

Academic Provisions & Flexibilities

1. **Summer Semester & Summer Camps**
 - a. **Summer Semester.** Is not a regular semester. It is mainly utilized for deficiency/failure/repetition of courses.
 - b. **Conditions for Offering of Courses.** The institutions offer the course(s) on students' demand if they fulfil the following conditions:
 - (1) To clear an 'F' grade that is not earned due to shortage of attendance (except on grounds acceptable to institution)
 - (2) To improve the grade to clear/avoid probation
 - (3) In circumstances where five or more students have requested for a course(s)
 - (4) Additional course (not part of the curriculum) will be offered according to the instructions for that course
 - c. **Course Fee.** Student(s) will register in a course and deposit the prescribed fee. The student can withdraw own 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, for students who went abroad under Outbound Student Exchange Programme to attend one/two-semester(s), will be facilitated to clear their deficiencies by taking 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 own department to the HoD of the host institution under intimation to Academics and Registrar Dte. No approval is required from the Main Office.

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

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

2. **Outbound Student Exchange.** NUST has signed several Memoranda of

Understanding (MoU) with International Universities across the world. These MoUs cover student exchange programmes on mutually agreed terms and conditions. NUST encourages Inbound and Outbound visiting students for a period of 3 to 12 months. Some of our institutions send students to reputed foreign universities to study for one semester. Such exposure to students is extremely useful in their academic and personality grooming. Outbound Student Exchange policy will regulate the selection of students, selection of courses, and acceptance of grades earned overseas by NUST students. Salient aspects of the policy relevant to students' actions/information are mentioned below. However, the complete policy is available with NUST International Office (NIO).

a. **Eligibility Criteria**

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

progress report and represent own research progress to the Monitoring Cell, Academics Dte.

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

b. **Procedure**

- (1) **Call of Nominations.** Institutional Focal Persons for Internationalization (IFPI) / PG Coordinators will be the point of contact for exchange programme nominations. Students are advised to regularly check the NIO webpage for call of nominations for exchange programmes at <https://nio.nust.edu.pk/mobility/exchanges/outbound/>
- (2) **Submission of Application.** The IFPI/PG Coordinators will collect all applications and forward the same to NIO for further submission to the host university for consideration.
- (3) All students must apply to obtain clearance (NOC/Clearance to Leave) from NUST. The institution will forward the applications to Registrar Dte (MS Section) as per the guideline laid down by the Registrar Dte (MS Section).
- (4) After completion/confirmation of process, IFPI/PG Coordinator must forward details of departure and arrival of the respective students to Registrar Dte (MS Section) with info to NIO.
- (5) **Duration of Exchange Programme.** Students will be allowed to study for 1-2 semesters in a foreign university of repute.

- (6) **Selection of Courses.** The institution will keep in view the compatibility of the courses planned to be studied abroad so that their equivalence could be established for exemptions from own/missed courses.
- (7) **Acceptance of Attended Courses**
 - (a) On return, the courses studied by the students at foreign universities, with compatible contents and minimum 'C' Grade/qualifying grade of the host university will be accepted/reckoned for transfer/inclusion in the transcripts.
 - (b) Other qualified courses, which are not compatible with their own curriculum, may be accepted and reflected as additional courses in the transcript.
- (8) **Deficient Courses.** Students to clear deficient courses in the summer/regular semester.
- (9) **Post Exchange Programme Report.** Exchange students will submit Post Exchange Visit Report to their respective IFPI on return.
- (10) **Tuition Fee.** The selected student will pay the tuition fee for the semester(s) attended abroad in accordance with the provision of the MoU with that university. Students who have requested deferment will pay 25% of the tuition fee as per the deferment rule given in the Statutes.

3. **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 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. Desirous MS students may request to the department for the provision of Student Advisor. The key benefits of SAS are:

- a. facilitation of students in their adjustment phase;
- b. imbed a system of grooming, personality development, regular advice, and guidance to the students during their course of studies;
- c. ensure that all students understand academic regulations/policies as vividly as possible through regular coaching;
- d. install and nurture an effective system for monitoring of academic progress of students and provide guidance for improvement;

- e. ensure regular dissemination and understanding of important information / revised policies down at the student level;
- f. provide an effective system for prompt detection of any signs of radicalization/extremism on the campus and handling of students' personal issues.

