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1. NUST at a Glance

You are welcome to 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, 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 20 constituent colleges/schools/centers. Currently, NUST offers degree education in as many as 27 undergraduate, 53 MS and 36 PhD programs in various NUST institutions.

2. Constituent Institutions

With the shifting of NUST Main Campus to H-12, Islamabad, our constituent institutions have been re-organized with a view to consolidating, utilizing and administering resources most efficiently. 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 (SECS), Islamabad.
- g. NUST Business School (NBS), Islamabad.
- h. School of Social Sciences & Humanities (S³H), 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. Research Center for Modeling & Simulation (RCMS), Islamabad.
- p. NUST Institute of Peace & Conflict Studies (NIPCONS), Rawalpindi.
- q. Center for Career Counseling and Advisory (C³A), Islamabad.
- r. US Pak Center for Advanced Studies in Energy (USPCAS-E), Islamabad.
- s. Professional Development Center (PDC), Islamabad.
- t. Technology Incubation Center (TIC), Islamabad.

3. Vision

The National University of Sciences and Technology (NUST) aims to emerge as a comprehensive residential institution responsive to technological change, dedicated

to excellence and committed to international educational and research needs of the country. NUST will continue to champion a tradition of distinguished teaching, research and service through evolving undergraduate, postgraduate and doctoral level programs of study in various disciplines in collaboration with renowned universities inside the country and abroad.

Besides traditional fields of engineering, IT, management, natural and basic sciences, NUST envisages exploring and initiating higher education in the emerging science and technology disciplines. In recognition of its place in the human society, the University will celebrate a faculty, staff and student body which will reflect the diversity of our nation. The University is entrusted with the responsibility of producing culturally enlightened, technologically knowledgeable, academically competent and research-oriented graduates who are prepared to lead, inspire and preserve our great traditions. The University commits itself and all its resources to this trust and responsibility.

4. Mission

To develop NUST as a comprehensive, research-led university with a focus on technology, innovation, entrepreneurship and community service.

5. Strategic Thrusts

- a. **Excellence in Teaching and Education.** Provide high quality education in science and technology within the reach of all segments of the society.
- b. **Focus on Research.** Undertake high quality relevant research to support the needs of emerging knowledge-based economy and society.
- c. **Spirit of Enterprise.** Develop instruments and mechanism 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 inflow of new knowledge and state-of-the-art technologies, and build, as a corollary, positive international image of our university and the country.
- e. **Positive Social Impact.** Formulate curricula and programs to suit a wider cross section of the population in terms of education and absorption of new technologies.

6. 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) Association of Commonwealth Universities (ACU).

- (3) The Talloires Network.
- (4) International Network for Quality Assurance Agencies in Higher Education (INQAAHE).
- (5) International Association of University Presidents (IAUP).
- (6) United Nations Academic Impact (UNAI).
- (7) Association of Management Development Institution in South Asia (AMDISA).
- (8) Council of Social Sciences (CoSS), Pakistan.
- (9) Asia-Pacific Quality Network (APQN).
- (10) Inter University Consortium for Promotion of Social Sciences (IUCPSS).
- (11) Association of Quality Assurance Agencies of the Islamic World (QA-Islamic).

b. NUST Rankings

- (1) NUST has risen to even greater prominence as per the latest subject-wise rankings (2016) by QS, UK. NUST now stands 215 (the previous position being 271) in the field of Electrical and Electronic Engineering and 272 (from last year's 338) in the discipline of Computer Science and Information Systems.
- (2) NUST has marked another milestone by joining the league of world's 150 best young universities under the age of 50 by THE, UK. According to the ranking NUST is the only Pakistani university to be ranked amongst prestigious ranking.
- (3) NUST has now been ranked at 119 in Asia by QS, UK.
- (4) NUST has also attained the overall rank of 132 amongst the THE annual ranking list 2016 of the Top 200 Universities from BRICS (Brazil, Russia, India, China & South Africa) and Emerging Economies.
- (5) NUST has been ranked at 1st position by HEC amongst the Pakistani universities in the category of Engineering & Technology.

c. Awards

- (1) APQN has awarded its Best/Model Internal Quality Assurance Award 2014 to NUST.
- (2) "Education for Empowerment" program of NUST has been awarded first place in the MacJannet Price for Global citizenship 2015 by the Talloires Network & the MacJannet Foundation.

- (3) The “Turnitin” has awarded NUST an Academic Integrity Award 2015 by recognizing its hardwork for implementing the plagiarism policy.

7. Important Telephone Numbers

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Registrar Directorate

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Postgraduate Programs (PGP) Directorate

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Asst Director (PhD)	+92-51-90851047
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Finance Directorate

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Administration Directorate

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Constituent Institutions

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8. Mailing Address

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H-12, Islamabad, Pakistan

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

Program	Credit Hours (Minimum)	Duration Minimum (On Campus)	Maximum
a. Master of Science (MS)	30	1½ Year	4Years
b. Doctor of Philosophy (PhD) For MS qualified	48	3 Years	8 Years
c. Details of MS and PhD Programs offered at NUST are attached as Annex A .			

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

- a. **Minor Test (Quiz).** A number of 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 Test / Exam**
 - (1) **Mid Semester Exam/One Hour Test (OHT).** A 2-3 hours 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.** The last comprehensive examination (two to three hours duration) given in each course on its completion.
- c. **Class Assignment.** 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 practical application of knowledge acquired.
- e. **Project.** Project is a 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 Bachelors/Masters level.
- f. **Thesis.** Thesis is a report comprising the original research work of a student which is counted towards the partial fulfillment of his Masters/PhD 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 institutions, unless otherwise approved by the Rector, and duly forwarded to Main Office NUST.

4. **Thesis.** Thesis are examined and evaluated by a 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 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. Student 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 prior to the commencement of the End Semester Examination and forward a copy of the schedule to Main Office NUST (Exam Branch) for information and record. Any subsequent changes only be made after approved from Main Office NUST.

8. Academic Calendar. Director Academics prepares 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. Principal/Dean approves the detailing of officers/faculty as superintendent/deputy superintendent for the conduct of End Semester Examination. These officers/faculty ensure the following, namely:

- 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 initialed by them. No other answer books are to be used.
- c. Answer books are issued to the invigilators five minutes before the commencement of the examination and retrieved at the end of the examination.
- d. 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. That the students are seated according to their seating plan.
- b. That the 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. That no student is allowed to join the examination thirty minutes after its commencement.
- d. That no student is allowed to leave the examination room within one hour of commencement of examination. The visits to wash rooms must be carefully controlled.
- e. That the question papers and answer books of a student detected using unfair means or assisting another candidate, is taken away and the matter reported to the superintendent/deputy superintendent of examination. The superintendent records all available evidence to be used as written proof later on.
- f. That the 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 over to superintendent/deputy superintendent after the examination. The subject faculty remain available near the examination of their subject to clarify query, 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 within 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 any one in or outside the examination room while the test/examination is in progress.
- d. Unauthorized entry into faculty's office or that of his/her staff with the intention of having an access to or tampering with the official record/exam papers, etc.
- e. Possession of cell phone.

