned by the parent/guardian, to the respective Manager (Hostels), at the time of joining the hostel.

c. Please submit the signed/countersigned attached certificate to your Manager (Hostels) along with the Hostel admission form to avoid any unpleasant consequence later on.

d. The Hostel Management reserves the right to revise the rules and regulations. However, it will keep the residents informed of any changes in the form of notice on hostel notice boards.

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

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

Chapter 13: Student Support Services Centre (S^3C)

Your One-Window Platform for Student Support at NUST

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

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

3. **Our Commitment to Students**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8. **Ways to Reach S3C**

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

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

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

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

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

12. **Location and Contact**

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

13. **Frequently Asked Questions**

a. **Who can use S3C?**

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

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

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

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

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

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

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

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

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

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

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

Chapter 14: NUST Generative AI Guidelines

Introduction

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

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

Guidelines

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

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

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

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

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

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

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

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

(c) Minimum safety criteria for GenAI tools usage

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

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

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

(c) Adequate safeguards for confidentiality and institutional compliance.

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

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

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

Teaching and Assessment

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

a. **Students**

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

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

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

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

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

(2) Default position (unless explicitly permitted): Students must assume GenAI use is not allowed in graded assessments where originality,

reasoning, or individual competency is being evaluated.

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

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

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

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

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

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

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

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

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

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

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

Research and Scholarly Publishing

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

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

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

c. Researchers should not upload unpublished, proprietary, or confidential materials—including manuscripts, grant proposals, datasets, or third-party

information—to GenAI tools, as such use may compromise confidentiality, intellectual property rights, or future publication.

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

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

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

g. Human-subject and sensitive data:

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

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

h. Images, figures, and data representations:

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

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

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

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

7. Aligned with the recent plagiarism policy of HEC[1], the student of UG as well as PG must add the updated plagiarism undertaking statement stating:

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

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

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

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

a. **Permissible Use of Gen AI**

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

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

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

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

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

b. **Author Accountability**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Annex A

to Para 30 to Chapter 2

Re-Checking of Papers

1. Fill out the re-checking application form completely.

2. Deposit re-checking fee amounting to Rs 500/- per paper and enclose original deposit slip along with the application form.

3. Clearly mention the subject/paper required to be re-checked.

4. An application form shall be entertained only if it is complete in all respects and is received in the office along with the prescribed fee within 15 days after the declaration of the relevant result.

5. Incomplete and incorrect forms shall be returned to the candidate for completion and if it is not submitted within the prescribed time limit, no action shall be taken on them.

6. Time-barred applications shall not be entertained.

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

   e. the total number of questions attempted does not exceed the limit allowed in the Question Paper;

   f. total marks in the answer-book tally with the marks sheet;

   g. viva/practical and internal assessment marks are not re-tabulated;

   h. the student or anybody on his/her behalf has no right to see or examine the answer-book for any purpose;

   i. 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(s) to be re-checked: _____

   a. _____

   b. _____

   c. _____

   d. _____

   e. _____

   f. _____

   g. _____

6. Fee Paid: Rs. _____ invoice/draft No. _____

   Bank Branch: _____ dated: _____

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

_____

Date: _____ Signature of Applicant

Postal Address:

_____

_____

_____

Telephone No. _____

Annex B
to Para 2 a to Chapter 12

Hostel Allotment Policy

1. **Introduction.** NUST hostels have been established for the outstation national and international students. Hostels are providing a hygienic and pleasant environment and are equipped with all amenities for standard living. Seventeen hostels have been built in the main campus of NUST (8 for males and 9 for females) with the capacity to accommodate 4719 students. Hostel accommodation will be allotted to outstation students only who get admission in any School/Institute at NUST Main Campus Islamabad.

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

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

4. **Priority of Allotment**

   a. Disabled/special students

   b. Wards of 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 overall.

f. **Priority – 2.** The 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 priorities 1 & 2.

5. **Freezing Cases (Deferment).** Any hostelite who cannot continue his/her studies due to domestic/medical issues can re-join the hostel in the next semester, subject to the permission of Registrar Dte to the fact that students have been allowed to continue his/her studies.

6. **Compassionate Grounds**

a. **Medical Cases.** Will be decided on a case-to-case basis. A 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 follows:

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

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

c. follows a semester-based academic system, and hostel allotment is aligned with the University's academic calendar. For postgraduate students, the final hostel vacating date shall be 31st January for students inducted in the Spring

Semester and 31st July for students inducted in the Fall Semester. No further extensions will be granted

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

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

b. **Exchange Programme.** The hostelites who are offered an exchange programme in Foreign Universities will be given an extension in case their required courses are not run/offered during Summer vacations or during regular semesters. Confirmation to this effect will be sought from Registrar Dte and the case will be forwarded for Rector's approval.

c. Compassionate grounds (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 students who are currently registered on the main campus of NUST, depending on the availability of accommodation. Students applying for a shorter duration (not more than a week) will be granted permission to avail of the facility on a case-to-case basis. The application form is available in the Hostels Branch Office that must carry the signature of parents (Father/Mother/Guardian). Hostels Administration reserves the right to extend his/her temporary allotment stay that will be dependent on a case-to-case basis. Hostel Rules will be followed by temporary students in the 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 is involved in a discipline case which warrants expulsion e.g., involvement in drugs, any undesired activity prejudice to the established norms of decency, brawl/fight, etc. Instructions mentioned in the handbook will only be considered in normal conditions, in case of any force majeure NUST holds the right to amend any clause in the best interest of students and university***.**

Annex C

to Para 30 to Chapter 12

NUST Hostel Rules Awareness Certificate

Name: _____

Father's/Guardian's Name: _____

School: _____

Discipline: _____

Hostel: _____

Room No: _____

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

Date: _____ _____

Student Signature

Counter Sign By

Date: _____

Father / Mother / Guardian

Name: _____

CNIC No: _____

Annex D

UNDERTAKING (By the Student & Parent/Guardian)

I,_____ son / daughter / ward of _____

_____, student of _____

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

Name of the Student: _____

CNIC No: _____

Signature: _____

Countersigned by Parents/Guardian

Signature: _____ Signature: _____

Name: _____ Name: _____

CNIC No: _____ CNIC No: _____

Date: _____ Date: _____

Address: _____

_____

_____

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

Annex E

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

Roll number/ Registration Number _____

Programme Title _____

Name _____

CNIC/CRC Number _____

Contact Number _____

Father/ Guardian's Name _____

Father/ Guardian's Contact Number _____

Gender _____

Date of Birth _____

Mark of Identification _____

Blood Group _____

Any Disability _____

Any Existing Medical Problem or Mental-Health Issues _____

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

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

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

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

Annex F

Para 26 b to Chapter 11

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

Name: _____

Designation _____

Department _____

CNIC/CRC Number _____

Contact Number _____

Gender _____

Date of Birth _____

Mark of Identification _____

Blood Group _____

Any Disability _____

Any Medical Problem or Mental-Health Issues _____

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

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

_____ Dated: _____

Signature

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

HANDBOOK FOR UNDERGRADUATE STUDENTS

Academics Directorate
National University of Sciences and Technology
Sector H-12, Islamabad, Pakistan
U.A.N: 111-116-878
www.nust.edu.pk