4. **Student Counselling**

- a. **Center for Counselling and Career Advisory (C³A)** is a significant component of student services and offers confidential and professional services to all members of the NUST community. This service is FREE to all NUST community, i.e., students, staff, and faculty members. Counselling helps address short-term personal, social, familial, or academic worries to longterm often more complex psychological issues.
- b. NUST is the only University in Pakistan that has an autonomous unit, with a committed team of trained psychologists and counsellors. Qualified psychologists counsel, administer psychological tests and offer workshops and group sessions on pertinent issues. Self-help material is available on issues related to students' concerns on the C³A website. The Centre strives to take a holistic approach towards students' development so that they may thrive professionally and personally.
- c. **Counselling Services.** Sharing personal issues with friends and family can have biased responses as sometimes social support is not enough to deal with life challenges. Hence, there are times when it is appropriate to seek professional help. Counselling is a chance to talk over what is on one's mind with a trained professional who can assist, guide, and help address the challenging areas of life. A new perspective of handling and coping is introduced in a caring and supportive environment. Career counselling and advisory is another main feature of C³A's services. It aims at empowering individuals in making informed decisions about their future career aspirations. C³A offers the following services:
 - (1) Individual Counselling
 - (2) Group Counselling
 - (3) Career Counselling
 - (4) Psychological Testing (as required)
 - (5) Workshops and Trainings
 - (6) Seminars and Lectures

- (7) Counselling Camps
 - (8) Harassment Complaint Cell
 - (9) Outreach Programs
- d. Some of the issues addressed at the Centre are:
- (1) Examination anxiety
 - (2) Lack of confidence
 - (3) Poor class performance
 - (4) Lack of motivation
 - (5) Adjustment problems / Homesickness
 - (6) Sadness and depression
 - (7) Trauma
 - (8) Stress management
 - (9) Anger management
 - (10) Career interests
 - (11) Relationships/attachment issues
 - (12) Student-teacher conflict
 - (13) Procrastination
 - (14) Internet addiction
- e. A counsellor at C³A is a trained professional who accepts individual differences, listens empathetically, and seeks to help individuals pursue their goals with an adaptive approach. The environment is congenial and friendly where the counsellor offers support, care and understanding and responds in a non-judgmental and non-critical way. At C³A, people are helped to explore themselves, their feelings and interests. Their values, choices, and lifestyles are respected. They are guided to make decisions, choices, or changes that would help them prosper professionally and personally.

- f. **E-Counselling.** C³A initiated an e-counselling facility via email for all the NUST students during pandemic to facilitate them during COVID-19 and lock down. Now, in an effort to enhance accessibility of the C3A services for all NUST fraternity, e-counselling is available via various online channels such as MS Teams and Google Meet only for institutes other than NUST H-12 campus.
- g. **Confidentiality.** The Centre remains committed to offering a discreet and confidential service and is always fully aware of the vulnerabilities and sensitivities of its clients. C³A abides by all personal, social, ethical, and professional norms. Counselling records do not form a part of or affect a student's academic profile in anyway. Visiting the Centre and all records are kept strictly confidential.
- h. **Harassment Complaint Cell.** To ensure a safe environment NUST has also established a Harassment Complaint Cell at C³A as per HEC policy.
 - (1) If anyone feels harassed 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 /female focal person /Director /Deputy Director.
 - (b) Harassment Complaint Cell at C³A.
- i. **Student Feedback.** A few excerpts from the feedback given by students who benefited from C³A are listed below:
 - (1) “I wanted to say a big thank you for everything you've done for me in our recent sessions. I was feeling very stressed and anxious before I met you, and your sessions have made a huge difference. I really appreciate how you listened to me without judging, and your advice and support have helped me understand and manage my problems better. I'm grateful for your kindness and dedication to helping people like me. If I ever need help in the future, I won't hesitate to reach out to you.”
 - (2) “I wanted to express my sincere gratitude for the insightful psychological sessions I have had at C3A. Your guidance has been immensely valuable, helping me gain clarity on my thoughts and providing effective tools to work on myself. The sessions have proven instrumental in fostering personal growth, and I truly appreciate your professionalism and expertise. Thank you for creating a supportive and enriching environment.”