14. Academic Standards for Award of Degrees. The basis for determining a

CHAPTER 2

student grade in a course shall be left at the well-considered discretion of the individual Faculty Board of Studies (FBS) / Departmental Board of Studies (DBS). Since some courses are purely theoretical, some are purely practical and some have a theoretical as well as a practical portion, the grading scheme in the format given below may be followed for the purpose of uniformity:

Grading Scheme: Engineering / IT / Sciences			
Nature of Exam	Duration	Frequency	Weighting (%age)
End semester exam	2- 3 hours	1	40-50
One Hour Test(s)* (OHT)	One hour	<ul style="list-style-type: none"> • 1 CH Course – minimum 1 OHT • 2-4 CHs Courses – minimum 2 OHTs 	-40
Quiz		<ul style="list-style-type: none"> • 1 CH Course – minimum 2 • 2 CHs and above Courses – minimum 3 	10-15
Assignment	Own time	-	5-10
Project	Own time	-	10-20
Lab Work /Project	3 contact hours	1 per week for each lab CH	70-80

**Mid Semester Exam will be held in lieu of OHTs during Summer Semester.*

15. For purely theoretical and purely practical courses, the grading scheme is given in the suggested format. However, for subjects which have the two categories (theory and practical) combined, the final grade is computed by multiplying the number of credits assigned to each category with the percentage marks obtained in that category and dividing the sum of the two by the total credits in that subject. For example:

EXAMPLE				
Subject	Theory Credits	Practical Credits	% age Marks Earned	
			Theory	Practical
Physics	3	1	70	90
Overall grade = $(70 \times 3 + 90 \times 1) / (3+1) = 75\%$				

16. The overall subject percentage thus obtained is rounded off by the individual faculty up to two decimal points. Fractions of 0.5 or more are rounded to the next higher digit.

17. 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

Note: *W Grade is not applicable for service students (MCE, MCS and College of E&ME). Q Grade i.e., Qualified is applicable to specified course(s) as per NUST Policy.*

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

19. To successfully complete the degree requirement, a student must obtain a minimum CGPA 3.00 for Masters and 3.50 for PhD degree.

20. Award of Grades

- a. **Award of Grade F.** In addition to F grade awarded on the basis of academic failure, a student is not allowed to appear in the final examination of a subject in which his/her attendance is less than 75%, and s/he shall be awarded F grade in that subject. The F 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 his/her 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 his/her course, s/he will be given a grade on the discretion of the faculty without prejudice to the previous grade I. In case a student fails to make up the coursework, s/he will be awarded an F grade unless further extension is given by the FBS.
 - (1) **Mid Semester Exam/OHT.** Whenever a student misses Mid Semester Exam/OHT due to reasons acceptable to the DBS, 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 Exam.** Whenever a student misses End Semester Examination due to reasons acceptable to the FBS, make up examination will be arranged within the first six weeks after the beginning of the subsequent semester.

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

21. Adding/dropping of Course(s)

- a. Adding/dropping of course(s) will be allowed within the first two weeks of start of a semester. It will be ensured that minimum number of credit hours is not less than 6 for Masters and 3 for PhD programs and maximum number of credit hours does not exceed 12 for Masters / PhD programs.
- b. A student taking less than the regular semester load will not be considered for any academic honour / award except Rector's Gold Medal.
- 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 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.
- d. Student having **W** on the transcript will not be considered for any academic honour / award.
- e. 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 **Ws** at a particular time during the course of studies.
- f. **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.

22. Final Grade. The grade earned by a student in home assignments, quiz, laboratory work, mid semester/OHT, end semester examination etc, shall be formalised into 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 prior to finalization of the results. The faculty will prepare the final results of the students on the standard grade sheet in duplicate and submit it to the DBS. The grade sheets of each course duly approved by the DBS shall be sent to the Deputy Controller of Examination.

23. Computation and Approval of Results. After the results are received from each Department, the Examination Branch of the institution compiles the final results of each class. The final results show the grades obtained in each course of the semester, the Semester GPA and the CGPA of each student. The result sheets also indicate the tentative disposal (probation, warning, suspension, withdrawal) of students failing to achieve the required standard. The institution holds the FBS meeting within two weeks of the conclusion of the end semester examinations, and approve the result. The final result must be formally announced by the Examination Branch after it is approved by the FBS.

24. Record of Results. The final result will be recorded on the provisional semester transcript of each student. The Exam Branch of the respective institution will prepare four copies of individual student semester transcript. The original copy will be sent to the sponsoring authority (where applicable) second and third copy to the student and their parent/guardian. The fourth copy will be retained in the student's permanent file at the institution. The complete semester result of each course will be sent to Examinations Branch NUST for scrutiny and formal notification.

25. Re-assessment/Re-checking of Papers. Re-assessment/re-checking of papers means 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. Rechecking procedure will be carried out according to instructions mentioned in **Annex B**.

26. Issue of Academic Transcript/Detailed Marks Sheet. A student desirous of obtaining Academic Transcript/Detailed Marks Sheet may apply to Controller of Examinations NUST through his/her institution along with the prescribed fee, as per the policy issued on the subject.

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

- a. Have completed prescribed credit hours as per approval of NUST Academic Council for each program.
- b. Have achieved a minimum CGPA of 3.0 in coursework with a minimum of B grade in thesis (6 credit hours).
- c. Have completed prescribed credit hours (30 CHs) in coursework based programs with a minimum CGPA of 3.0.
- d. **Scheme of Studies (MS)**
 - (1) Fall and Spring Semesters will be regular semesters.
 - (2) Student will enroll for minimum of 6 (six) and maximum of 12 (twelve) credits in Fall and Spring Semester.
 - (3) Student may enroll in Summer Semester for maximum of 6 (six) credit hours of course / research work.
 - (4) Student will be charged full tuition fee for maximum four regular semesters (two academic years). Thereafter, s/he 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). Fee during Summer Semester will be credit hours based. If a student completes the degree requirements within 30 days from commencement of 4th semester, s/he has to pay fee for three regular semesters only (i.e., Fall, Spring & Fall).

2. **Double Registration.** The student may register for two degree programs at a time as per the NUST Policy.

3. **Academic Deficiencies.** A student will be dropped from the Masters program if:

- a. CGPA remains below 2.00 in any semester.
- b. Receives F grade in more than two courses.
- c. CGPA remains below 3.00 after completion of the coursework even after availing the chance allowed under the provision.
- 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 subjects (F grade will be awarded in the subjects in which 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 student may resume the same program subject to meeting the following conditions:
 - (1) Has completed minimum one Semester with 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 fee will be as applicable to student of the semester which s/he joins.
- c. While considering the case for re-admission, it will be ascertained by the respective institution that the student has sufficient time to complete his/her degree within the prescribed time limit, which will start from 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, his/her 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 program in which s/he 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 his/her CGPA is less than 3.00 but greater than or equal to 2.00.
 - (2) On disciplinary grounds when recommended by 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), namely :
 - (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 on authorized grounds / sanctioned leave from competent authority.

7. Repetition of Course(s). A student may repeat a course under two circumstances, i.e., to clear an F Grade or to improve his/her CGPA. The student is required to complete all formalities applicable to repetition of a course, i.e., mid semester examination/OHT, 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 / W Grade.** If a student receives an F/W grade in a course, s/he is required to repeat that course, whenever offered.
- b. **Improvement of CGPA.** A student may repeat a course at any stage in MS program, in which s/he received the grade point < 3.0 in order to improve his/her CGPA. Procedure for repeating a course is as under, namely:
 - (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 his/her entire coursework apart from clearance of F grade, if any.
 - (3) The student is not allowed to improve his/her 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 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.

8. Completion of the Degree

- a. The Degree Program will be considered complete on fulfilling the following conditions:
 - (1) On fulfillment of prescribed requirements of the degree.
 - (2) Request of the student for the final transcript/award of

degree.

(3) Formal notification by the Controller of Examinations.

b. The student is allowed to improve his/her grade until conditions of Para 8(a) above are fulfilled.

