

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.
- 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).
 - (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.
- c. **Course Fee.** Student(s) will register in a course and deposit the prescribed fee. The student can withdraw his/her name from the course within two weeks from the start of 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) Students may choose a Minor after successful completion of 1st year of the UG programme.
 - (2) Where possible (without clash of timetable and seat availability in the class, etc.), students opting for Minor will be allowed to attend with the regular class.
 - (3) The time slot of 4:00-5:00 pm (Monday - Friday) or 2:00-5:00 pm (Tuesday-Thursday) will be reserved by all institutions for Minor courses in case a separate class is to be conducted for Minors.

- (4) Courses with prerequisites may be avoided for Minors, wherever possible, to allow maximum students to opt for such courses.
- (5) Courses with labs, if essential, be modified and lab portions are appropriately adjusted in projects and home assignments.
- (6) The minimum number of students for a Minor subject to be offered separately is "10".
- (7) Minors may also be offered in Summer Semester, if the resources permit.
- (8) MS level courses (SINES & USPCAS-E) may also be considered for Minors, if applicable. No special classes will be arranged for MS-level Minors.
- (9) Minor with title will be shown in the student transcript.
- (10) Minor CGPA will be calculated separately from SGPA/CGPA.
- (11) CHs for Minors will be in addition to the standard workload of the degree.
- (12) The student has to complete a minimum of 12 CHs (4x Courses) to earn a Minor out of six courses offered against each Minor.
- (13) 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 the Dean. For further extension in special circumstances, the case may be referred to Main Office (Registrar Dte).
- (14) The minimum CGPA required for opting for a Minor is 2.75 for Engineering, IT, CS, Natural & Applied Biosciences, Architecture & Industrial Design and 3.00 for UG degree programmes of NBS & S³H.
- (15) **W** and **F** grades in the case of a Minor subject will not be reflected in the student's transcript. However, the student will have to pass all four courses to be eligible for the Minor. In case a student does not clear four courses, then the courses with pass grades will be reflected in the transcripts as "Additional Courses".
- (16) If a student wants to change his/her Minor can do so at once latest by end of the 4th semester. Courses with failure (**F grade**) will not be reflected on Student Transcript.

- (17) Students will be charged a tuition fee for taking Minor subjects as per policy.
 - (18) Guidelines for each Minor will be devised by Minor offering institutions and widely circulated among students to facilitate them in choosing a Minor.
- 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.
- d. Minors offered at NUST:
- (1) Management (NBS)
 - (2) Applied Biosciences (ASAB)
 - (3) Mathematics (SNS)
 - (4) Physics (SNS)
 - (5) Chemistry (SNS)
 - (6) Computing (C of E&ME and MCS)
 - (7) Design and Simulation of Mechanical Systems (C of E&ME)
 - (8) Economics (S³H)
 - (9) Psychology (S³H)
 - (10) Govt. & Public Policy (S³H)
 - (11) Mass Communication (S³H)
 - (12) Chemical Engineering (SCME)
 - (13) Materials Engineering (SCME)

- (14) Automotive Technology (SMME)
- (15) Computer Science (SECS)
- (16) Sustainable Environmental Management (IESE-SCEE)
- (17) Civil Engineering (NICE-SCEE)
- (18) Geoinformatics (IGIS-SCEE)
- (19) Software Engineering (MCS)

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. **Change of Programme.** Provision for change of program on completion of 1st year of studies is available to NUST UG Students. Policy is available on NUST website https://nust.edu.pk/wpcontent/uploads/2020/03/Revised_Policy_on_Change_of_UG_Discipline.pdf
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
<ul style="list-style-type: none"> • Geoinformatics Engineering (SCEE-IGIS) • Environmental Engineering (SCEE-IESE) 	<ul style="list-style-type: none"> • Civil Engineering (SCEE-NICE)
<ul style="list-style-type: none"> • Materials Engineering (SCME) 	<ul style="list-style-type: none"> • Chemical Engineering (SCME) • Chemical Engineering (SMME/CEME/PNEC)
<ul style="list-style-type: none"> • Avionics Engineering (CAE) 	<ul style="list-style-type: none"> • Electrical Engineering (SEECs/CEME/PNEC)
<ul style="list-style-type: none"> • Aerospace Engineering (CAE) 	<ul style="list-style-type: none"> • 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. NUST encourages inbound and outbound visiting students for a period of 3 to 12 months. Some of our institutions are sending 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 related to students' actions/information are mentioned below. However, a complete policy is available with NUST International Office (NIO).

a. **Eligibility Criteria**

- (1) Selection of a candidate for exchange will be on merit based on CGPA.
- (2) The applicant must be enrolled as a full-time student at NUST, and be in semester third, fourth and fifth.
- (3) The student should have qualified at least three semesters with a minimum CGPA of 2.50/4.00 to apply for an exchange programme.
- (4) 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.

