

Award of Master Degrees and Academic Standards for Master Students (Less Business & Social Sciences)

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

- a. Have completed prescribed credit hours as per approval of NUST Academic Council for each programme.
- b. Have achieved a minimum CGPA of 3.0 in coursework with a minimum of a **B** grade in the thesis (6 credit hours).
- c. Have completed prescribed credit hours (30 CHs) in course work-based programmes with a minimum CGPA of 3.0.
- d. **Scheme of Studies (MS)**
 - (1) Fall and Spring Semesters will be regular semesters
 - (2) Students will enrol for a minimum of 6 (six) and a maximum of 12 (twelve) credits in Fall and Spring Semester
 - (3) Students may enrol in Summer Semester for a maximum of 6 (six) credit hours of course/research work. Student may enrol in summer only for repetition of courses and will not be allowed to take new course.
 - (4) Students will be charged a full tuition fee for a maximum of four regular semesters (two academic years). Thereafter, a student will not be required to pay any tuition fee till completion of degree requirements. However, beyond the stipulated two years period, a student will be required to pay the prescribed course fee for deficient/improvement courses (if any). The fee during Summer Semester will be credit hours based. If a student completes the degree requirements within 30 days from commencement of the 4th semester, a student has to pay a fee for three regular semesters only (i.e., Fall, Spring & Fall).
 - (5) To complete the coursework, a student may take 2x relevant/adequate courses offered by other institutions of NUST. The relevancy/adequacy of the courses will be recommended by the parent HoD and Commandant/Principal/Dean.
- e. **Coursework Based Degree in MS.** MS students who cannot perform research due to various reasons can be considered for change from research-based to a coursework-based degree after getting approval from FBS. Student will be eligible to opt for coursework-based degree after completing their coursework with minimum 3 CGPA. Furthermore, they are ineligible for certificate of High Achiever in case of CGPA 4.0.

2. **Double Registration.** The student may register for two-degree programmes at a time as per the NUST Policy. NUST will consider the following two modes:

	Degree -1	Degree -2
Mode 1	Bachelor/Master degree obtained in Regular mode in the Morning session in one university.	Bachelor/Master degree obtained in Regular mode in the Evening session in a different university located in the same city.
Mode 2	Bachelor/Master degree obtained in Regular mode in the Morning session in one university.	Bachelor/Master degree obtained in Regular mode in the Evening session in the same university.

3. **Academic Deficiencies.** A student will be dropped from the MS programme if:

- CGPA remains below 2.00 in any semester;
- receives **F/XF** grade in more than two courses;
- CGPA remains below 3.00 after completion of the coursework even after availing the provision available for grade improvement (refer para 7b(2) of Chapter III of PG Handbook;
- a student who remains absent for more than 45 days without valid reasons but does not qualify for suspension of registration;
- attendance of the student remains below 75% in more than two courses (**XF** grade will be awarded in the course in which the student's attendance is below 75%);
- on disciplinary grounds when recommended by the Discipline Committee of the institution and the Discipline Committee of NUST.

4. **Suspension of Registration**

- If a student remains absent for 30 or more consecutive days (including the research phase) without intimation or any valid reason, his/her admission/registration will be suspended. However, such students may resume the same programme subject to meeting the following conditions:
 - Have completed a minimum of one semester with a minimum required GPA.
 - Have 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 the student of the semester which s/he joins.
- c. While considering the case for re-admission, it will be ascertained by the respective institution that the student has sufficient time to complete the respective 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, studies of such students 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 the student was originally granted admission.

5. Probation

- a. **Definition.** A student is said to be on probation if s/he is deficient in academic standards and is allowed to continue studies.
- b. **Policy.** A student will be placed on probation under any of the following conditions:
 - (1) If a student's CGPA is less than 3.00 but greater than or equal to 2.00.
 - (2) On disciplinary grounds when recommended by the respective discipline committee of the School.

6. Suspension

- a. **Definition.** "Suspension" means that a student is not allowed to continue regular academic activities for a specified time.
- b. **Policy.** FBS will recommend and qualify a suspension as under (as per latest policies of the University):
 - (1) Suspension on disciplinary grounds.
 - (2) Suspension on medical grounds.
 - (3) Suspension on prolonged absence (including the research phase).