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

a. Deferment will generally be requested before the start of a semester. However, in exceptional cases it may be requested latest by the 2nd week of a semester. It will be endorsed by the FBS and processed for formal approval by the Director Postgraduate programs.

b. During the period of deferment, s/he will be allowed to repeat courses already studied on payment of prescribed fee for repetition of courses but not permitted to study new courses.

c. S/he will pay 25% tuition fee to maintain his/her registration.

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

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

10. Research during Masters Program. The procedure for thesis research is as under:

a. All students must successfully complete a minimum of 6 credits in Masters thesis, based on a highly individualized, investigative study which will make a significant contribution to knowledge.

b. 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. Thesis is graded and counted towards the calculation of CGPA for all programs.

d. A student who cannot complete the thesis work in the assigned on-campus time may continue to do so at his/her 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 his/her CGPA is ≥ 3.0 . Thesis defense will only be allowed once s/he 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 PhD degree in the relevant field, in addition to Research Supervisor/Advisor who must be a PhD in 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 case-to-case basis.



Award of Masters' Degree in Business Administration / Executive Master in Business Administration / Social Sciences

1. Award of Masters' Degree in Management / Social Sciences

Program	CHs	Duration	
		Min (On Campus)	Max
a. Master of Business Administration (MBA)			
(1) For 16 years education graduates	66	2 Years	4 ½ Years
(2) For 16 years education BBA graduates	36	1½ Years	4 Years
b. Executive Master of Business Administration	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 Psychology background	38	1 ½ Years	4 Years
e. MS Mass Communication & Development Studies			
For 16 years education graduates with Mass Communication & Development Studies background	30	1 ½ Years	4 Years
f. MS Career Counseling and Education			
For 16 years education graduates with Master or Bachelors (Four Years) degree from any academic background	32	2 Years	4 Years

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

a. MBA

- (1) Student admitted on the basis of four year BBA degree will complete 36 credit hours (30 credits of coursework and 6 credits of thesis research/ business project).
- (2) Student admitted on the basis of 16-year of non-business education will complete 66 credit hours (60 credits of coursework and 6 credits of thesis research/business project).
- (3) Have achieved a minimum CGPA of 3.0 in coursework with a minimum of **B** grade in thesis/business project (6 credit hours).
- (4) Have successfully completed 6-8 weeks internship (for MBA only).

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- 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 on the basis of 16-year education in Economics and Business Administration will complete 36 credit hours (30 credits of coursework and 6 credits of thesis research) for the award of MS Economics and Business Administration.
 - (2) Students admitted on the basis of 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 on the basis of 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 on the basis of 16-year education, Master's or Bachelor's degree from any academic background will complete 32 credit hours (26 credits of coursework and 6 credits of thesis research) for the award of MS Career Counseling and Education.
 - (5) Students admitted on the basis of 16-year education, Master's or Bachelor's degree in any discipline will complete 30 credits of coursework and 6 credits of thesis research) for the award of MS Development Studies.

3. Scheme of Studies

- a. The assessment scheme shall be as follows:

Nature of Examination	Duration	Frequency	Weightage (%)
End semester examination for EMBA Only	3 hours	1	30 – 50
			20 – 30
Mid Term	2 hours	1	15 – 25
Quiz	-	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 performance of each student in a course of study will be graded as:

Grades	
Numerical Grade	Grade Points
A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
F	0.0
I	Incomplete
W	Dropped
Q	Qualified

- c. University follows relative grading system.
- d. To earn course credits, a student must obtain a minimum of **C** grade for postgraduate programs 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 his/her CGPA is less than 3.00 but greater than or equal to 2.50 and s/he does not qualify for withdrawal.
 - (2) On disciplinary grounds when recommended by respective discipline committee of the School.
- c. **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 occurrence takes place during the semester. During the period of suspension the student will be required to pay 25% of the tuition fee.

7. Withdrawal

- a. **Definition.** "Withdrawal" means that a student is considered unsuitable for further studies at NUST and is withdrawn from the program.
- b. **Policy.** A student is recommended for withdrawal by the FBS as per latest policies of the University for approval by Main Office NUST subject to any of the conditions listed below, namely:
 - (1) Receives **F** 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 his/her 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.

8. Award of F, I and W Grades

- a. **Award of Grade F.** In addition to F grade awarded on the basis of academic failure, a student is not allowed to appear in final examination of a subject in which his/her attendance is less than 75%, and s/he will be awarded F grade in that subject. The F 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 here in, provided his/her overall attendance is not less than 75%, is given I as a grade. The student receiving such a grade makes up the unfinished portion of his/her course and is given a grade at the discretion of the faculty without prejudice to the previous grade I. In case the student fails to make up the course work, s/he receives a grade F unless further extension is given by the FBS.
- c. **Award of Grade W.** If a student drops a course under the provision of these regulations, s/he will be awarded W grade.

9. Repetition of Course(s). A student may repeat a course under two circumstances i.e., to clear an F Grade or to improve his/her CGPA. The student will be required to complete all formalities applicable to repetition of a course i.e., mid semester examination, project, assignments, quiz and 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 s/he improves it and comes in that bracket after repeating except Rector's Gold Medal. The two circumstances under which a student may repeat a course are:

- a. **Clearance of W/F Grades**
 - (1) A student may repeat a course to clear an F/W grade. This repetition is not included in the provision allowed for improvement of CGPA.
 - (2) It will be the student's responsibility to clear the failed / dropped courses subject to availability of resources and approval of 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 honors/awards.
- b. **Improvement of CGPA.** A student may repeat a course at any stage in MS program only, in which s/he received the grade point < 3.0 but ≥ 2.5 in order to improve his/her CGPA. Procedure for repeating a course is as under, namely:

- (1) In MS program, a student may repeat a course at any stage of his/her studies.
- (2) For MBA/EMBA, students will be allowed to repeat a course(s) to improve their CGPA during the course of studies as allowed to other postgraduate students.
- (3) A student shall be allowed to repeat a maximum of three courses for MS, four for MBA and five for EMBA during his/her entire coursework apart from clearance of F grade, if any.
- (4) **Taking Alternative Elective Course.** A student may take an alternative elective course for repetition with the approval of 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.

10. Adding/dropping of Course(s) and Award of W Grade.

- a. Adding/dropping of course(s) is allowed within the first two weeks of 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 (18 in case of MBA with 36 Credit Hrs)
(2)	EMBA	06	12 (Fall & Spring Semester)
		03	06 (Summer Semester)
(3)	MS	09	18

- b. A student taking less than 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 Dean.
- d. Letter grade **W** will appear in his/her transcript against the specific course and will not be used for computation of GPA.
- e. Student having **W** on the transcript will not be considered for any academic honour/award.
- f. The student of EMBA will be allowed to drop a course any time before the start of the end semester exam week with an award of letter grade **W**.
- g. The number of **Ws** allowed in a semester, and the maximum number which a PG student can accumulate at a time are given as under:

Credit Hours	Ws in a Semester	Maximum Ws at a Time
MBA		
36 Credit Hours	1	2
66 Credit Hours	2	3
MS Economics, HRM		
36 Credit Hours	1	2
MS Mass Communication & Development Studies		
30 Credit Hours	1	2
MS Clinical Psychology		
38 Credit Hours	1	2
MS Career Counseling & Education		
32 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 case of core courses, W can only be replaced by repeating / passing the same course.

11. 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 Programs.
- b. During the period of deferment, s/he will be allowed to repeat courses already studied on payment of prescribed fee for repetition of courses but not permitted to study new courses.
- c. S/he will pay 25% tuition fee to maintain his/her registration.
- d. The student has the requisite time available to complete his/her degree within the stipulated time.
- e. In case a student opts to defer the first semester s/he shall have to pay 50% tuition fee (non-adjustable / non-refundable).

