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 sciences, applied bio-sciences, architecture, information technology, and basic sciences. You represent a distinguished group of students selected strictly on merit to join this comprehensive University comprising 21 constituent colleges/schools/centres. Currently, NUST offers degree education in as many as 39 UG, 73 MS, and 47 Ph.D. 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^{3}H), 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 Interdisciplinary Engineering & Sciences (SINES), Islamabad

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

      u.   NUST Law School (NLS), 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 emerging knowledge-based economies 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 an inflow of new knowledge and state-of-the-art technologies, and build, as a corollary, a 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, which is evident from the following:

a. **NUST is a member of:**

(1) International Association of Universities (IAU)

(2) The Talloires Network

(3) International Network for Quality Assurance Agencies in Higher Education (INQAAHE)

(4) United Nations Academic Impact (UNAI)

(5) Association of Management Development Institution in South Asia (AMDISA)

(6) Asia-Pacific Quality Network (APQN)

(7) Association of Quality Assurance Agencies of the Islamic World (QA-Islamic)

(8) World Design Organization (WDO)

b. **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 2024, NUST holds the 353rd position globally and ranks 2nd among Pakistani Universities.

(2) **QS Asian Ranking.** NUST secures the 64th position in QS Asian.

(3) **QS Subjects Rankings**. NUST emerges as a Comprehensive Multidisciplinary University in the QS World University Rankings released in March 2023, 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 144.

ii. **Natural Sciences.** NUST ranks 394 globally and 3rd among Pakistani Universities in Natural Sciences.

iii. **Social Sciences & Management.** NUST ranks 400 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	174	1
ii.	Electrical & Electronics Engineering	151-200	1
iii.	Civil and Structural Engineering	151-200	1
iv.	Mechanical, Aeronautical & Manufacturing Engineering	201-250	1
v.	Chemical Engineering	251-300	1
vi.	Mathematics	201-250	1
vii.	Material Sciences	251-300	1
viii.	Chemistry	301-350	2
ix.	Business & Management	301-350	2
x.	Accounting & Finance	301-350	2
xi.	Environmental Sciences	351-400	2
xii.	Medicine	551-600	2
xiii.	Physics & Astronomy	301-350	3

Ser	Subject Area	World Ranking	National Ranking
xiv.	Economics & Econometrics	401-450	4
xv.	Biological Sciences	551-600	5

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
Senior Assistant Director Policies	+92-51-90851077

Directorate of Advanced Studies & Research	
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

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
Chief Security Officer	+92-51-90851525

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

Constituent Institutions

Military College of Engineering (MCE), Risalpur	
Dean	+92-923-631315
SO NUST Affairs	+92-923-631667
E-mail	mce@nust.edu.pk

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
SO NUST Affairs	+92-21-48503043
Email	pnec@nust.deu.pk

College of Aeronautical Engineering (CAE), Risalpur	
Dean	+92-923-631499
SO NUST Affairs	+92-923-631498
E-mail	cae@nust.edu.pk

School of Civil & Environmental Engineering (SCEE), Islamabad

Principal / Dean	+92-51-90854001
E-mail	scee@nust.edu.pk

- NUST Institute of Civil Engineering (NICE)

Associate Dean	+92-51-90854501
Email	nice@nust.edu.pk

- Institute of Environmental Sciences & Engineering (IESE)

Associate Dean	+92-51-90854201
E-mail	iese@nust.edu.pk

- Institute of Geographical Information Systems (IGIS)

Associate Dean	+92-51-90854401
E-mail	igis@nust.edu.pk

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

Principal / Dean	+92-51-90852001
E-mail	seecs@nust.edu.pk

School of Chemical & Materials Engineering (SCME), Islamabad

Principal / Dean	+92-51-90855001
E-mail	scme@nust.edu.pk

School of Mechanical & Manufacturing Engineering (SMME), Islamabad

Principal	+92-51-90856001
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Atta-Ur-Rahman School of Applied Biosciences (ASAB), Islamabad

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NUST Business School (NBS), Islamabad

Principal / Dean	+92-51-90853001
E-mail	nbs@nust.edu.pk

School of Social Sciences & Humanities (S³H), Islamabad

Principal / Dean	+92-51-90853501
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School of Natural Sciences (SNS), Islamabad

Principal / Dean	+92-51-90855551
E-mail	sns@nust.edu.pk

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

Dean	+92-51-90855401
E-mail	sada@nust.edu.pk

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

Principal	+92-51-90856701
E-mail	nipcons@nust.edu.pk

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

Principal / Dean	+92-51-90855101
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NUST Balochistan Campus (NBC), Quetta

Campus Director / Dean	+92 -51-90856900
Deputy Director Adm & Coord (NBC)	+92 -51-90856904
E-mail	nbc@nust.edu.pk

National Institute of Transportation (NIT), Risalpur

Principal	+92-923-568590
SO NUST Affairs	+92- 923-631688
E-mail:	nit@nust.edu.pk

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

Principal / Dean	+92-51-90855701
E-mail	principal@sines.nust.edu.pk

NUST School of Health Sciences (NSHS), Islamabad

Principal	+92-51-90852601
E-mail	principal@nshs.nust.edu.pk

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://twitter.com/DefiningFutures
- http://www.linkedin.com/company/551751/
- www.youtube.com/NUSTOfficial
- https://www.instagram.com/nustgram/?hl=en

CHAPTER 2: Salient Academic Regulations: Postgraduate Programmes

1.   **Scheme/Duration of Studies.** The requirements of a minimum number of credit hours and duration for completing the Postgraduate Programmes are as under:

	Programme	Credit Hours (Minimum)	Duration	
			Minimum (On Campus)	Maximum
a.	Master of Science (MS)	30	1½ Years	4 Years
b.	Doctor of Philosophy (Ph.D.) For MS qualified	48	3 Years	8 Years

c.   Details of MS and Ph.D. Programmes offered at NUST are attached as **Annex A.**

d.   A minimum of three regular semesters are to be studied (exclusive summer semester) for the award of a Master degree.

2.   **Tests, Examinations, and Grading Policy.** The following may be scheduled during a semester of studies for grading:

a.   **Minor Test (Quiz).** Several quiz tests are conducted frequently in each course at irregular intervals, (depending on course credit hours) throughout the semester, with/without informing the student.

b.   **Major Tests**

   (1)   **Mid Semester Examination/One Hour Test (OHT).** A 2-3hours test conducted at mid-semester or a number of one-hour tests 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 (two to three hours duration) is given in each course on its completion.

c.   **Class Assignment.** A class assignment is a task relevant to a course of study 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 research 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 Bachelors/Masters level.

f.   **Thesis**. A thesis is a report comprising the original research work of a student that counts toward the partial fulfilment of the student's Master/Ph.D. degree.

3.   All End Semester Examinations of the University are managed by constituent institutions on dates and according to the schedule prepared by the respective institution, unless otherwise approved by the Rector, and duly forwarded to Main Office NUST.

4.   **Thesis**. A thesis is examined and evaluated by a Graduate Evaluation Committee (GEC) constituted for this purpose.

5.   **Question Papers.** All question papers are 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 is no choice in attempting the questions (unless specified otherwise). It is 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.

6.   **Use of Reference Material during Tests/Examinations.** Prior to class tests 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 will not be in possession of any other books, notes, papers, material, etc.

7.   **Examination Schedule.** The Deputy Controller of Examination of the respective institution publishes the examination schedule at least two weeks before the commencement of the End Semester Examination and forward a copy of the schedule to Main Office NUST (Examination Branch) for information and record. Any subsequent changes only are made after approval from Main Office NUST.

8.   **Academic Calendar.** Academic Directorate prepares the Academic Calendar of the University based on the details provided by the institutions and other directorates of Main Office NUST at least two months before the commencement of the academic year, i.e., Fall Semester.

9.   **Conduct of End Semester Examination.** HoDs approve the detailing of officers/faculty as superintendent/deputy superintendent for the conduct of End Semester Examination. These officers/faculty ensure the following:

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

b.   Answer books used in the examination are initialled by them. No other answer books are to be used.

c.   Answer books are issued to the invigilators fifteen 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.

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

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 must 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.   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.

11.   **Invigilators' Responsibility.** The invigilators distribute the question papers to the students according to the schedule published by the Examination Branch of the respective institution. The invigilators collect answer books from the students and hand them over to the superintendent/deputy superintendent after the examination. The subject faculty remain available near the examination of their subject to clarify queries, if any.