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

j. **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

Anti-Harassment Complaint Cell Helpline: 0309-8883366

Email: c3a@nust.edu.pk

Like us: <https://www.facebook.com/profile.php?id=100090112041131&mibextid=LQQJ4d>

Follow us: https://www.instagram.com/c3a_nust?igsh=MWNkaHE0ZTZmazd4Yg%3D%3D&utm_source=qr

Visit us: <https://c3a.nust.edu.pk/>

5. **Financial Assistance**

a. **Deferment of Tuition Fee and Award of Subsistence Allowance**

- (1) **Deferment of Tuition Fee.** Students who are unable to pay the fees will be allowed deferred payment on a case-to-case basis but will be awarded degree after repayment of balance amount subsequently. Minimum 50% of fee should be paid in each semester with the remaining 50% amount to be cleared before awarding of the certificate.
- (2) **Subsistence Allowance.** To ensure equal opportunities and to attract more students from the less privileged communities, the following provisions are applicable:
- (a) The hostel facilities will be partially or wholly subsidized for the deserving and bright students from the less privileged communities, subject to furnishing proof of their need for this concession.

- (b) The student must pay back the subsistence allowance so awarded after completion of the degree.
- 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, will cause the loss of full, 75%, 50%, or 25% of tuition fee/scholarships granted to any student. The student will be asked to pay the full tuition fee within the stipulated period, failing which the student's name will be struck off the rolls of the institution. Rector, on the recommendations of the head of the institution, will decide the revised percentage of Fee concession based on the gravity of the offence/circumstance on a case-to-case basis.
- c. **Merit-based Scholarships**
 - (1) **Masters**
 - (a) **Merit-based Scholarships (ICT Endowment Fund).** Selected students under the ICT endowment fund scholarship will be given a monthly stipend of Rs 18,000. The tuition fee of these students will be paid by the University.
 - (b) **Merit-based Scholarships (Scholarship for UG Gold Medallists).** NUST UG President Gold Medallists pursuing Masters from NUST and having 1st semester GPA \geq 3.50 will be given 100 % tuition fee waiver for the full duration (four regular semesters) of the programme (Conditions Apply).
 - (c) **Eligibility Criteria:**
 - i. Full-time students not availing any other scholarship.
 - ii. Students enrolled in at least 9 CHs and secured GPA of 3.50 w.e.f first semester at NUST.
 - iii. Students with terminal degree CGPA of 3.50 and above.
 - iv. Students who are willing to work as TA for at least 10 contact hours per week for one subject of Bachelor/ Master in case of Master/Ph.D. students respectively.
 - (e) **How to Apply.** Eligible students can apply through respective institutions after the announcement of first semester results.
 - (2) **Ph.D.**

- (a) Selected Ph.D. students under ICT Endowment Fund
Scholarship will be given a monthly stipend of Rs 30,000.
 - (b) NUST also pays the supervisor's remuneration for the awardee Ph.D. student.
 - (c) To meet the expenses of their research, such Ph.D. students are also granted research funds.
 - (d) **Eligibility Criteria**
 - i. Full-time students who are not availing any other scholarship.
 - ii. Students enrolled in at least 9 CHs and secured CGPA of 3.75 w.e.f first semester at NUST.
 - iii. Students with terminal degree CGPA of 3.50 and above.
 - iv. Students who are willing to work as TA for at least 10 contact hours per week for one subject of Bachelors / Masters in case of Masters/Ph.D. students respectively.
 - (e) **How to Apply.** Eligible students can apply through respective institutions after the announcement of first semester results.
- (3) During the research phase of Ph.D. studies at NUST, the student also gets an opportunity to benefit from collaborative/joint research training programmes with well-reputed foreign universities.
 - (4) NUST takes care of even self-sponsored Ph.D. students. They are also paid for their supervisor's/evaluator's fee and essential researchrelated expenditure.
 - (5) Master and Ph.D. students are encouraged to apply for scholarships offered by HEC. For more information, please visit URL: www.hec.gov.pk
- e. **Need-based Scholarship.** NUST Need-based Scholarship scheme enables financially under-privileged, yet talented students to acquire higher education. Salient features of the scheme are:
- (1) Sufficient number of scholarships/fee waivers are granted to the batches of needy entrants each year at the time of admission. Continuation/confirmation of provisional need-based scholarship

awarded at the time of admission is subject to physical verification that may be carried out at any time during the students' academic life cycle;