12. Transfer of Credits. Following shall be applicable in case of MS/MBA/EMBA:

- a. Postgraduate credits may be considered for transfer from other local accredited institutions or foreign reputed institutions of similar quality if they are relevant and appropriate to a Masters' program.
- 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. Maximum of 9 postgraduate level course credits (12 credits for MS/MBA/EMBA) may be transferred but the grades will not be transferred.

13. Research during Master Program. 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 which will make a significant contribution to knowledge.
- b. Subject of research/business project should be agreed to 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 the thesis work in the assigned time may continue to do so at his/her own arrangement/expense to complete the thesis work within the maximum allowed time.
- d. For MS program, a student can start research work after completion of 09 credit hours of course work provided his/her CGPA \geq 3.0. Thesis defense will only be allowed once a student has attained a CGPA \geq 3.0 in coursework.
- e. An MBA student can start research work after completion of 2 semesters (36 credit hours) even if his/her 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 calculation of CGPA in EMBA.

14. Suspension of Registration

- a. If a student remains absent for 30 or more consecutive days without intimation or any valid reason, his/her admission/registration will be suspended. However, such student may resume the same program subject to meeting the following conditions:
 - (1) Has completed minimum one Semester with 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 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 his/her degree within the prescribed time limit, which will start from 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, his/her studies will be governed by the rules and

- f. regulations applicable to the entry s/he joins.
Suspension of registration, on grounds of prolonged absence, will be granted only once in the program in which s/he was originally granted admission.

1. **Award of PhD Degree.** On recommendations of the FBS of the constituent institution the University will award degree of Doctor of Philosophy to the student who satisfy 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 PhD Evaluation and Acceptance Committee (PEAC) of the concerned Institution.
- b. **Migration shall not be allowed in the PhD Program.** Any student joining the PhD Program shall complete all the requisite courses in line with NUST/HEC policy.
- c. **Cumulative Grade Point Average (CGPA).** 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 PhD.
- d. **PhD Qualifying Examination.** Each student must pass each paper of Part A - the subject examination of PhD comprehensive examination with a minimum of 65% marks and Part B – the Oral Examination, (defence of synopsis) by majority vote. For PhD in Business Administration, each PhD 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 literature survey and prepare a written synopsis of his/her intended topic of research and present the same along with 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 papers published/accepted for publication / presented; in HEC approved journals / international conferences of repute out of which at least one paper must be published in an HEC approved “X” or higher category journal and all journals listed in ISI Master list for award of PhD Degree (“Y” or higher in case of Social Sciences* only). Only those publications, related to the research work, will be counted in which student name is that of the 1st author.

Note: Social Sciences include Management Sciences.

- h. **Successful Evaluation Report of Research Thesis.** Out of the Thesis Evaluation Committee, positive report by the supervisor and co-supervisor (if appointed), one local external expert and two foreign experts is essential.
- i. **Thesis Defence.** Successful defence of Thesis and approval by a majority vote of Doctoral Defence Committee is required.
- j. **Submission of Thesis.** Five bound copies of Thesis may be submitted after successful defence within 60 days from the date of thesis defence. Request may be made to Main Office NUST to relax the period of thesis submission to incorporate any additional requirement of the Defence Committee.

2. Coursework

- a. A selected PhD candidate will take a minimum of 18 credit hours of 800/900 level courses at PhD level, as specified by his/her GEC. These 18 credit hours shall be the courses which have not been counted towards any other degree, as, in compliance of the HEC Quality Assurance Criteria, courses counted towards any other degree cannot be double counted towards PhD coursework.
- b. The GEC may specify additional subjects to be taken by the PhD student, if considered essential. These will be notified as “Additional Courses” and will not be counted towards 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 PhD transcript, and will also be notified as “Additional Courses”. These additional courses will not be counted towards calculation of CGPA.
- d. The CGPA is calculated only on the basis of the 18 credit hours of courses taken by the student at the PhD level.
- e. Institution will intimate results of a PhD student to Main Office, NUST Exam Branch for notification as being done for other programs.
- f. To complete the coursework, a student should take 4 courses, from the prescribed PhD coursework. On the recommendation of GEC, s/he may take 2 relevant courses offered by other institutions of NUST.
- g. It is the University 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 his/her PhD 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. The qualifying examination will be conducted as soon as possible after completion of the coursework. The examination will 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 GEC and supervised by the HoD concerned. In case the HoD is also the student supervisor, Dean of the institution shall supervise the examination. The comprehensive examination shall be based on the entire PhD coursework plus subjects considered essential for the intended area of research. It shall consist of two papers, one covering student's major area of research and the other covering the allied or supporting subjects. The minimum pass made 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 the HoD and the members of the GEC as its members. HoD and Dean/Commandant/ Principal would be voting members only if PhD qualified in the relevant field. Oral Examination will be conducted within three months after the student qualifies Part A of the Qualifying Examination. It will be designed to ascertain in-depth knowledge, analytical abilities and aptitude of the student in his/her area of PhD research. The student will defend his/her thesis synopsis as a part of this oral examination. The Oral Examination Committee determines, 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 for "Fail", then verdict of the supervisor would be taken as the final decision.
- c. Unsuccessful candidates in either part will be given one additional chance only to appear in the failed part within a time period to be decided by the GEC. Upon each failure in either part, each committee member will submit a comment page, which would clearly document reasons for failure. These comment pages, duly signed by each committee member, is submitted to Postgraduate Programs Directorate and Examination Branch at Main Office NUST by the concerned institution. A duplicate copy of these will also be provided to the student.
- d. Main Office NUST (Examination Branch) will notify the result of the Qualifying Examination.
- e. Regarding Part A of the Qualifying Examination for PhD in Business Administration program, each PhD student will have to pass two

comprehensive examinations mentioned above scoring at least a minimum of 65% marks in each examination. These must be conducted as soon as possible after completion of the coursework, but in any case it should not be delayed for more than 4 months.

4. Withdrawal from PhD Program. A student will be withdrawn from the PhD degree program under 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.
- c. On consistent unsatisfactory academic performance when recommended, by FBS and approved by the notified competent authority as per policy.
- d. On disciplinary grounds when recommended by the respective Discipline Committee of the Institution and Discipline Committee of NUST.
- e. Remains absent 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 PhD degree requirements within maximum allowed time.
- i. A student can seek withdrawal from PhD program at any stage of his/her degree on his/her own request duly recommended by FBS of the institute.

5. Improving Cumulative GPA. Out of the coursework counted towards PhD, a student may repeat the course in which s/he received the grade point of less than 3.5 but greater than or equal to 2.0, in order to improve his/her cumulative GPA, if it is below 3.5 before taking the qualifying examination. 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 which is permitted by the GEC. On repeating the course, the student will get the 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 his/her entire PhD 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 PhD Program. The procedure for thesis is as follows:

- a. All students must successfully complete a minimum of 30 credits of creative PhD 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 having a CGPA below 3.50 will not be allowed to take PhD Research.
- c. Subject of research will be agreed to 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 his/her 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 PhD program but not later than one month of the student's joining date. The GEC will comprise at least three PhD members in addition to the supervisor and co-supervisor (if appointed), and at least one member of GEC should be external from other reputed universities/R&D organizations/relevant industry or constituent institutions of NUST. The supervisor must be a PhD degree holder with his/her name preferably included in HEC approved list of supervisors. The HoD in consultation with the student and his supervisor and also with the approval of the Principal/ Dean shall appoint the GEC. In case of an outstation member, prior approval of Main Office NUST will be sought. The student's supervisor will chair the GEC meetings.