12.   **Students' Responsibility.** Students have to 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.

13.   **Unfair Means.** Any student found using unfair means or assisting another student during a test/examination will be liable to disciplinary action. A student found guilty of such an act by the Institute Discipline Committee, shall be dealt with in the light of policy in vogue. The unfair means include but are not limited to 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 staff with the intention of accessing to or tampering with the official record/exam papers, etc.

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

14.   The performance of each student in a course of study will be graded as follows:

Letter Grade	Grade Points
A	4.00
B+	3.5
B	3.00
C+	2.5
C	2.00
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 is applicable to the specified course(s) as per NUST Policy.*

15.   Grade Point Average (GPA) will be worked out by awarding relative grading on a scale of 1.00 to 4.00 points.

16.   To successfully complete the degree requirement, a student must obtain a minimum CGPA of 3.00 for a Master and 3.50 for a Ph.D. degree.

17.   **Award of Grades**

    a.   **Award of Grade F.** In addition to the **F** grade awarded based on academic failure, a student is not allowed to appear in the final examination of a subject in which student's attendance is less than 75%, thus shall be awarded **XF**

grade in that subject. The **XF** grade so obtained will 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 student's overall attendance is not less than 75%, will be given **I** as a grade. When a student, receiving such a grade, makes up the unfinished portion of that course, a student will be 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, he will be awarded an **F** grade. However, in highly extraordinary cases further, the extension may be approved by Registrar Dte (MS Section), 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 will be arranged within the period to be decided by the DBS but not later than four weeks from the original date of the missed Mid Semester Exam/OHT.

(2) **End Semester Examination.** Whenever a student misses the End Semester Examination due to reasons acceptable to the FBS, a make-up examination will 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 Registrar Dte, Main office on the recommendation of FBS.

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

18. **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 12 for Bachelors, 6 for Masters and 3 for PhD programs and maximum number of credit hours does not exceed 21 for Bachelors and 12 for Masters / PhD programs.

b. 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 the HoD and approval of the Dean / Associate Dean. Letter grade **W** will appear in the transcript against the specific course and will not be considered for computation of GPA.

c. Students with **W** on the transcript will not be considered for any academic honour/award.

d. A Masters student is allowed to get one **W** in a semester, provided that registered credit hours do not fall below 6 credit hours in a regular semester.

The students are not allowed to accumulate more than two **W**s at a particular time during their studies.

e. **Offering and Registration of Courses.** Each institution shall 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.

f. **Courses at other institutions of NUST.** Master students of NUST are allowed to undertake courses at other institutes of NUST while remaining in their maximum 2 courses limit allowed to take at other NUST institutions. It is the responsibility of the student to ensure, that the application is submitted to his institution well in time (i.e., four weeks before the start of the semester/ programme) for case processing with the host institution. Students must have cleared previous dues and submitted the prescribed fee for taking the course.

19. **Final Grade.** The grade earned by a student in home assignments, quizzes, laboratory work, mid-semester/OHTs, End Semester Examination, etc., shall be formalized into the 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 before the finalization of the results. The faculty will prepare the final results of the students on Qalam and submit them to the DBS. The grade sheets of each course duly approved by the DBS shall be sent to the Deputy Controller of Examination on Qalam.

20. **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 Examinations 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.

21. **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 two copies of individual student semester transcripts. The original copy shall be sent to the sponsoring authority (where applicable). The second 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.

22.   **Re-assessment/Re-checking of Papers.** Re-assessment/re-checking of papers means a re-evaluation of answer(s) already checked/evaluated by the examiners. Answer books of a student, in any exam, will not be reassessed under any circumstances. The rechecking procedure will be carried out according to instructions mentioned in **Annex B.**

23.   **Issuance of Academic Transcript/Detailed Marks Sheet.** A student desirous of obtaining Academic Transcript/Detailed Marks Sheet may apply to Controller of Examinations NUST through their own institution along with the prescribed fee, as per the policy issued on the subject.

24.   **Issuance of MS Degree before Convocation.** A student desirous of obtaining an MS degree before convocation may apply to NUST Main Office (Registrar Dte) through their own institution or directly with the prescribed fee. MS degree can be collected through any person by providing an authority letter of the student.

25.   **Issuance of Certificates.** Different types of certificates may be obtained from Main Office (Registrar Dte for MS Students and Acad Dte for PhD Students) after payment of the prescribed fee. The form may be downloaded from the NUST website link.

26.   **Certificate of High Achiever.** A certificate of High Achiever is awarded to MS Research based students only, who have secured CGPA 4.0, as recognition to their efforts.

CHAPTER 3: 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:

a.   CGPA remains below 2.00 in any semester;

b.   receives **F/XF** grade in more than two courses;

c.   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;

d.   a student who remains absent for more than 45 days without valid reasons but does not qualify for suspension of registration;

e.   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%);

f.   on disciplinary grounds when recommended by the Discipline Committee of the institution and the Discipline Committee of NUST.

4.   **Suspension of Registration**

a.   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:

(1)   Have completed a minimum of one semester with a minimum required GPA.

(2)   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 as certained 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 countrd 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 2ndweek 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.

CHAPTER 4: Award of Master Degree in Business Administration/Executive Master in Business Administration/Social Sciences

1. **Award of Master Degree in Management/Social Sciences**

	Programme	Credit Hours	Duration Min (On Campus)	Duration Max
a.	**Master of Business Administration (MBA)** For 16 years education graduates	66	2 Years	4 ½ Years
b.	**Executive Master of Business Administration (EMBA)**	66	2 Years	5 Years
c.	**MS Economics and HRM** For 16 years education graduates with Economics and Business Administration background	36	1 ½ Years	4 Years
d.	**MS Clinical Psychology** For 16 years education graduates with a Psychology background	38	1 ½ Years	4 Years
e.	**MS Mass Communication** For 16 years education graduates with Mass Communication/Journalism/Media Studies/ Public Relations background	30	1 ½ Years	4 Years
f.	**MS Career Counselling and Education** For 16 years education graduates with Master or Bachelors (Four Years) degree from any academic background	30	2 Years	4 Years
g.	**MS Logistics & Supply Chain Management and MS Development Studies** For 16 years education graduates in Engineering/ BBA /MBA/B.Com from HEC/ PEC affiliated institution	36	1 ½ Years	4 Years
h.	**MS Governance & Public Policy** For 16 years education graduates with Master or Bachelor degree in relevant discipline	36	2 Years	4 Years
i.	**MS Innovation and Entrepreneurship** For 16 years education graduates (Engineering, IT, Management and Social Sciences)	36	1 ½ Years	4 Years
j.	**M Architectural Design** For 16 years education graduates with B. Arch degree from HEC recognized institute and accredited by PCATP.	43	1 ½ Years	4 Years

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

a. **MBA**

    (1)   Students admitted on the basis of 16-year non-business education will complete 66 credit hours (60 credits of coursework and 6 credits of thesis research/business project).

    (2)   Have achieved a minimum CGPA of 3.0 in coursework with a minimum of a **B** grade in thesis/business project (6 credit hours).

    (3)   Have successfully completed 6-8 weeks internship (for MBA only).

b. **EMBA.** Have achieved a minimum CGPA of 3.00 and completed 66 credit hours. Grades assigned for the business project(s) will be counted towards the calculation of CGPA.

c. **MS**

    (1)   Students admitted based on 16-year education in Economics and HRM will complete 36 credit hours (30 credits of coursework and 6 credits of thesis research) for the award of MS Economics and HRM.

    (2)   Students admitted based on 16-year education in Psychology will complete 38 credit hours (30 credits of coursework, 2 credits of internship, and 6 credits of thesis research) for the award of MS Psychology.

    (3)   Students admitted based on 16-year education in Mass Communication will complete 30 credit hours (24 credits of coursework and 6 credits of thesis research) for the award of MS Mass Communication.

    (4)   Students admitted based on 16-year education, Master or Bachelor degree from any academic background will complete 33 credit hours (27 credits of coursework and 6 credits of thesis research) for the award of MS Career Counselling and Education.

    (5)   Students admitted based on 16-year education, Master or Bachelor degree in any discipline will complete 30 credits of coursework and 6 credits of thesis research for the award of MS Development Studies.

    (6)   Students admitted based on 16-year education, Master or Bachelor degree in relevant discipline will complete 30 credits of coursework and 6 credits of thesis research for the award of MS Governance & Public Policy.