- (5) 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.
- (6) The student should have a clean record of discipline.
- (7) The student must be proficient in English to meet the language requirement of the host university.
- (8) The student 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) will be the point of contact for exchange programme nominations.
- (2) **Submission of Application.** IFPI will collect all applications and forward the same to NUST NIO for further submission to the host university for consideration. 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/>
- (3) All students must apply to obtain clearance (NOC/ Clearance to Leave) from NUST. The students will submit their applications on the prescribed form to the Registrar duly recommended by the respective FBS of the institution. (The Form is available on NUST Website) <https://nust.edu.pk/downloads/forms/>
- (4) After completion/confirmation of process, IFPI must forward details of departure and arrival of the respective students to Registrar 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, that are not compatible with their curriculum, may be accepted and reflected as additional courses in the transcript.

(8) **Deficient Course(s)**

- (a) Students to clear deficient courses in the summer/regular semester.
- (b) Students undertaking the exchange programme during or at the end of the 3rd year are required to study their deficient courses during the summer semester hence may not be able to undertake their internships. In such cases, these students can be exempted from the requirement of a 3rd-year internship. The exemption can be sought by the institution on case-to-case basis from the Pro-Rector (Acad).
- (c) In case any 3rd-year student has already completed an internship before going for the exchange programme, that may be accepted in lieu of a 3rd-year internship.

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

- (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. For other students, where deferment has been asked, will pay 25% of the tuition fee as per the deferment rule given in the Statutes.

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 Advisor (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 fully aware of the vulnerabilities and sensitivities of its clients at all times. C³A abides by all personal, social, ethical, and professional norms. Counselling records do not form a part of or affect a student's academic profile in any way. 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 need 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/ faculty/ female focal person/ Director/ Deputy Director).

(b) Harassment Complaint Cell at C³A

j. **Student Feedback.** A few excerpts from the feedback given by students who benefited from C³A:

(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.”

k. **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=q_r
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 fee structure of Engineering, Natural Sciences, Architecture and Biosciences as well as Business Studies & Social Sciences are reflected in **Annex B**.
 - (2) **Refund of Fee.** The policy regarding refund of tuition fees is given below:

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

- (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 University and the amount of security will be transferred to the NUST Endowment Fund.

f. Tuition Fee Payment

- (1) The fee must be paid in full including any outstanding dues, on receipt of fee invoice on Qalam, and informed through email/SMS message.
- (2) International students are charged in advance on an annual basis.
- (3) 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).
- (4) For the Summer semester, the fee will be issued in the third week of the semester.
- (5) 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.
- (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 other options of paying in installments/fee deferment up to 50%, etc., through the institute.
- (8) Students will only be allowed to register for the semester after a 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 to Fin Dte/fee section Main Office 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% on the total payable amount if dues are deposited after 15 days of issuance of fee invoices till extended time expires by the end 2nd week of the semester including semester break.
 - (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) In case of deposit of dues within first two weeks, attendance will be marked as under:
 - i. "Present", will be marked from the day of deposit of dues.
 - ii. Days before the deposit day from the start of the semester will be marked as "Absent".
 - (c) 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.
 - (d) In case of the summer semester, the following will be ensured:
 - i. If a student quits within the first two weeks, the 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.

- (e) 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.
- (f) 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 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 having any different ability. Central Committee comprises of following members:

- | | | | |
|-----|--------------------------------|---|----------|
| (1) | Registrar | - | Chairman |
| (2) | Rep Administration Directorate | - | Member |
| (3) | Rep Admissions Directorate | - | “ |
| (4) | Rep Finance Directorate | - | “ |
| (5) | Rep 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 him/her 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	Ehsan.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

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 12 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) being offered every semester 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.