8. Evaluation of the Research Thesis

- a. The PhD thesis will be evaluated by a Thesis Evaluation Committee. The committee will comprise the GEC, and at least three 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 one local external evaluator, and two foreign evaluators has to be positive before the student can be asked to carry out final defence.

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

- a. The schedule of thesis defence of a PhD student shall be announced by the institution at least 4 weeks prior to the defence to all NUST institutions and Main Office NUST for maximum participation.
- b. The Defence Committee will comprise the student's GEC and three external experts (i.e., one local and two foreign experts who were part of the Thesis Evaluation Committee). The participation of two foreign experts will be arranged through video conferencing, if possible.
- c. The student will provide copies of 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 his/her work to the Defence Committee on the given date and time.
- e. The Defence Committee will give its decision with 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. 1x copy 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, 1x copy for Postgraduate Programs Directorate, Main Office NUST for onward submission to HEC, and 1x copy for the concerned student.
- f. Any plagiarism in PhD research work and fake documents submitted by the student, even those submitted at the time of admission will result in cancellation of degree.

10. Specific Requirement/Provisions

- a. **Off-Campus PhD.** There are a large number of well-established high-tech R&D organizations in the country, which are producing high quality research but are unable to benefit academically due to non-availability of required platform. To facilitate their research and to broaden the scope of research activities, NUST offers an Off-Campus PhD program. The coursework is required to be completed at NUST constituent institution whereas the research phase may be

conducted at an R&D organization under the supervision of a co-supervisor of the same organization.

- 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 of 2nd week of a semester. It will be endorsed by the FBS and processed for formal approval by the Director Postgraduate Programs.
 - (2) During the period of deferment, s/he will be allowed to repeat courses already studied on payment of prescribed fee for repetition of courses but not permitted to study new courses.
 - (3) S/he shall pay 25% tuition fee to maintain his/her 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 50% tuition fee (non-adjustable/non-refundable).
- c. **Payment of Tuition Fee.** PhD students will be charged full tuition fee for 3 academic years (6 regular semesters). Thereafter, if the student has completed his/her coursework, s/he will not be required to pay any tuition fee till completion of degree requirements. However, fee during Summer Semester will be credit hours based.
- d. **Suspension of a Semester.** A PhD student may be recommended for suspension of a semester upon recommendation of FBS for 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 on authorized grounds/sanctioned leave from competent authority.

1. **Institution of Medals and Prizes.** The University will institute medals and prizes along with the merit certificates to be awarded each year, from within its financial resources.
2. **Number and Value of Medals and Prizes.** The policy on the number and value of University medals and prizes to be awarded each year on the results of various examinations will be decided by the Board of Governors (BoG)/Executive Committee.
3. **Award of Medals and Prizes.** Gold medals and prizes will be awarded at the “convocation” when held. Each recipient will be informed of his/her having been awarded a medal or prize. A recipient, not notifying the University in writing of his/her acceptance of the award within two weeks of the receipt of information, will be liable to forfeit his/her award which may be re-awarded.
4. If more than one student qualify for a particular medal on the basis of CGPA or marks (as the case may be), all will be awarded jointly by giving a medal to each. If there is an award for a particular position in the form of prize money or a similar divisible award, it will be distributed equally amongst the recipients who qualify for it on the basis of CGPA or marks (as the case may be).
5. **Specification of Medals.** The specifications of medals will be such as may be determined by the Board /Executive Committee from time to time.
6. **Type of Medals.** Following type of medals will be awarded at the time of convocation:
 - a. President's Gold Medal - 1st Position in Academics (UG and MS)
 - b. Rector's Gold Medal - 1st Position in Project (UG and MBA only)
 - c. Any other medal approved by Board/Executive Committee.
7. The following conditions will be applied for award of Gold Medal to the best student in the project:
 - a. Project will be graded.
 - b. Supervisor to recommend the best student who has contributed maximum in completing the project, but s/he must have a minimum **A** Grade in the Project, and CGPA 3.00 out 4.00.
 - c. Remaining members of the team will be awarded certificates.
 - d. A student having taken less than the regular semester load, or, has a grade **W** on the transcript will also be eligible for the award of Rector's Gold Medal.
8. The Medals be awarded indiscriminately to top students without any special quota or allocation to different categories of student.

9. **Withdrawal of the Institution of a Medal.** The BOG has power to withdraw or cancel the institution of a medal, provided the circumstances so demand.



General

1. National University of Sciences and Technology (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 this 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 become 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 dress.

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 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 that is done 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's 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 material, 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 student to commit an act of academic dishonesty.
 - d. **Plagiarism.** Intentionally or knowingly representing the words or ideas of another person 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 person 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 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 students 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 his/her staff with the intention of having an access to or tempering with the official record/exam paper etc.
7. **Moral Dishonesty.** Moral dishonesty means an act which 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's 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 his/her

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's community is issued a picture identification/registration card or visitor's pass, that must be worn at all times while on University's premises or at University-sponsored activities. Identification/registration cards must be presented upon entering University's buildings.
 - (2) Identification/registration cards are not transferable. The owner of the card will be called upon to account for any fraudulent use of his/her 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's premises or at University-sponsored activities. Visitors, including guests must conduct themselves, at all times, in a manner consistent with orderly behaviour on a University's campus.

10. Discipline Matters. The University is a place where the students are imparted education not only as a means to obtain degree but also to develop their personalities and to enrich the society in which they live. Therefore disciplined and organized life on the campus is extremely important. It is essential to lay down rules and regulations so as 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 in all NUST institutions. 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 students can be awarded by Rector on the recommendations of NUST Discipline Committee. However, military procedures will continue to govern military students selected by the Services.

11. Discipline Committee

- a. NUST Discipline Committee consists of:
 - (1) Chairman to be nominated by Rector.
 - (2) One senior faculty member from each constituent institution 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 Student Affairs from Main Office NUST – to be member/Secretary.
 - (5) Any other member co-opted by the Discipline Committee.
- b. The Institution Discipline Committee consists of:
 - (1) Deputy Commandant/Vice Principal/Dean - Chairman.
 - (2) Three Professors/Associate Professors nominated by Commandant.
 - (3) Students' representative by rotation.
- c. The Discipline Committee can award punishment or penalty for a breach of discipline on the campus after giving the defaulter full opportunity to give his/her viewpoint.
- d. The term of office of the Committee other than ex-officio member is two years.
- e. The quorum for meeting of NUST Discipline Committee is five.
- f. During an academic session, the Discipline Committee should 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's Policy on Academic Dishonesty by committing, or attempting to commit, academic dishonesty including, but not limited to, cheating, plagiarism, fabrication, facilitating academic dishonesty of 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's 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, or coercion.
- c. **Firearms, Explosives and Other Weapons.** Use/possession of hazardous materials (biological/chemical) and any type of weapons,