    (7)   Students admitted based on 16-year education with B.Arch degree will complete 33 credits of coursework and 7 credits of thesis research for the award of MS Architectural Design.

3. **Scheme of Studies**

1   The assessment scheme shall be as follows:

Nature of Examination	Duration	Frequency	Weighting (%age)
End semester examination	3 hours	1	30 – 50
Mid Term	2 hours	1	15 – 25
Quizzes	-	Minimum: 3	05 – 15
Class Participation	-	-	0 – 5*
Assignments / Project(s) / Case Studies	Own time	-	10 – 40

Shall be allocated only if there are no case studies.

b.   The assessment scheme for EMBA shall be as follows:

(1)   In-class experiential activity (30-35%)

(2)   Project/Assignment/ Quiz (30-35%)

(3)   Midterm (optional) (10-15%)

(4)   Final (20-30%)

c.   The performance of each student in a course of study will be graded as:

Grades	
Numerical Grade	Grade Points
A	4.0
B+	3.50
B	3.0
C+	2.50
C	2.00
F	0.00
I	Incomplete
W	Dropped
Q	Qualified
T	Transfer
XF	0.00 (F Grade due to shortage of attendance)

d.   University follows a relative grading system.

e.   To earn course credits, a student must obtain a minimum of **C** grade for postgraduate programmes in each course.

4.   **Offering and Registration of Courses.** The School 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.

5.   **Course Registration Procedure for EMBA Only.** Course registration will be open till the first week of the semester. A late fee to the tune of 20% of the course fee will be charged for registration from students who register in the second week. No request for registration will be entertained beyond the second week.

6.   **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 2.50 and the student does not qualify for withdrawal.

            (2)   On disciplinary grounds when recommended by the respective discipline committee of the school.

7.   **Suspension on Medical/Disciplinary Grounds/Acceptable Reasons.** A student may be recommended for suspension by the FBS on medical/disciplinary grounds/acceptable reasons. This suspension can be allowed if the occurrence takes place during the semester. During the period of suspension, the student will be required to pay 25% of the tuition fee.

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

            (1)   Receives **F/XF** grade in more than two courses

            (2)   If CGPA remains below 2.5 in any semester

            (3)   CGPA remains below 3.00 after completion of own coursework even after availing the chance allowed under the provision for repetition of courses for improvement of CGPA

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

9. **Award of F, I, and W Grades**

a. **Award of Grade F.** In addition to the **F** grade awarded based on the academic failure, a student is not allowed to appear in the final examination of a subject in which the student's attendance is less than 75%, and will be awarded **XF** grade in the said subject. The **F/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 the student's overall attendance is not less than 75%, is given **I** grade. The student receiving such a grade makes up the unfinished portion of the student's 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, s/he will be awarded an 'F' grade. However, in highly extraordinary cases, a further extension may be approved by Registrar Dte (MS Section), Main Office, on the recommendation of the FBS.

c. **Award of Grade W.** If a student drops a course under the provision of adding/dropping of course as para 11 of this chapter, will be awarded a **W** grade.

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

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

(1) A student may repeat a course to clear an **F/XF/W** grade. This repetition is not included in the provision that allowed for the improvement of CGPA.

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

(3) 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.

(4) The student who repeats a course to clear a W grade will not be eligible for academic honours/awards.

b. **Improvement of CGPA.** A student may repeat a course at any stage in the MS programme to improve CGPA subject to the following conditions:

(1) For MBA/EMBA, students will be allowed to repeat a course(s) to improve their CGPA during studies as allowed to other postgraduate students.

(2) A student shall be allowed to repeat a maximum of three courses for MS, four for MBA, and five for EMBA during their entire coursework apart from clearance of **F** grade, if any.

c. **Taking Alternative Elective Course**. A student may take an alternative elective course for repetition with the approval of the Dean. 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. Alternative elective course taken will be counted as repeated course.

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

a. Adding/Dropping of course(s) is allowed within the first two weeks of the start of a semester. However, the student will ensure that minimum and maximum credit hours limit is followed as given below:

		Minimum	Maximum
(1)	MBA	12	21
(2)	EMBA	06	12 (Fall & Spring Semester)
		03	06 (Summer Semester)
(3)	MS	09	18

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

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

d. Letter grade **W** will appear in the student's transcript against the specific course and will not be used for the computation of GPA.

e. Students with grade **W** on the transcript will not be considered for any academic honour/award.

f. Students of EMBA will be allowed to drop a course any time before the start of the End Semester Examination week with an award of letter grade **W**.

g. The number of **W**s allowed in a semester, and the maximum number that a PG student can accumulate at a time are given as under:

Programme / Credit Hours	Ws in a Semester	Maximum Ws at a Time
MBA		
66 Credit Hours	2	3
MS Economics /MS HRM		
36 Credit Hours	1	2
MS Mass Communication /MS Development Studies		
30 Credit Hours	1	2
MS Clinical Psychology		
38 Credit Hours	1	2
MS Career Counselling and Education		
30 Credit Hours	1	2
MS Logistics and Supply Chain Management / MS Governance and Public Policy / MS Innovation and Entrepreneurship		
36 Credit Hours	1	2
EMBA		
66 Credit Hours	2	4

*Note: If a **W** is earned in an elective, the student may clear the **W** by registering for and passing any other elective not necessarily the same course in which a **W** grade was earned. In the case of core courses, **W** can only be replaced by repeating/passing the same course.*

12. **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, the student will be allowed to repeat courses already studied on payment of the 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 their degree within the stipulated time.

    e. Any student who opts to defer the first semester shall pay a 50% tuition fee (non-adjustable / non-refundable).

13. **Transfer of Credits.** The following shall be applicable in the case of MS/MBA/EMBA:

    a. Postgraduate credits may be considered for transfer from other local accredited institutions or foreign reputed institutions of a similar quality if they are relevant and appropriate to a Master programme.

b. Only postgraduate-level courses with at least a **B** grade or equivalent will be considered for transfer.

c. Only postgraduate-level courses completed within the last three years will be considered for transfer.

d. A maximum of 9 postgraduate level course credits (12 credits for MS/MBA/EMBA) may be transferred but the grades will not be transferred.

14. **Research during Master Programme.** The procedure for thesis research is as under:

a. All students must successfully complete a minimum of 6 credits in Masters' thesis/business project(s) for MBA/EMBA, based on an individualized, investigative study that will make a significant contribution to knowledge.

b. The subject of research/business project should be agreed upon by the student and the supervisor/advisor, in consultation with GEC, when required. The research work must be original and not plagiarized, and relevant to the needs of the country.

c. A student who cannot complete thesis work in the assigned time may continue to do so at their own arrangement/expense to complete the thesis work within the maximum allowed time.

d. For the MS programme, a student can start research work after completion of 09 credit hours of course work provided CGPA is 3.0 or above. The thesis defence will only be allowed once a student has attained a CGPA 3.0 in coursework.

e. An MBA student can start research work after completion of 2 semesters (36 credit hours) even if the student's CGPA is less than 3.00. However, thesis/business project defence/presentation will only be allowed once a student has attained the degree-awarding CGPA of 3.00 in coursework.

f. Grade of thesis/business project (s) will be added in the CGPA of the student after defence/presentation in MS/MBA and will be counted towards the calculation of CGPA in EMBA.

15. **Suspension of Registration**

a. If a student remains absent for 30 or more consecutive days without intimation or any valid reason, the student's admission/registration will be suspended. However, such students may resume the same programme subject to meeting the following conditions:

(1) Have completed a minimum of one semester with the minimum required GPA.

(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 the degree within the prescribed time limit, that 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, students' 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.