- (2) the scholarship will be for the full duration (four regular semesters) of the programme to which a student is admitted;
- (3) students unable to apply for the scholarship at the time of admission may apply for other scholarship opportunities after admission in NUST e.g., PEEF, BEEF, SEEF, etc. Main Office will inform all institutions as and when such scholarships are available, and students will be required to submit requisite forms in their institutions to be considered for the scholarship;
- (4) financially under-privileged students, who are unable to pay their fee may be allowed deferred payment of tuition fee on a case-to-case basis;
- (5) students facing sudden/ unprecedented changes in financial profile after admission in exceptional cases may apply for a need-based scholarship through their respective institutions.

- f. **Engagement of Ph.D. Students on Temporary Academic and Administrative Positions in NUST.** Full-time Ph.D. students are eligible for temporary engagement as Temporary Visiting Faculty, Lab Engineer, Tutor, Teaching Assistant and Administrative Assistant. Engagement will be on semester

basis, with adequate remuneration against each appointment to be paid on monthly basis (applicable to Ph.D. intake for Fall 2022 entry and onwards).

- g. **Other Opportunities.** Following financial assistance opportunities are also available:

- (1) Punjab Educational Endowment Fund (PEEF) scholarship
- (2) Tuition Fee Reimbursement Scheme for Ph.D. Students of developing areas of Pakistan, AJK, and Gilgit Baltistan under "Prime Minister's Fee Reimbursement Scheme"
- (3) Students may also apply on their own for any other scholarship, such as those offered by:
 - (a) Higher Education Commission (HEC)
 - (b) Lady Viqar-un-Nisa and Feroz Khan Noon Trust for Education

- (c) Pakistan Scottish Scholarship Scheme (PS3) through British Council
- (d) Provincial Government Endowment Fund Schemes, etc.
- (4) Scholarship provisions for postgraduate studies for candidates from FATA and Balochistan are also available through HEC for which they may apply directly to HEC.
- (5) Further details are also available with Scholarship Section, Postgraduate Programmes Directorate, and on URL: www.nust.edu.pk.

Note: The award of scholarship is subject to availability of funds, satisfactory performance, and good conduct of the student.

h. **Fee/Charges**

- (1) Students shall pay fees/charges as per laid down rates/policy. The fee structures of Engineering/IT/Natural Sciences (Maths), Biosciences, Business Studies & Economics are given at **Annex C**.
- (2) **University Refund Policy.** The policy regarding refund of tuition fees is given below:
 - (a) Admission Processing Fee is not refundable under any circumstances.
 - (b) University will not accept any claim of refund after 3 years of the completion of degree/withdrawal from the university and the amount of security will be transferred to the NUST Endowment Fund.

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

(3) **Tuition Fee Payment**

- (a) The fee must be paid in full including any outstanding dues, on receipt of fee invoice on Qalam, and informed through email/SMS message.
 - (b) International students are charged in advance on an annual basis.
 - (c) 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).
 - (d) For the summer semester, a fee bill will be issued in the third week of the semester.
 - (e) The total time available is 15 days plus semester break and the first two weeks of the start of the semester from the date of issue.
 - (f) All students must pay their fees/dues by the due date.
 - (g) If any student is unable to pay the fee/dues by the due date due to financial challenges, he/she must seek other options of paying in instalments/fee deferment up to 50%,etc, through the institute
 - (h) Students will only be allowed to register for the semester after the deposit of university dues.
- (4) **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.
- (5) **Payment in Instalments.** In case of any financial difficulties, students can approach the school/college accounts branch for submitting the application to Fin Dte/fee section Main Office for paying the fee in instalments. A payment schedule that is satisfactory to the University, when agreed, shall be honoured by the student.
- (6) **Failure to Pay by the due date**
- (a) 2% on the total payable amount will be imposed if dues are deposited after 15 days of issuance of fee invoices till extended time expires by the end of 2nd week of the semester including semester break.