- fire arms, explosives, or crackers etc.
- d. **Violation of Disciplinary Sanction.** This means knowingly violating 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's resources to compromise the name of the University. Forgery, unauthorized alteration, or unauthorized use of any University's 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's 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's premises without his or her prior knowledge.
 - g. **Theft.** Theft, or attempted theft, of property or services on University's 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's property or the property of others on University's premises or at University-sponsored activities.
 - i. **Non-Compliance with Official Direction.** Failure to comply with reasonable direction of University's officials acting in performance of their duties.
 - j. **Violation of University's Regulations and Policies.** Violating University's regulations or policies including amendments and additions adopted since the date of publication.
 - k. Use/sale/possession/facilitation/distribution of drugs, narcotics, or intoxicant etc on the campus directly or indirectly.
 - l. **Unauthorized Access to Facilities.** Unauthorized access or entry to, or use of, University's facilities and equipment. Unauthorized possession, duplication or use of keys to any University's premises, facilities or equipment; or, unauthorized entry to or use of University's 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's official.
 - (5) Sending obscene, abusive or threatening messages.
 - (6) Transmission of computer viruses.
 - (7) Interfering with normal operation of the University's 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's 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 offences 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's official.
- p. **Animals.** Bringing an animal into any University's building, with the exception of animals used for authorized laboratory purposes, or animals being used for security purpose 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's community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- r. 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 and/or group.
 - (b) Creating an environment which limits a student's educational opportunity.
- (2) Making unwanted verbal or physical advances or explicit derogatory statements toward individuals, which cause them discomfort or humiliation or which 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.** 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 including, but not limited to:
 - (1) Failure to obey the notice from a University's 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 University's Code of Conduct hearing to convene in bad faith.
- w. **Indulgence in Acts of Moral Turpitude.** 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.
- x. Damage to the university's fixtures/furniture, scribbling/carving on desks, wall chalking, or misusing of lab's/university's equipment etc.
- y. Use of mobile phones in class rooms, examination halls, labs and library thus disrupting the sanctity of these places.

13. Off-Campus Conduct. Conduct occurring off-University's 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. Parent of those students who disobey authority and violate the code of conduct will be informed. Student 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 which may amount 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) **F Grade.** Award of F grade in a course of studies.

b. **Major Punishments**

- (1) **Expulsion.** Expulsion from the class for a specific period up to one semester.
- (2) **Fine.** Fine which may amount up to Rs. 50,000.
- (3) **Exam Result.** Cancellation of examination result.
- (4) **Rustication.** Expulsion or rustication from the institution for a specific period.
- (5) **Degree.** Non-conferment of degree/transcript.
- (6) Relegation/withdrawal.

16. Disciplinary Process

- a. **Case Referrals.** Each case of ill-discipline shall be reported to the head of the institution through HoD or the Warden of the hostel. Any charge should be submitted as soon as possible after occurrence of the alleged violation, preferably within 24 hours of the violation. Those referring cases are normally expected to serve as complainant and to present relevant evidence in disciplinary hearings before the

NUST/Institution Discipline Committee. Depending on the gravity of the case, 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 his/her point of view. This must be done before recommending the punishment to head of the institution/Rector.
- d. **Appeals.** An appeal against the decision of Discipline Committee can be filed with head of the institution /Rector within fifteen days of announcement of the decision.

17. Federal/Provincial Laws and Ordinances. Violation of a Federal/Provincial law or ordinance will be dealt accordingly under these laws.

18. Gender Mixing. Students are strictly reminded to follow the accepted social and cultural norms of the society. Undue intimacy and unacceptable proximity, openly or in isolated areas will not be tolerated. The tendency of taking advantage of common places like cafeteria, and shops etc is objectionable and undesirable. Also students are advised to avoid movement in mix groups in the campus after sunset.

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 to deposit the refuse.

20. Sports. All individuals and teams involved in sports are expected to show sportsmanship, respect, consideration and appreciation towards their opponents, team-mates, officials and University's staff at all times.

- a. Under no circumstances should a player or sportsperson react in a violent manner 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 spectator.
- b. Individuals signing the player registration form agree to abide by this 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 won't agree with every decision that is made and, just like players, the umpires and sports officials too may make mistakes.

21. Dress Code. In order to maintain academic dignity and sanctity of the institution, students and staff of the university are required to wear decent dress keeping in view the local cultural values. The dress restriction is not an attempt to impose any rigidity or regimentation but is congenial to the spirit of discipline which is the cardinal feature of life style at NUST institutions. The purpose of Dress Code is to provide basic guidelines for appropriate work dress that promotes a positive image of NUST besides allowing flexibility to maintain good morale, respect, cultural values and due consideration for safety while working at laboratories. In compliance with the dress code, students shall avoid:

- a. Wearing tight or see-through dress.
- b. Wearing shorts, or sleeveless shirts.
- c. Wearing Tee-shirts/dress bearing language or art, which appears to be provocative or indecent and is likely to offend others.
- d. Wearing shabby or torn clothing.
- e. Wearing jogging or exercise clothing during classes.
- f. Putting on excessive makeup or wearing expensive jewellery.
- g. Wearing untidy, gaudy or immodest dress in classrooms, cafeteria and university offices.
- h. Wearing unprofessional attire in formal programs and interviews.

22. Greetings. Students are advised to adopt the habit of exchange of Islamic greetings i.e., *السَّلَامُ عَلَيْكُمْ/وَعَلَيْكُمْ السَّلَامُ* while meeting and interacting with colleagues/faculty and staff of the university. This is an important aspect of Islamic etiquettes & obligations and should so reflect 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. Student Grievances against Course Instructor/Faculty

- a. All institutions have a 3 member committee headed by a senior faculty member to redress the grievances of the student about any course instructor or grades or for any other issue.
- b. A student must submit the grievances, if any, in writing to the head of the institution within 5 days of the receipt of the grades. The Head of the institution or the respective HoD shall forward the grievance application to a 3 member committee. It will be mandatory for the committee to hear both sides (student and the instructor) and will give its final decision within 5 days or before the start of registration

for the new semester, which ever comes early. The decision of the committee will be deemed final and will be binding on all parties.

- c. A departmental Committee headed by the HoD/senior faculty member will be constituted to check randomly few answer papers of the final semester examination for uniformity of scoring & covering for the course content.

25. All faculty members, administrative staff, support staff and students are expected to monitor this code of conduct and report any disregard or violation thereof to the institution/Mian Office NUST for taking appropriate corrective action/remedial measures.

1. Deferment of Tuition Fee and Award of Subsistence Allowance

- a. **Deferment of Tuition Fee.** Such needy students as are unable to pay the fees will be allowed deferred payment on case-to-case basis but will be given degree after repayment of balance amount subsequently. Minimum 50% of fee should be paid in each semester with remaining 50% amount to be cleared before award of certificate.
- b. **Subsistence Allowance.** In order to ensure equal opportunities and to attract more students from the backward areas the following provisions are applicable:
 - (1) The hostel facilities will be partially or wholly subsidized for the needy and bright students from the backward areas, subject to furnishing proof of their need for this concession.
 - (2) The student must pay back the subsistence allowance so awarded after completion of his/her degree.

2. Procedure for Subsistence Allowance and Deferment of Tuition Fee

- a. Student desirous of availing this concession/assistance will be required to apply on the prescribed form which can be obtained from the institution.
- b. The application, duly recommended by head of the institution, shall be forwarded to Main Office NUST through the concerned HoD.
- c. The application shall be considered by a committee comprising Registrar, Director Academics, Director Postgraduate Programs (PGP), Director Finance and representatives from the respective institution as member. Director PGP and Deputy Director PGP shall act as Chairman and Secretary of the Committee respectively.
- d. The Committee will submit its recommendations keeping in view the state of funds under the head "Tuition Revenue" to Rector whose decision in the matter will be final.
- e. Director PGP will make a final list of students for whom concession/assistance has been approved. Copies of the list will be forwarded to all concerned institutions for display on the notice boards.
- f. The awardees of deferment in tuition fee or subsistence allowance will have to provide duly authenticated undertaking by their guarantors before availing these concessions.

3. 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. S/he will be asked to pay the full tuition fee within the stipulated period, failing which his/her name will be struck off the rolls of

the institution. Rector, on the recommendations of head of the institution will decide the revised percentage of fee concession based on the gravity of the offence/circumstance on case-to-case basis.