CHAPTER 5: Award of Ph.D. Degree and Academic Deficiencies for Ph.D. Students

1.   **Award of Ph.D. Degree.** On recommendations of the FBS of the constituent institution, the University will award the degree of Doctor of Philosophy to the student who satisfies the following conditions. Institution/department may specify additional requirements if considered necessary:

   a.   **Coursework.** The minimum coursework required will be 18 credits of 800/900 level courses or equivalent. These 18 credit hours will be in addition to the pre-requisites specified by the Ph.D. Evaluation and Acceptance Committee (PEAC) of the concerned Institution.

   b.   **Migration shall not be allowed in the Ph.D. Programme.** Any student joining the Ph.D. programme shall complete all the requisite courses in line with NUST/HEC policy.

   c.   **Cumulative Grade Point Average (CGPA).** The minimum cumulative GPA required will be 3.5 out of 4.0 in the 18 credit hours of 800/900 level courses to be counted towards a Ph.D.

   d.   **Ph.D. Qualifying Examination.** Each student must pass each paper of Part A - the subject examination of Ph.D. comprehensive examination with a minimum of 65% marks and Part B – the Oral Examination, (defence of synopsis) by majority vote. For Ph.D.in Business Administration, each Ph.D. student will have to pass two examinations in respect of Part A (the Subject Examination), viz, Comprehensive Examination 1, covering themes and topics included in the compulsory core courses, and Comprehensive Examination 2 covering themes and topics included in the specialization field courses.

   e.   **Approval of Thesis Synopsis.** Each student must carry out a literature survey and prepare a written synopsis of the intended topic of research and present the same along with the research plan at the beginning of Part B (the Oral Examination) of the Qualifying Examination for approval.

   f.   **Thesis Credits.** In addition to the coursework, all doctoral students must register for at least 30 credits of doctoral research.

   g.   **Publications**. A student must have a minimum of two research publications, related to Ph.D. research work, as 1st author fulfilling under mentioned requirements:

   (1)   **Engineering / Sciences / Computer Science and related disciplines:** Minimum two research papers published in Journals with WoS-JCR Impact Factor. Out of these publications, at least one research paper should be in HEC "X" category journal.

OR

Minimum one research paper published in Journals with WoS-JCR Impact Factor and one paper presented/published in Core A/A* ranked international conference. Out of these publications, at least one research paper should be in HEC "X" category journal.

(2) **Social Sciences/Management Sciences:**
Minimum two papers published in journals of repute. Out of these publications, at least one research paper should be in HEC "X" category or higher journal.

OR

Minimum one paper published in journals of repute and one paper presented/published in an international conference. Out of these publications, at least one research paper should be in HEC "X" category or higher journal.

Note: This policy has to be read along with the current HEC policy on the subject. However, any subsequent amendment in the HEC policy can be considered subject to the approval of ACM.

h. **Successful Evaluation Report of Research Thesis.** Out of the Thesis Evaluation Committee, the positive report by the supervisor and co-supervisor (if appointed), two local external Ph.D. experts, and two foreign experts (Ph.D.) are essential.

i. **Thesis Defence.** Successful defence of the Thesis and approval by a majority vote of the Doctoral Defence Committee is required.

j. **Submission of Thesis.** Five bound copies of the thesis may be submitted after successful defence within 60 days from the date of the thesis defence. A request may be made to Main Office NUST to relax the period of thesis submission to incorporate any additional requirement of the Defence Committee. Documents required at the time of submission of the thesis will be in sync with the latest policy directives of HEC / Accreditation Bodies along with the approval of the competent authority.

2. **Coursework**

a. A selected Ph.D. candidate will take a minimum of 18 credit hours of 800/900 level courses at the Ph.D. level, as specified by the student's GEC. These 18 credit hours shall be the courses that have not been counted towards any other degree, as, in compliance with the HEC Quality Assurance Criteria, courses counted towards any other degree cannot be double-counted towards Ph.D. coursework.

b. The GEC may specify additional subjects to be taken by the Ph.D. student, if considered essential. These will be notified as "Additional Courses" and will not be counted towards the calculation of CGPA.

c. In addition to the minimum 18 credit hours coursework, the pre-requisite courses, prescribed by PEAC at the time of admission, would also be included in the Ph.D. transcript, and will also be notified as "Additional Courses". These additional courses will not count towards the calculation of CGPA.

d. The CGPA is calculated only based on the 18 credit hours of courses taken by the student at the Ph.D. level.

e. The institution will intimate the results of a Ph.D. student to the Main Office, NUST Examination Branch, for notification as followed for other programmes.

f. To complete the coursework, a student should take 3x courses, from the prescribed Ph.D. coursework. On the recommendation of GEC and Commandant/Principal/Dean, he/she may take 3x relevant/adequate courses offered by other institutions of NUST.

g. The University follows the policy to workout GPA by awarding relative grading on the scale of 1.00 to 4.00 points according to the distribution curve based on the performance of a particular class by the faculty.

3. **Qualifying Examination.** After successful completion of 800/900 level courses to be counted towards the student's Ph.D. with a minimum cumulative GPA of 3.5 out of 4.0, the student will take a qualifying / comprehensive examination in the subjects to be specified by the GEC. Qualifying Examination Part-A & B is to be conducted within 6 months after completion of coursework. The examination shall be conducted in two parts in the following manner:

a. **Part A - Written Comprehensive Examination.** Question papers for the written comprehensive examination shall be prepared by the subject specialists and supervised by the concerned HoD. In case the HoD is also the student's supervisor, the Dean of the institution shall supervise the examination. The comprehensive examination shall be based on the entire Ph.D. coursework plus subjects considered essential for the intended area of research. It shall consist of two papers, one covering the student's major area of research and the other covering the allied or supporting subjects. The minimum passing marks for each paper in Part A shall be 65%.

b. **Part B - Oral Examination.** The Dean will chair the Oral Comprehensive Examination Committee meeting with HoD and the other members of the GEC as its members. HoD and Dean/ Commandant/ Principal would be voting members only if Ph.D. qualified in the relevant field. Oral Examination shall be designed to ascertain the in-depth knowledge, analytical abilities, and aptitude of the student in the area of Ph.D. research. The student shall defend the thesis synopsis as a part of this oral examination. The Oral Examination Committee shall determine, by majority vote, whether the student be allowed to proceed for the doctoral research or otherwise. If the

number of votes for "Pass" equals the number of votes "Fail", then the verdict of the supervisor would be taken as the final decision.

c.   The qualifying examination shall be conducted as soon as possible after the completion of the course work but, in any case, Part A of the Qualifying Examination shall not be delayed for more than 03 months from the date of the last paper. If a student fails in either paper or both of Part A examination in the first attempt student shall appear in retake (one chance only) examination of the relevant paper(s) within 03 months of the first attempt. Part B of the Qualifying Examination will be conducted within 03 months after the student qualifies Part A of the Qualifying Examination. If a student does not pass the Part B examination in the first attempt, the student shall appear in retake (one chance only) examination within 03 months of the first attempt. Upon a failure in Part B, each committee member will submit a comment page, clearly documenting the student's views/suggestions. These comments pages, duly signed by respective committee members, shall be submitted to Post Graduate Programme Directorate and Examination Branch at Main Office NUST by the concerned institution. A duplicate copy of these comments will also be provided to the student.

d.   During retake of qualifying examination Part A or Part B, one new member must be added to the Examination committee. Main Office NUST (Examination Branch) will notify the result of the Qualifying Examination.

4.   **Withdrawal from Ph.D. Programme.** A student will be withdrawn from the Ph.D. degree programme under the following circumstances/conditions:

a.   CGPA remains below 3.50 on completion of coursework even after availing three chances for improvement of grades.

b.   Fails twice in any part of the qualifying examination i.e., Part A or Part B. Fails to qualify both parts of qualifier within 12 months, except recommended by FBS otherwise, by clearly stating the extended duration. 12 months' duration will be counted from the date of the last paper of coursework.

c.   On consistent three unsatisfactory academic performances graded by Monitoring Cell, Academics Dte and Supervisor and consequent recommendation by FBS.

d.   On disciplinary grounds when recommended by the respective Discipline Committee of the Institution and Discipline Committee of NUST.

e.   Absence for 60 or more consecutive days without valid reasons.

f.   Fails in one or more course(s).

g.   Fails to complete coursework requirements in three years.

h. Fails to complete Ph.D. degree requirements within the maximum allowed time (i.e., 8 years).

i. A student can seek withdrawal from the Ph.D. programme at any stage of their respective degree at their own request duly recommended by the FBS of the institute.

5. **Improving Cumulative GPA.** Out of the coursework counted towards Ph.D., a student may repeat the course in which the student received the grade point of less than 3.5 but greater than or equal to 2.0, to improve cumulative GPA, if it is below 3.5 before taking the qualifying examination. The procedure for repeating is as under:

a. The candidate will apply to the Supervisor for permission to repeat a course. The case will be presented before the GEC for deliberation/approval.

b. The student will repeat a course that is permitted by the GEC. On repeating the course, the student will get an earned grade. 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.

c. The student will have to repeat the course within the time limit given by the GEC.

d. A student will be allowed to repeat a maximum of three courses only during the entire Ph.D. coursework.

e. If an elective course cannot be offered for repetition due to unavoidable circumstances, a student may take an alternative elective course with the approval of GEC and will get the earned grades. 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.