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

7. **Repetition of Course(s).** A student may repeat a course under two circumstances, i.e., to clear an **F/XF** Grade or to improve current CGPA. The student is required to complete all formalities applicable to the repetition of a course, i.e., mid-semester examination/OHTs, project, assignments, quiz, etc., and End Semester Examination. The student transcript will show both the old and new earned grades, but the better grade will be used in the computation of CGPA. A student who repeats a course will not be eligible for top student honours/awards even if s/he improves it and comes in that bracket after repeating. The two circumstances under which a student may repeat a course are:

- a. **Clearance of F/XF/W Grade.** If a student receives an **F/XF/W** grade in a course, a student is required to repeat that course, whenever offered.
- b. **Improvement of CGPA.** A student may repeat a course at any stage in the MS programme to improve current CGPA subject to the following conditions:
 - (1) The candidate should apply to the HoD for permission to repeat a course. HoD may permit a student to repeat a course subject to its offering and availability of necessary resources.
 - (2) A student is allowed to repeat a maximum of three courses for MS, four for MBA, and five for EMBA during the entire coursework apart from clearance of **F/XF** grade, if any.
 - (3) The student shall not be allowed to improve CGPA after completion of the degree.
- c. **Taking Alternative Elective Course.** A student may take an alternative elective course for repetition with the approval of the Dean. The student's transcript shows both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA. Students can take alternative elective course if the original course is not being offered. Alternative course taken will be counted as repeated course.

8. **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.

- (3) Formal notification by the Controller of Examinations.
 - b. The student is only allowed to improve grades before the conditions of para 8 (a) are fulfilled.
9. **Deferment of Semester(s).** A student may seek deferment from regular studies subject to the following conditions:
- a. Deferment will generally be requested before the start of a semester. However, in exceptional cases, it may be requested latest by the 2nd week of a semester. It will be endorsed by the FBS and processed for formal approval by the Director Postgraduate programmes.
 - b. During the period of deferment, a student will be allowed to repeat courses already studied on payment of a prescribed fee for the repetition of courses but not permitted to study new courses.
 - c. Students will pay a 25% tuition fee to maintain their own registration.
 - d. The student has the requisite time available to complete the currently enrolled degree within the stipulated time.
 - e. In case, a student opts to defer the first semester will have to pay a 50% tuition fee (non-adjustable/non-refundable).
 - f. Students studying abroad under the student exchange programme will not be required to pay 25% of the tuition fee.
10. **Research during Masters Programme.** The procedure for thesis research is asunder:
- a. All students must successfully complete a minimum of 6 credits in a Master thesis, based on a highly individualized, investigative study that will make a significant contribution to knowledge.
 - b. The subject of research must be agreed to by the student and the research Supervisor/Advisor (thesis advisor), in consultation with GEC, when required. The topics must be original and not plagiarized, and relevant to the needs of the country.
 - c. A thesis is graded and counted towards the calculation of CGPA for all programmes.
 - d. A student who cannot complete the thesis work in the assigned on-campus time may continue to do so at own arrangements to complete the thesis work within the maximum allowed time.

- e. The students desirous of continuing their research after the on-campus time are required to maintain their registration with the University and accordingly pay the registration fee as per the policy.
- f. A student can start research work after completion of 9 (nine) credit hours of coursework provided the student's CGPA is ≥ 3.0 . The thesis defence will only be allowed once the student has attained a CGPA of ≥ 3.0 in coursework.

11. **Guidance and Examination Committees (GEC).** The GEC will comprise at least two members preferably holding a Ph.D. degree in the relevant field, in addition to the Research Supervisor/Advisor who must be a Ph.D. in the relevant field. The Research Supervisor/Advisor shall chair the meeting of GEC. The Research Supervisors/Advisors must be given prior necessary experience for this job by initially nominating them as members of GEC/Co-Supervisors. However, the DBS may decide to allow for supervision without prior experience on a case-to-case basis.