3. Merit-based Scholarships

a. Masters

- (1) Selected Student under ICT Endowment Fund Scholarship will be given monthly stipend of Rs. 18,000 pm.
- (2) Tuition fee of these students will be paid by the university.
- (3) All NUST UG President Gold Medalists pursuing Masters from NUST and having 1st semester GPA ≥ 3.50 will be given 100 % tuition fee waiver for the full duration (four regular semesters) of the program.

b. PhD

- (1) Selected PhD student under ICT Endowment Fund Scholarship will be given monthly stipend of Rs. 30,000 pm.
- (2) NUST also pays supervisor's remuneration for the awardee PhD student.
- (3) To meet the expenses of their research, such PhD students, are also granted research fund.
- (4) During research phase of PhD studies at NUST, student also get an opportunity to benefit from collaborative/joint research training programs with well-reputed foreign universities.
- (5) NUST takes care of even self-sponsored PhD students. They are also paid for their supervisor's/evaluator's fee and essential research related expenditure.

4. **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:

- a. Sufficient number of scholarships/fee waivers will be granted to the batches of fresh needy entrants each year.
- b. The scholarship will be for full duration (four regular semesters) of the program to which a student is admitted.
- c. Financially under-privileged students, who are unable to pay their fee may be allowed deferred payment of tuition fee on case-to-case basis.

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

- a. Punjab Educational Endowment Fund (PEEF) and DFID-UK aid

scholarship.

- b. PAK-USAID merit and needs based scholarship program (Phase II).
- c. Restricted funds under NTF like Asghar Butt and Nisar Aziz Butt Endowment Fund Scholarship.
- d. Tuition Fee Reimbursement Scheme for PhD Students of underdeveloped areas of Pakistan, AJK and Gilgit Baltistan under “Prime Minister’s Fee Reimbursement Scheme”.
- e. Students may also apply on their own for any other scholarship, such as those offered by:
 - (1) Higher Education Commission (HEC).
 - (2) Lady Viqar-un-Nisa and Feroz Khan Noon Trust for Education.
 - (3) Pakistan Scottish Scholarship Scheme (PS³) through British Council.
 - (4) Provincial Government Endowment Fund Schemes, etc.
- f. Scholarship provisions for postgraduate studies for candidates from FATA and Balochistan are also available through HEC for which they may apply directly to HEC.
- g. Further details are also available with Scholarship Section, Postgraduate Programs 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 student.

6. Fee/Charges

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

% age of Tuition Fee	Timeline for Semester System	Timeline for Annual System
Full (100%) of Tuition Fee Refund	Apply upto 7th day of convening of classes	Apply upto 15th day of convening of classes
Half (50%) of Tuition Fee Refund	From 8th - 15th day of convening of classes	From 16th - 30th day of convening of classes
No Fee (0%) Refund	From 16th day of convening of classes	From 31st day of convening of classes

c. Fines/Penalties on Late Payments

Period	Fine
After the due date till start of semester	5 % of the total payable amount
From start of semester till 15 th day *	10 % of the total payable amount
16 th day from start of semester *	Registration shall be suspended. For re-activation of registration, student will be required to pay the Admission Processing Fee again along with all outstanding charges and fines.

**In any case student will not be able to attend classes till clearance of dues.*



1. Introduction. NUST admits the best lot of students through a transparent admission process. Once enrolled, the students avail various facilities offered by the University as long as they complete their degrees. With a view to accommodating maximum number of students on-campus, fully furnished male and female hostels, equipped with modern amenities, have been established. These provide students with conducive as well as hygienic environment so that they pursue their education without having to worry about boarding, lodging and related issues generally faced by students coming from outstations. At present, there are as many as thirteen hostels at the main campus, i.e., nine for male and four for female students with a capacity to accommodate 3200 students. The management makes every effort to provide peaceful academic environment.

2. Allotment of Hostel Accommodation

- a. Hostel accommodation will be allotted on first-come-first-served basis to outstation students who get admission in any institution at the main campus, Islamabad. Local students (living in Rawalpindi/Islamabad) will be considered after accommodating the outstation students.
- b. Students are required to apply on prescribed form (available at www.nust.edu.pk). Hostel accommodation will be allotted by Deputy Director Hostels depending on availability. On submission of accommodation request, applicants will be put on the waiting list.
- c. **Types of Accommodation**
 - (1) Cubical/single bedroom with attached washroom.
 - (2) Biseaters (in Boys Hostels) with attached washroom.

3. Hostel Dues

a. Hostel Charges (National Students)

- | | | |
|-----|-------------------------------------|-----------------------------|
| (1) | Hostel Security | Rs. 10,000/
(Refundable) |
| (2) | Cubical | Rs. 5,800/- PM |
| (3) | Biseater (with washroom) | Rs. 4,800/- PM |
| (4) | Biseater (with community washroom) | Rs. 4,300/- PM |
| (5) | Triseater (with community washroom) | Rs. 3,500/-PM |

b. Hostel Charges (International Students)

- | | | |
|-----|----------------------------------------|--------|
| (1) | Single occupancy (with attached bath) | USD 70 |
| (2) | Double occupancy (with attached bath) | USD 60 |
| (3) | Double occupancy (with community bath) | USD 50 |
| (4) | Triple occupancy (with community bath) | USD 40 |

Married Students

(1)	One bedroom apartment	USD 120
(2)	Two bedroom apartment	USD 170

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

b. Mess Charges

(1)	Mess Security	-	Rs. 9,000/- (Refundable)
(2)	Monthly charges	-	Rs. 4,500/- (Rs.150/- per day)

c. **Payment of Dues.** Hostel dues are required to be paid on semester basis. Hostel rent challan will be issued through Finance Directorate (Fee Section). Mess charges will be paid on monthly basis in advance. The challan will be issued by the Hostels Branch.

4. **Attendance.** To ensure security as well as presence of students in the hostels, students are required to mark their daily attendance at Manager's (Hostel) Office between 09:30 pm to 10:00 pm for female students and 10:30 pm to 11:00 pm for male students. Those who fail to mark their attendance shall be considered absent. Proxy is not entertained. Attendance will be marked in the presence of Manager (Hostels)/Caretaker. If a hostelite is absent from hostel for more than 07 days, without prior information, his/her hostel allotment will be cancelled without notice, besides imposition of fine.

Note: Students are expected to immediately report to the hostel management about any suspicious activity or any student if missing/absent from the hostel.

5. **Fine.** Due date of deposit would be mentioned on challan. However, for late deposit of dues, students will pay fine as mentioned in the hostel rent challan / mess bill and other type of fine (like for late comers and disciplinary cases) imposed by the hostel management.

6. **Duration of Students' Stay in Hostels.** Stay of the PG students, who are granted admission in the hostels in H-12 Campus, will be governed by the following provisions:

- The students will be allowed to stay in the hostel for on-campus duration of their programs.
- Six-month extension, beyond on-campus duration, is allowed to students, if they provide a certificate to the hostel administration, duly countersigned by the institution that s/he has not yet completed the degree requirements and that s/he is not employed anywhere.
- For initial six-month extension, students will directly apply to Director Administration through their respective institution. Director Administration will be the approving authority for the

required extension.

- d. Students desirous for special extension beyond the above stated period will forward their request, duly recommended by Head of Institution to Postgraduate Programs (PGP) Directorate, which will assess the requirement of the student on merit and process the case for special extension, which will not be more than 6 months.

7. 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.

8. Temporary Hostel Allotment. Temporary allotment facility will be provided only to those students who are currently registered at the main campus, on availability of accommodation. Students applying for shorter duration will be granted permission to avail the facility on case-to-case basis. Application form is available at the hostels office, which requires the signature of parents (Father/Mother). Hostel rules will be followed by temporary students in true spirit.