6. **Research during Ph.D. Programme.** The procedure for the thesis is as follows:

a. All students must successfully complete a minimum of 30 credits of creative Ph.D. research, based on a highly individualized, investigative, and creative study which will make a significant contribution to knowledge in the form of new findings/inventions.

b. A student with CGPA below 3.50 will not be allowed to take Ph.D. Research.

c. The subject of research will be agreed upon by the student and the research Supervisor (thesis supervisor), in consultation with the GEC, when required. It must be original and not plagiarized.

d. A student who cannot complete the research work in the assigned time may continue to do so at own arrangements/expenses to complete the research

work within the maximum time allowed as per policy in vogue after the prescribed "on-campus" time.

7. **Guidance and Examination Committee (GEC).** A Doctoral GEC will be formed at the earliest after the acceptance of a student into the Ph.D. programme but not later than one month of the student's joining date. The GEC will comprise at least three Ph.D. members in addition to the supervisor and co-supervisor (if appointed), and one member of GEC will be external from other reputed universities/R&D organizations/ relevant industry or constituent institutions/ organizations of NUST. The supervisor must be a Ph.D. degree holder with his name included in HEC approved list of supervisors. The Head of the Department in consultation with the student and respective supervisor and also with the approval of the Commandant/Principal/Dean will appoint the GEC. Form Ph.D.-3A and Form Ph.D.-3B will be used for the formulation of GEC, and petition for any change of GEC/research topic respectively. The student's supervisor will chair the GEC meetings. The GEC meetings will be held at least once in six months. The proceedings of GEC meetings will be recorded on Form Ph.D.-3C and distributed to all concerned. Principal/Dean/HoD must ensure the conduct of GEC meeting if a student/supervisor fails to manage within 8 months.

8. **Evaluation of the Research Thesis**

   a. The Ph.D. thesis will be evaluated by a Thesis Evaluation Committee. The committee will comprise the GEC, and at least four external evaluators, two of whom shall be foreign renowned faculty from technologically advanced countries.

   b. Evaluation report by the thesis supervisor/co-supervisor, at least two local external evaluators, and two foreign evaluators have to be positive before the student can be asked to carry out the final defence.

9. **Thesis Defence.** On receipt of positive reports from the thesis Evaluation Committee, defence of a Ph.D. thesis will be conducted as under:

   a. The schedule of thesis defence of a Ph.D. student shall be announced by the institution at least 4 weeks before the defence to all NUST institutions and Main Office NUST for maximum participation.

   b. The Defence Committee will comprise the student's GEC and four external experts (i.e., two local and two foreign experts who were part of the Thesis Evaluation Committee). The participation of atleast one foreign expert will be mandatory through video conferencing.

   c. The student will provide copies of the research thesis to all the members of the Defence Committee at least 4 weeks before the defence date and 8 weeks in case of foreign experts.

   d. The student will present work to the defence committee on the given date and time.

e. The Defence Committee will give its decision with a majority vote and intimate Main Office NUST about the decision for final notification. 5x bound copies of the thesis along with 5x soft copies on CDs will be prepared by the student. 1xcopy for the institution Library, 1x copy for the Student's Supervisor, 1x copy for Examinations Branch Main Office NUST, who will forward it for placement in NUST Central Library after the publication of gazette notification for onward submission to HEC, and 1x copy for the concerned student.

f. Any plagiarism in Ph.D. research work and fake documents submitted by the student, even those submitted at the time of admission will result in the cancellation of the degree.

10. **Specific Requirement/Provisions**

a. **Co-Supervisor.** In case a student requires special coaching in a particular subject for a respective research topic for which the supervisor cannot provide necessary guidance, a co-supervisor may be appointed from within institution (faculty members) or from outside universities/ institutions/ R&D organizations or relevant industry. A student can also have a Co-supervisor/GEC member from a foreign University.

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

   (1) Deferment will generally be requested before the start of a semester. However, in exceptional cases, it may be requested latest by the end of2nd week of a semester. It will be endorsed by the FBS and processed for formal approval by the Director Postgraduate Programmes.

   (2) During the period of deferment, the 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.

   (3) The student shall pay a 25% tuition fee to maintain his/her own registration.

   (4) The student has the requisite time available to complete his/her degree within the stipulated time.

   (5) In case a student opts to defer the first semester, s/he shall have to pay a 50% tuition fee (non-adjustable/non-refundable).

c. **Payment of Tuition Fee.** Ph.D. students will be charged a full tuition fee for 3 academic years (6 regular semesters). Thereafter, if the student has completed respective coursework, the student will not be required to pay any tuition fee till completion of degree requirements. However, the fee during Summer Semester will be credit hours based.

d. **Suspension of a Semester.** A Ph.D. student may be recommended for suspension of a semester upon recommendation of FBS for the following conditions:

    (1)   Suspension on disciplinary grounds

    (2)   Suspension on medical grounds

    (3)   Suspension on prolonged absence

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

e. **Posting Out of Supervisor.** If a supervisor leaves the institution/ NUST or proceeds on long leave (i.e., leave for more than six months) then the institution must appoint a new supervisor from the institution and an outgoing supervisor may be appointed as co-supervisor if required. Institutions are to ensure all such changes before processing the leave of the concerned supervisor. In case, a faculty member wants to continue as a supervisor and proceed out of NUST (for more than06 months) the following conditions must be fulfilled:

    (1)   The student must have published at least 1x journal paper of the required category.

    (2)   Upon fulfilment of requirement at sub-para above, a meeting is to be conducted before processing of long leave of Ph.D. supervisor. Both supervisor and student must agree to continue their research amicably with taking the institution fully into the loop. This meeting is to include:

        (a)   Principal

        (b)   Dean

        (c)   Rep of Academics Dte

        (d)   Supervisor

        (e)   GEC members

        (f)   Student

        (g)   Co-supervisor (to be appointed from the institution)

    (3)   The supervisor has to be preferably physically present during PPCM and thesis defence of the concerned student.

    (4)   Co-supervisor must be appointed from the institution.

11.   **Evaluator Selection.** For the selection of external experts, the institution concerned will forward a list of at least four foreign and four local external experts to the Academics

Directorate, from which the Ph.D. Processing Committee will select at least two foreign, and two local external experts to whom the thesis will be sent for evaluation. Research Directorate will facilitate in finding foreign experts in case of any difficulty. Furthermore, the following must be ensured before selection of Foreign/Local Evaluators::

    a.   PPCM for the selection of Foreign/Local evaluators for Ph.D. thesis is held at least six months before completion of maximum Ph.D. tenure.

    b.   A student must attend 15 Ph.D. defence/International and National conferences before respective evaluators selection. A record of the same countersigned by the supervisor is to be included in the documents forwarded for evaluators' selection.

    c.   At least one seminar (Pre-defence) shall be conducted by every Ph.D. student on their own research thesis before an audience, before evaluators' selection and thesis defence.

12.   **Permission for Foreign Universities Research/Visit of Ph.D. Scholars.** Ph.D. students of all institutions undertake 6 months or more research/visit at foreign universities, the following documents/information are required to be provided to Academics Dte for processing of the cases of NOC/approval by Competent Authority:

    a.   An application from the scholar duly recommended by the student's supervisor

    b.   A copy of the award letter from the HEC/Sponsoring agency

    c.   Acceptance letter from foreign University

    d.   Up-to-date progress report of the scholar

    e.   Qualifier exam report (Form Ph.D.-5)

    f.   A certificate from the scholar duly countersigned by Commandant/ Principal/Dean that the scholar will not ask for any additional expenditure from NUST.

CHAPTER 6: 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 six-monthly 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 long-term 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 C^3A 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 C^3A, 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.** C^3A 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. C^3A 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 C^{3}A 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 C^{3}A.

i. **Student Feedback.** A few excerpts from the feedback given by students who benefited from C^{3}A 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	0309-8883366

Helpline:

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 research-related 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 7th day of convening of classes
Half (50%) of Tuition Fee Refund	From 8th - 15th day of convening of classes
No Fee (0%) Refund	From the 16th 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 2ndweek 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 co-curricular 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 C^3A 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.

