

Inbound Policy – NUST

1. Eligibility Criteria

- a. **National Applicant:** Must be enrolled in an undergraduate / MS / PhD program at PEC/ HEC accredited University in Pakistan.
- b. **International Applicant:** Must be enrolled in an undergraduate / MS / PhD program at International University.
- c. **Academic Standing:**
 - (1) Undergraduate student must have completed 1st year of studies i.e. two semesters as a full-time student in parent University.
 - (2) MS /PhD students must have completed one semester as a full-time student in parent University.
- d. **Academic Performance:** Possesses a good academic standing at parent university.

2. Salient Aspects

- a. **Credit Hours:** Inbound students may take a maximum of credit hours as per the HEC allowable limit in one semester.
- b. **Course Selection:** May select courses offered by NUST institutes.
- c. MS / PhD students may register for research work at NUST institutes for a semester.
- d. **Temporary Enrollment:** Inbound student will be registered temporarily at NUST.
- e. **Fee:** Course fee will be charged as per Fee policy i.e. per credit hour for national and international students. International students applying from partner universities, fee will be charged as per the agreement.
- f. **Credit Transfer:** Courses completed at NUST during the inbound period will not be credited towards future enrollments at NUST.

3. Application Process for Student. Application process comprises the following steps, all of which must be completed within the stipulated deadlines:

- a. **Online Application:** Submission of Online inbound application form (Application forms available at NUST website www.nust.edu.pk under link

Downloads > Forms).

- b. **Supporting Documents:** Submission of official transcript of already studied semester and NOC from parent university with the application form.
- c. **Payment of Application Processing Fee**
 - (1) **Domestic Applicants:** Rs. 3000 (non-refundable).
 - (2) **Foreign/International Applicants.** No tuition fee shall be charged to international enrolled inbound research students.
 - (3) **Security Fee.** Rs. 5000 for National students & USD 50 for International students (refundable).
- d. **Submission Deadline:** Applicants intending to join a semester or course at NUST shall submit application to Main Office, Registrar Dte (Registration Branch for UG, MS Branch for MS) and Acad Dte, PhD branch, preferably one month prior to the commencement of the semester. Concerned Dte will forward the application to the relevant institution for evaluation and confirmation on offering the required course(s) / research work.
- e. **Curriculum:** Semester wise course(s) details are available under each institution at NUST web page www.nust.edu.pk under link academics.
- f. **Supervisor for Research Visit:** Detail of supervisors are available at NUST website www.nust.edu.pk under link academics.
- g. **Evaluation:** Respective institute will evaluate the application and communicate its recommendations to the Main Office for further processing and final approval / decision.
- h. **Approval & Registration:** Upon approval, applicant registration (Qalam Regn no.) will be communicated to the relevant institution, with copies forwarded to the following directorates and offices for necessary actions:
 - (1) **Adm / Field Adm Directorate:** Issuance of an entrance card (valid for the course duration) / hostel accommodation.
 - (2) **Fee Manager/Finance Directorate:** Issuance of the fee voucher.
 - (3) **Examination Dte:** After completion of course(s) / research work, institution will forward the result to Examination Dte as per procedure in vogue. Based on the result and credit hours attended, Examination Dte will issue the transcript.

4. **Attendance Requirement:** Minimum 75% attendance in each course is mandatory as per NUST policy.
5. **Extension of Stay:** Inbound students may request an extension of their visit for an additional semester, subject to approval from both their parent university and NUST. The request must be submitted at least one month prior to the end of the current semester.
6. **Research Exchange Students:** Inbound students may apply to undertake research at NUST, subject to approval from their parent university and host supervisor / institute at NUST. Research activities must comply with NUST's academic guidelines.
 - a. Inbound research students may undertake a six-month research visit at NUST, extendable with mutual consent of the parent university and NUST supervisor subject to approval from Main Office.
 - b. The NUST supervisor shall authorize lab use and ensure adherence to safety / security of the facility / equipment.
 - c. Completion of visit must be reported to Main Office (DASR/Registrar Dte) by the concerned institute/supervisor.
 - d. A dedicated research course code for inbound students may be assigned by Acad Dte in consultation with Exam Dte to prepare student's transcript.
7. **Refund Policy.** In the event of withdrawal, refund shall be processed as per the NUST fee policy.
8. **Hostel Accommodation.** Hostel accommodation be provided to international students only if space is available. Hostel fee will be charged as per rates for international students.
9. **Transportation.** If requested, transportation facility may be provided if seat is available on the requisite route.