- (b) A sanction will be placed on students who fail to deposit the fee by the end of extended time by not allowing them to register for the semester or withholding academic activities in case of PG students by the concerned institute.
- (c) Sanctions placed on the students, who fail to deposit the dues are as under:
 - i. The student will be marked as “Present” in class from the day of deposit of dues.
 - ii. Days before the deposit day from the start of the semester will be marked as “Absent”.
- (d) No student would be allowed to register for the semester after the expiry of extended time, i.e., by the end of 2nd week of the semester with semester status as suspended.
- (e) In case a PG Student (MS or Ph.D.) is in research phase and has not yet deposited the outstanding dues then his/her remaining academic activities (e.g., qualifier, thesis defence, etc) will be withheld until clearance of outstanding dues.
- (f) It will be mandatory for PG (MS/Ph.D.) students to clear the outstanding university dues before holding the final thesis defence.
- (g) Final result notification of PG (MS/Ph.D.) will be withheld till clearance of outstanding dues.
- (h) In the case of the summer semester, the following will be ensured:
 - i. If a student quits within the first two weeks, a fee will be charged with no W grade and will be considered outstanding against the student in case of non-deposit.
 - ii. In case a student does not deposit the fee by the due date after the 2nd week, he/she will be de-registered with **W** grades along with the outstanding fee.
- (i) Any student who fails to pay their hostel dues, within two weeks from the start of semester 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 laws.

- (j) 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.

6. **NUST Redressal Policy for the Students with Different Abilities**

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

(1)	Registrar	-	Chairman
(2)	Rep Administration Directorate	-	Member
(3)	Rep Admissions Directorate	-	"
(4)	Rep Finance Directorate	-	"
(5)	Rep SA Directorate	-	"
(6)	Rep UG Section	-	"
(7)	Rep PG Section	-	"
(8)	Rep Medical Centre	-	"
(9)	Rep ICT Directorate	-	"

- b. Following measures are undertaken to ensure an equal playing field for students with different abilities:
 - (1) Online registration of admission includes one question to state the different abilities with reassurance that disclosure would not impact

their chances of getting admission. This would help facilitate the student based on their needs.

- (2) The tutor at the respective schools will be the focal point for the student and would facilitate the student in both academic and cocurricular activities.
- (3) The school will be responsible for facilitating students with different abilities in teaching and examination (e.g., priority seating in the classroom, recording the lecture, substituting assignment, and assistance of writer in the exam).
- (4) Entrepreneurship training would be ensured for the self-employment of students with different abilities.
- (5) Priority counselling services at C³A would be ensured for both students with temporary or long-standing psychological and physical different abilities.
- (6) Provision of emergency medical services to facilitate such occurrence within the campus.

c. **Contact details of Disability Coordinators:**

Ser.	Name	Mobile No	Email
(1)	Dr Ehsan Ul Hasan	0332-5200781	Ehsanul.hasan@seecs.edu.pk
(2)	Dr Khurram Yousuf	0342-4000972	kyousaf@asab.nust.edu.pk
(3)	Ms Ayesha Mushtaq	0323-5380900	ddstudentaffairs@nust.edu.pk

7. **Other Academic Provisions**

- a. **Flexibility to Select the Research Supervisor.** All MS and Ph.D. students are allowed to select their thesis supervisor from parent school (in which student is enrolled) or any other NUST institution (called as Host School), after the approval of HoD and Head of the parent school.
- b. **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 6 to a maximum of 12 CHs. 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.
- c. **Freezing / Deferment of a semester.** Refer to Para 9 to Chapter 3, Para 11 to Chapter 4, Para 10 b to Chapter 5 for details.

- d. **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.
- e. **Language Courses.** A student may take language courses (French, German, Spanish& Chinese) being offered every semester as Additional Courses.