CHAPTER 7: 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.** Strive to be creative with maximum student participation, purposeful fun activities, that help the student's learning process and augment their personality development as future leaders**.**

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

a.	NUST Bazm-e- Pakistan (NBP)	SCEE
b.	NUST Adventure Club (NAC)	"
c.	NUST Environment Club (NEC)	"
d.	NUST Technical Amusement Club (NTAC)	"
e.	NUST Science Society (NSS)	SCME
f.	NUST Literary Circle (NLC)	"
g.	NUST Digital Club (NDC)	"
h.	NUST Book Club (NBC)	"
i.	NUST Materials Society (NMS)	"
j.	American Institute of Chemical Engineers (AIChE)	"
k.	NUST Community Service Club (NCSC)	SMME
l.	NUST Paragliding Club (NPC)	"
m.	NUST Robotics Club (NRC)	"
n.	NUST IMechE	"
o.	NUST Character Building Society	"
p.	American Society of Mechanical Engineering (ASME)	"
q.	NUST ASHRAE	"
r.	NUST Chess Club (NCC)	SNS
s.	NUST Trekking Club (NKC)	"
t.	Physics and Astronomy Club (PAC)	"
u.	NUST Debating Society (NDS)	NBS
v.	NUST Leaders Society (NLS)	"

w.	NUST Water Sports Club (NWSC)	"
x.	NUST Media Club (NMC)	S³H
y.	NUST Music Club (NMC)	"
z.	NUST Economics Society (NES)	"
aa.	NUST Social Innovation Society (NSIS)	"
bb.	NUST Law Society	"
cc.	NUST Ni Hao Club	"
dd.	NUST Dramatic Club (NDC)	"
ee.	NUST Fine Arts Club (NFAC)	SADA
ff.	NUST Stray Animal Club	"
gg.	NUST Bio Reach Society (NBS)	ASAB
hh.	NUST Archery Club (NAC)	"
ii.	NUST Skill Development Club (NSDC)	"
jj.	NUST Entrepreneurs Club (NEC)	SEECS
kk.	NUST Excursion Club (NEC)	"
ll.	NUST Fitness Club (NFS)	"
mm	NUST Hack Club	"
nn.	NUST IEEE Club	"
oo.	NUST Quiz Club (NQC)	SINES

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

   a.   Faculty Sponsor

   b.   President

   c.   General Secretary

   d.   Press Secretary

   e.   Treasurer

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

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

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

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

CHAPTER 8: Services for International Students

1.   **Visa Regulations**: Students shall be responsible to obtain and maintain a valid visa for the duration of their studies. This includes ensuring that the visa is obtained in a timely manner, abiding by the conditions of the visa, and renewing or extending the visa as necessary to remain in legal status. However, NIO may provide support and guidance to students regarding visa application procedures and requirements. International students can apply visa using the following Ministry of Interior's Online Visa System at https://visa.nadra.gov.pk/student-visa/.

2.   **Out-Pass Permission for Foreign Hostelites**: Foreign Hostelites need to obtain a formal permission "Out-Pass" from Adm Dte Hostel Branch to go out of campus. Obtaining permission "Out-pass" is implemented for safeguarding the well-being of our students. By maintaining their information on record, university can promptly address any unforeseen situations. The Student can use the link (https://forms.gle/BHH5KrWsAqrVnKQ8A) to generate Out-pass permission request. Student 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.   **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.

7.   **Support Services for International Students**: NUST International Office plays a pivotal role in ensuring a comprehensive support system for international students at NUST. Beyond administrative functions such as guiding students through joining processes, this office serves as a central hub for academic integration, cultural adaptation, and overall well-being of international students. Moreover, NIO acts as a liaison between international students and various university departments, helping them navigate through administrative procedures and facilitating access to essential services. More information on NIO is available at https://nio.nust.edu.pk/.

8.   **Maintaining Contact with Embassy**: It is crucial for international students to maintain contact with their embassy for various reasons. Firstly, embassies serve as a vital support system for citizens studying abroad, offering assistance with legal matters, consular services, and emergencies. They provide valuable resources and guidance on visa regulations, immigration issues, and cultural adaptation. Additionally, embassies can offer consular protection in case of emergencies, such as natural disasters or political unrest. By staying in touch with their embassy, international students can access essential services, stay informed about their rights and responsibilities, and receive assistance when needed, ensuring a safer and more secure experience while studying in a foreign country.

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

Mailing Address: 2nd Floor, Central Library, 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 9: 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 especially 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 a 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/

- **Twitter:** https://twitter.com/DefiningFutures

- **LinkedIn (School Page):** https://www.linkedin.com/school/15098495/

- **LinkedIn (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 till 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.   Grade book
   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. 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 10: 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 staff with the intention of accessing 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 own 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, that must be worn at all times 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 own 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 are 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 the 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 their own 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 prior knowledge/permission of the respective person.

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 offenses 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, with the exception of 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).** Indecent behaviour exhibited on the campus including classes, cafeteria, laboratories, etc., defying the norms of decency, morality, and religious/cultural/ social values by single or group of

students. Public Display of Affection (PDA) is an act of physical intimacy carried out in public. It involves physical contact including, but not limited to, caressing, hugging, fondling, kissing, etc. Any act of sexual connotation including but not limited to physical intimacy (hugging, intimate kissing, caressing, fondling, sitting in each other's lap, etc.) for same-sex/opposite sex in University premises/events/activities/excursion trips, etc. is to be avoided regardless. Any lax in this context will lead to disciplinary action based upon the identified penalties.

x. **Public Interaction.** In continuation to clause 12W, during University interaction students (opposite sexes/same-sex) are further expected to maintain decent physical distance (arm's length), and to avoid sitting in each other's lap, lying next to each other, etc. in University premises/events/activities/excursion trips. Any failing in this regard will lead to disciplinary action based upon the penalties as per NUST Regulations.

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 residence hall.

(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 upto 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 upto 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 HoD 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 own 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 or attract undue attention. Examples of inappropriate clothing include:

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

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/WaAlaikum 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 so 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 instil 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 a 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, 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 (F³H).** 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 the respective 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.
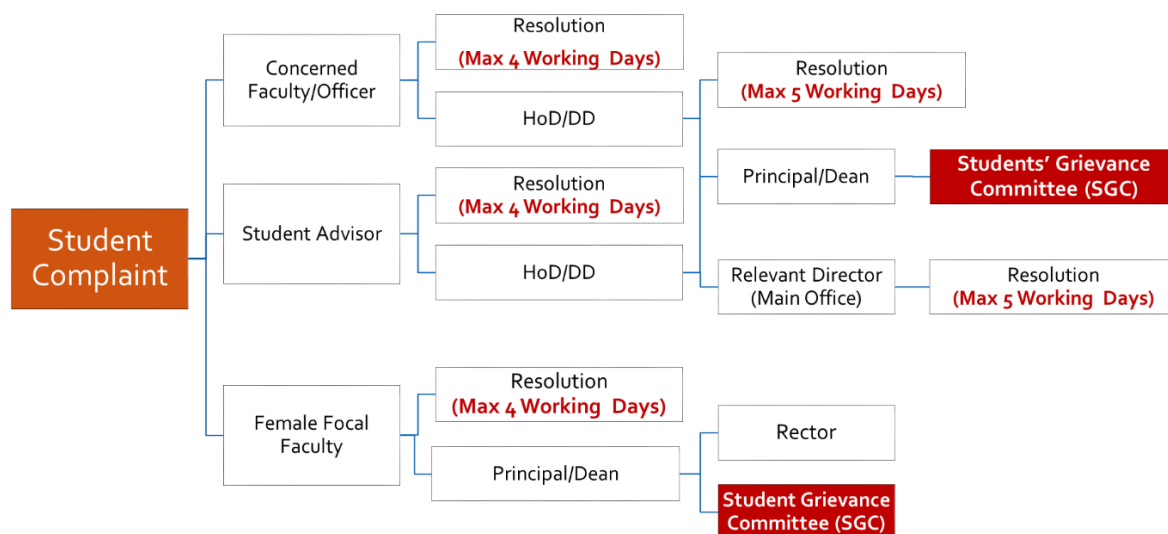
Figure 1: Complaint Process

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 G** and for Faculty and Staff is attached as **Annex H**.

CHAPTER 11: 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 (11 for males and 6 for females) with the capacity to 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)   Vending Machines

        (9)   Hot Water in Winters

        (10)   Water Purification Plants

2.   **Allotment of Hostel Accommodation**

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

    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/Ph.D. Students

(2)   Double occupancy (in Boys Hostels) with attached washroom for PG Students

(3)   Double occupancy with community washrooms for UG Students

(4)   Triple occupancy with community washrooms for UG Students

3.   **Duration of Student Stays 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 duration (BS and BE Programme for 4 Years and for B Architecture, LLB & MBBS hostel accommodation will be provided for 5 Years) of their on-campus study;

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

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 (MS Section).

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 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 the facility on a case-to-case basis. The application form is available at the hostel's office, which requires the signature of the parents/guardian. Hostel rules will be followed by temporary students in true spirit.

7.   **Messing.** Hostelite students must follow the given mandatory rules:

   a.   Messing for the student is arranged by NUST staff.

   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 15,000/-) is charged at the joining the hostel, which is refunded in cash when a student applies for clearance from hostels.

   d.   The student 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 must notify at least two days in advance i.e., a student leaving on Friday shall register request by 2300 hours (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 leave. Extension in Mess-Out will not be allowed on the phone or by mail.

   g.   Failing to submit the Mess Leave Form to the Manager (Hostel) in person 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**

   a. **Hostel Charges**

(1)	Hostel Security	-	Rs 15,000/- (Refundable)
(2)	Single occupancy	-	Rs 11,000/- per month (w.e.f. Fall 2024)
(3)	Double occupancy (attached washroom)	-	Rs 10,000/- per month (w.e.f. Fall 2024)
(4)	Double occupancy (with community washroom)	-	Rs 8,000/- per month (w.e.f. Fall 2024)
(5)	Triple occupancy (with community washroom)	-	Rs 6,750/- per month (w.e.f. Fall 2024)

   b. **Hostel Charges (International Students)**

(1)	Single occupancy (with attached washroom)	-	USD 75/- per month (w.e.f. Spring 2022)
(2)	Double occupancy (with attached washroom)	-	USD 65/- per month (w.e.f. Spring 2022)
(3)	Double occupancy (with community washroom)	-	USD 55/- per month (w.e.f. Spring 2022)
(4)	Triple occupancy (with community washroom)	-	USD 45/- per month (w.e.f. Spring 2022)

   Note: Security Fee of USD 117/- (Refundable) will be charged at the time of allotment.

   c. **Messing**

   | (1) | Mess Security | - | Rs 15,000/- (Refundable) |
   | (2) | Monthly charges | - | Rs 15,175/- (Rs 490/- per day) |

   d. **Payment of Dues.** 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 the 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.   **Don'ts**

(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, Biometric Attendance System has been installed in all students Hostels to mark their daily attendance between 10:00 pm to 10:45 pm for female students and 11:00 pm to 11:45 pm for male students. 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, the student's 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.   Students are not allowed to stay out of the hostel after 10:00 pm (female) and 11:00 pm (male) or the time notified otherwise. Defaulters will be fined as follows:

(1)	1st Violation	-	Rs 300/-
(2)	2nd Violation	-	Rs 500/- and information to concerned School and parents
(3)	3rd Violation	-	Rs 1,000/- 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 a hostel (yellow) card 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 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 temporarily vacated available accommodation for annual maintenance and other official requirements.

18. **Final Vacation of Hostels.** Will be undertaken on the 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. All dues will be paid, clearance obtained and room keys be 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.   Students 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 the 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 (Male)

   d.   Assistant Director Hostels (Female)

   e.   Assistant Director Hostels (Messing)

   f.   Manager Hostel

   g.   Caretaker

30.   Certificate **(Annex E)** 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/Guardian 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/.

List of Master & Ph.D. Programmes

MS Programmes (70)

Sr#	Programme	Institution
1.	MS Electrical Engineering	SEECS, CoEME, MCS, PNEC, CAE
2.	MS Mechanical Engineering	SMME, CoEME, PNEC, CAE
3.	MS Structural Engineering	SCEE, MCE, NIT
4.	MS Transportation Engineering	SCEE, MCE, NIT
5.	MS Geotechnical Engineering	SCEE, MCE, NIT
6.	MS Computer Science	SEECS, MCS, NBC
7.	MS Artificial Intelligence	SEECS, PNEC, CoEME
8.	MS Software Engineering	MCS, CoEME
9.	MS Construction Engineering and Management	MCE, SCEE
10.	MS Information Security	MCS, SEECS
11.	MS Engineering Management	CoEME , CAE
12.	MS Mining Engineering	MCE, NBC
13.	MS Mathematics	SNS, MCE
14.	MS Water Resources Engineering and Management	SCEE, MCE
15.	MS Urban and Regional Planning	SCEE
16.	MS Environmental Engineering	"
17.	MS Environmental Science	"
18.	MS Remote Sensing and Geographical Information Systems	"
19.	MBA	NBS
20.	Executive MBA	"
21.	MS Human Resource Management	"
22.	MS Logistics and Supply Chain Management	"

Sr#	Programme	Institution
23.	MS Innovation and Entrepreneurship	"
24.	MS Marketing	"
25.	MS Information Technology	SEECS
26.	MS Innovative Technologies in Learning	"
27.	MS Data Science	"
28.	MS Physics	SNS
29.	MS Chemistry	"
30.	MS Materials and Surface Engineering	SCME
31.	MS Chemical Engineering	"
32.	MS Nanoscience and Engineering	"
33.	MS Healthcare Biotechnology	ASAB
34.	MS Plant Biotechnology	"
35.	MS Industrial Biotechnology	"
36.	MS Agribusiness Management	"
37.	MS Molecular Medicine	"
38.	MS Computational Science and Engineering	SINES
39.	MS Bioinformatics	"
40.	MS Climate Change and Sustainable Development	"
41.	MS Systems Engineering	"
42.	MS Design and Manufacturing Engineering	SMME
43.	MS Robotics and Artificial Intelligence Engineering	"
44.	MS Biomedical Engineering	"
45.	MS Biomedical Sciences	"
46.	MS Peace and Conflict Studies	CIPS
47.	MS Strategic Studies	"
48.	Masters in Architectural Design	SADA
49.	MS Energy Systems Engineering	USPCAS-E
50.	MS Thermal Energy Engineering	"
51.	MS Electrical Engineering (Power)	"
52.	MS Renewable Energy	"

Sr#	Programme	Institution
53.	MS Economics	S3H
54.	MS Mass Communications	"
55.	MS Clinical Psychology	"
56.	MS Development Studies	"
57.	MS Career Counseling and Education	"
58.	MS Governance and Public Policy	"
59.	MS Disaster Management	MCE
60.	MS Computer Engineering	CoEME
61.	MS Mechatronics Engineering	"
62.	MS Applied Mathematics	"
63.	MS Manufacturing Engineering and Management	PNEC
64.	MS Cyber Security	"
65.	MS Naval Architecture	"
66.	MS Aerospace Engineering	CAE
67.	MS Avionics Engineering	"
68.	MS Industrial and Manufacturing Engineering	"
69.	MS Aviation Management	"
70.	MS Civil Engineering	NBC

Ph.D. Programmes (49)

Sr#	Programme	Institution
1.	PhD Electrical Engineering	C of EME, SEECS, MCS, PNEC, CAE
2.	PhD Electrical Engineering	SEECS, CoEME, MCS, PNEC, CAE
3.	PhD Mechanical Engineering	SMME, CoEME, PNEC, CAE
4.	PhD Geotechnical Engineering	SCEE, MCE, NIT
5.	PhD Structural Engineering	SCEE, MCE, NIT
6.	PhD Transportation Engineering	SCEE, MCE, NIT
7.	PhD Computer Science	SEECS, MCS, NBC
8.	PhD Construction Engineering and Management	SCEE, MCE

Sr#	Programme	Institution
9.	PhD Software Engineering	MCS, CoEME
10.	PhD Information Security	SEECS, MCS
11.	PhD Mining Engineering	MCE
12.	PhD Water Resources Engineering and Management	SCEE, MCE
13.	PhD Mathematics	SNS, MCE
14.	PhD Urban and Regional Planning	SCEE
15.	PhD Environmental Engineering	"
16.	PhD Environmental Science	"
17.	PhD Remote Sensing and GIS	"
18.	PhD Business Administration	NBS
19.	PhD Information Technology	SEECS
20.	PhD Artificial Intelligence	"
21.	PhD Physics	SNS
22.	PhD Chemistry	"
23.	PhD Statistics	"
24.	PhD Materials and Surface Engineering	SCME
25.	PhD Chemical Engineering	"
26.	PhD Nanoscience and Engineering	"
27.	PhD Applied Biosciences	ASAB
28.	PhD Computational Science and Engineering	SINES
29.	PhD Bioinformatics	"
30.	PhD Climate Change and Sustainable Development	"
31.	PhD Design and Manufacturing Engineering	SMME
32.	PhD Robotics and Artificial Intelligence Engineering (R&AI)	"
33.	PhD Biomedical Engineering	"
34.	PhD Biomedical Sciences	"
35.	PhD Peace and Conflict Studies	CIPS
36.	PhD Energy Systems Engineering	USPCAS-E
37.	PhD Thermal Energy Engineering	"
38.	PhD Electrical Engineering (Power)	"
39.	PhD Economics	S3H

Sr#	Programme	Institution
40.	PhD Psychology	"
41.	PhD Development Studies	"
42.	PhD Computer Engineering	CoEME
43.	PhD Mechatronics Engineering	"
44.	PhD Engineering Management	"
45.	PhD Applied Mathematics	"
46.	PhD Manufacturing Engineering and Management	PNEC
47.	PhD Aerospace Engineering	CAE
48.	PhD Avionics Engineering	"
49.	PhD Civil Engineering	NBC

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 re-checking 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 behalf of the student has no right to see or examine the answer-book for any purpose;

j.   an 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. Papers 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. _____

Fee Structure

Fee Structure for National Students (In PKR)

	MS/MBA/EMBA						PhD	
		Business Studies						
	Engineering/IT, Social Sciences (Eco), Natural & Bio Sciences programmes	MS HRM, MS Logistics & Supply Chain Management, MS Innovation & Entrepreneurship, MS Marketing	MBA	EMBA	Engineering Management, Construction Engineering & Management	MS programmes of S^{3}H, SADA & CIPS	Architecture, Social Sciences & Business Studies	All programs
Admission Processing Fee	10,000	10,000	10,000	10,000	10,000	10,000	5,000	5,000
Security Deposit (refundable)	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Tuition Fee Per Semester	111,960	185,680	249,320	61,790 (per course)	180,920	137,400	137,400	111,960
Grade Improvement Fee for Fall / Spring (Per CH)	8,000	8,000	8,000	61,790 (per course)	8,000	8,000	8,000	8,000
Course Registration Fee for Summer Semester (Per CH)	8,000	8,000	8,000	61,790 (per course)	8,000	8,000	8,000	8,000
Make-up Fee for Missed OHT/MSE/ESE (per course)	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Bench Fee (w.e.f Fall 2021 entry**)**	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Reading Material (Per Annum)				22,000				
Course Repetition/Improvement/Summer Fee (Rs 8000/- per credit hour for all disciplines except EMBA 45,770 per course)								
Miscellaneous charges (Rs2700/- per Semester)								
Bench Fee will be charged after completion of standard degree duration of respective program.								

- **"Harvard Business School Licensing Fee" will be charged to business students (MBA, MS HRM, EMBA, MS Logistics & Supply Chain Management and MS Innovation & Entrepreneurship) @ Rs 22, 000/year.**

Payment of Student Fee

1. At the time of admission, students have to pay the admission processing fee, security, and full semester fee in advance. Dues are required to be paid on semester basis.

2. Invoice for admission charges along with first semester fee and Provisional Selection Letter will be available on NUST website.

3. Tuition fee will be payable on semester basis. Students must pay their fee in advance before the commencement of semester.

4. All students are responsible to keep record of the copies of paid invoices throughout their academic tenure.

EMBA Students
- Second week of the semester will be an add/drop period without any financial implications for the students. If the student drops a course after the second week, s/he will be charged full fee for the course and letter grade 'W' will be awarded.

Note: All fees and other charges are subject to revision from time to time.

Fee Structure for International Students (in USD)

	MS/MPhil/MBA/EMBA					PhD
	Engineering/IT, Social Sciences (Eco) & Bio Sciences programmes	**Business Studies**			**Engineering Management & Construction Engineering Management**	**All programmes**
		MS HRM, MS Logistics & Supply Chain Management, MS Innovation & Entrepreneurship	**MBA**	**EMBA**		
Admission Processing Fee (non-refundable)	45	45	45	45	45	24
Security Deposit (refundable)	45	45	45	45	45	45
Tuition Fee (per annum)	3,050	4.500	4,750	580(per course)	4,750	3,050
Grade Improvement Fee for Fall / Spring (Per CH)	40	40	40	580 (per course)	40	40
Fee for Summer Semester (Per CH)	40	40	40	40	40	40
Make-up Fee for Missed OHT/MSE/ESE (per course)	40	40	40	40	40	40
***Bench Fee** (w.e.f Fall 2021 entry**)**	50	50	50	50	50	50
Reading Material (per Annum)				104 (Per annum)		
Miscellaneous charges will be charged @USD 34/year.						
***Bench Fee** will be charged after completion of standard degree duration of respective program.						

1. At the time of admission, admission processing fee, security fee, and tuition fee for the first academic year (two semesters) will be payable (as per selection letter).

2. Students must pay their fee in advance before the commencement of classes.

3. Harvard Business school licensing fee" will be charged to business students (MBA, MS HRM, EMBA, MS Logistics & Supply Chain Management, and MS Innovation & Entrepreneurship) @USD 104/year

4. Subsequent, tuition fee will be paid through challan form generated by Finance Directorate, NUST. The structure and schedule of payment will be intimated to the selected candidates.

5. The security deposit is payable along with the admission processing fee at the time of admission.

6. Summer Semester/Improvement/Repeat Course will be charge @ USD 40 Per credit hour for all programmes (less EMBA).

Hostel Accommodation Charges

Category	National Students	International Students
Single Student (w.e.f. Spring 2023):		
Single occupancy (with attached bath)	**Rs 11,000**	USD 75
Double occupancy (with attached bath)	**Rs 10,000**	USD 65
Double occupancy (with community bath)	**Rs 8,000**	USD 55
Triple occupancy (with community bath)	**Rs 6,750**	USD 45
Security:		
Security (refundable)	**Rs 15000**	USD 117

- Security Fee (Refundable) will be charged at the time of allotment.

- Hostel Fee includes accommodation charges only.

- All fees and other charges are subject to revision from time to time.

Hostel Allotment Policy

1.   **Introduction.** NUST hostels have been established for the out station National and International students. Hostels are providing hygienic and pleasant environment and are equipped with all amenities for standard living. Seventeen hostels have been built in the main campus of NUST (11 for male and 6 for female) 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 Shuhda 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)   GilgitBaltistan

      (5)   Southern Punjab (Bahawalpur, Bahawalnagar, D.G Khan, Layyah, Rahim Yar Khan, Rajanpur)

      (6)   Azad Jammu and Kashmir (Athmuqam, HattianBala, Haveli /Kahuta)

      (7)   Khyber Pakhtunkhwa (D.I. Khan, Chitral, etc.)

   e.   **Priority – 1.** As a matter of principle, allocation of Hostel to thewaiting list of last year takes priority overall.

f.   **Priority – 2.** 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 priority 1 & 2.

5.   **Freezing Cases (Deferment).** Any hostelite who cannot continue studies due to domestic/medical issues can re-join the hostel in the next semester, subject to the permission by Registrar Dte to the fact that students have been allowed to continue studies.

6.   **Compassionate Grounds**

a.   **Medical Cases** Will be decided on case-to-case basis. Students 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 evaluation.

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 Ph.D. and SAT International)

b.   Expelled students from NUST

c.   Students who have completed their degrees

8.   **Duration of Students Stay.** Stay of the students, who are granted admission in the hostels in H-12 Campus, will be strictly of the duration as follows:

a.   UG Programmes (4 years except B. Architecture – SADA i.e., 5 years)

b.   MS Programmes (2 years)

c.   Ph.D. (3 years)

Note: No extension 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.** 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 (MS Section) and the case will be forwarded for Rector's approval.

    c.   Compassionate ground (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 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 currently registered in 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 the facility on case-to-case basis. An application form is available in Hostels Branch Office which must contain the signature of parents (Father/Mother/ Guardian).Hostels Administration reserves the right to extend a student's temporary allotment stay that will be dependent on case-to-case basis. Hostel Rules will be followed by temporary students in their 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 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.

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

<div align="center">**Counter Sign By**</div>

                                              Date: _____
                                              Father / Mother / Guardian

                                              Name: _____

                                              CNIC No: _____

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 G
to Para 26 b to Chapter 10

UNDERTAKING Drug and Tobacco Awareness Certificate
(By the Student & Parent/Guardian)

Roll number/ Registration Number   _____

Program 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.*

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