9. 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 submit necessary documents including driving license, copy of CNIC and NUST student card while seeking permission.
- c. Riding motorcycles will not be allowed without valid driving license and wearing of crash helmet. Defaulters will be warned/ fined heavily.

10. Neat and Clean Living. Hostel environment inculcates neat, clean and healthy living habits among students, which are ensured by:

- a. Frequent talks/lectures.
- b. Written instructions/guidelines.
- c. Inspections/visits.
- d. Appointment holders/senior students are encouraged to set example.
- e. Practice of making rooms, commonplaces and surroundings neat and clean.

11. Messing. It is mandatory for all residents:

- a. Messing is arranged by own staff.
- b. Messing is charged in advance on monthly basis for which mess bill is issued, to be deposited in the bank within the due date.
- c. Mess security Rs. 9,000/- charged at the beginning is refunded in cash when the student gets clearance from the hostel.
- d. Students' committees are formed to participate in mess/hostel

affairs. The mess menu of the hostel is prepared with the consultation of Hostel Messing Committee.

- e. Request for mess off (less than 5 days and more than 15 days) will not be entertained.
- f. Residents dine in their respective mess only (other than genuine medical reason).

12. Meal Timings/Dress Code. Student must follow the dress code while going in the dining hall students are not allowed to wear sleepers and Bermuda shorts.

13. Conduct. Students are advised to dress up well, while moving on the campus, except when going to / coming from washroom. Student's general behavior, dress and conversation in the hostels must be decent. Shouting is not allowed. Any kind of misconduct will be dealt sternly. CCTV cameras are installed for round-the-clock monitoring.

14. In/Out Timings

- a. Students are not allowed to stay out of hostel after 9:30 pm (female) & 10:30 pm (male) or the time notified otherwise. Defaulters will be fined heavily.
- 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 hostel (yellow) card for identification, while going out of the hostel or entering the hostel.

15. Damage to Property. Students are expected to cooperate for taking care of the hostel mess, such as newspapers, magazines, furniture, TV, cutlery and 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.

16. TV Timings. Television will be closed at 2300 hours on normal working days and at 2345 hours on the weekends/closed holidays. The keys of television room will be in the custody of the Manager/ Warden (Hostels) and s/he will be responsible for ensuring compliance of orders. However, in case of some important sports events like World Cup/ Olympics, etc, special permission can be obtained from Manager (Hostels).

17. Vacations. Students staying in the hostel during vacations will abide by all rules and regulations. A valid reason certificate or letter will be submitted by the student to hostel manager to stay in hostel during summer vacations.

18. Punishment. It is mandatory to comply with the timings and orders spelt out in these instructions and those issued from time to time. Necessary disciplinary action

will be taken against the student for each minor or major violation. Following action will be initiated against defaulters:

- a. Student will be produced by Manager (Hostels) before DD Hostels for misconduct & indiscipline.
- b. Serious violation, as and when observed, will be reported to the parents in writing.
- c. For major breach, matter will be referred to NUST Disciplinary Committee.
- d. Imposition of fine/penalty.
- e. Expulsion from hostel.
- f. Re-allotment will not be considered after expulsion.

19. Vacating the Hostel. Whenever a student wishes to vacate hostel, s/he must inform the Manager (Hostels) in writing minimum of a week in advance. Dues will be paid and clearance will be obtained before leaving. Room keys and hostel card will be deposited in Manager (Hostels) office.

20. Discipline. Best state of discipline is expected from the residents, a few aspects of discipline are highlighted here:

- a. **Ragging.** Ragging, in any shape, which causes 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 student or asking them to do any act or to perform such things (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 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 strike or printing/writing/ distributing pamphlets/handouts etc.
 - (3) Giving threats to any student or staff member.
 - (4) Overstaying in hostel after completion of on-campus duration/ specified period/completion of 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.
- (9) Drinking alcohol, sheesha, hashish, heroine, etc.

Note: Khokhas/Dhabas are out-of-bound for students.

21. Inspections

- a. Manager (Hostels), Assistant Director Hostels, Deputy Director Hostels, Director Administration and Senior Executive of the University can inspect hostel (students rooms and almirahs etc) without any advance notice at any time of day or night.
- b. Weekly/monthly inspection will be conducted by Manager (Hostels).
- c. Quarterly inspection will be conducted by Deputy Director Hostels.

22. Medical Care. NUST Medical Center provides best medical services to students round-the-clock and is sufficiently equipped. Qualified doctors (male/female) and trained staff perform their duties with complete dedication.

23. Indoor Sports. Well-equipped gymnasia with required machines are available in 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 gyms.

24. Do's and Dont's

- a. **Do's**
 - (1) Greet the fellow students, staff and faculty.
 - (2) Be respectful to colleagues and hostel staff/management & security staff at gates.
 - (3) Use parliamentary/decent language.
 - (4) Keep the room neat and tidy.
 - (5) Utilize your PC for educational purpose only.
 - (6) Be security conscious and take care of your valuables especially cash, mobile phones and laptops, etc. Take your valuables along when you proceed on leave, etc.
 - (7) Always clear hostel & mess dues in time to avoid fines/overpayments.
 - (8) Follow instructions issued from time to time religiously.
 - (9) Take care of hostel property.
 - (10) Always enter your name in IN/OUT register, i.e., while going out/coming back to the hostel.
 - (11) Report to Manager (Hostels) office on given time for attendance.
 - (12) Inform the Manager (Hostels) about Withdrawal/

- Relegation on immediate basis.
- (13) Preserve/economize on utilization of water, electricity and gas.
 - (14) Put off all the electric switches, gas appliances and water taps while leaving the room.
 - (15) Be aware of all notices put up on the Notice Boards.
 - (16) In case of any emergency or illness, immediately report to the Manager (Hostels)/Caretaker who shall make necessary arrangements for medical assistance.
 - (17) Always be well-dressed and hair must be properly trimmed. Student should make a habit to shave daily.
- b. **Dont's**
- (1) Keeping of prohibited medicines, drugs without doctor's prescription.
 - (2) Possession of the following items is totally banned:
 - (a) Fire arms, daggers, etc.
 - (b) Alcohols, toxic drugs, sheesha, gutkha and hashish/heroin, etc.
 - (c) Crackers, explosives, ammunition, etc.
 - (d) Objectionable material like pornographic videos, books, or photographs.
 - (3) Smoking and keeping any kind of such items.
 - (4) Misusing hostel premises/facilities for other than studies.
 - (5) Involvement in criminal/police cases.
 - (6) Guests of students or day scholars in the room/hostel.
 - (7) Driving motorcycle without crash helmet, wheeling/aerobatics.
 - (8) Disturbing fellow residents by playing loud music or instruments at a high volume.
 - (9) Making noise and raising slogans.
 - (10) No electric appliance will be permitted in the student's room except refrigerator and room cooler (with permission and on monthly charges).
 - (11) Damaging hostel property.
 - (12) Making structural additions/alterations in the rooms or install/fix electrical gadget or fittings/fixtures in the hostel.
 - (13) Involvement in politics, ethnic, sectarian or any other undesirable activity.

- (14) Collection of chanda/donations on any account.
- (15) Ragging of juniors inside/outside the rooms and hostels.
- (16) Gambling in any form such as playing cards (even without money at stake).
- (17) Changing the authorized room setting.
- (19) Occupying/interchanging/swapping rooms without permission of Manager (Hostels).
- (20) Giving tips or making any other kind of payment to the sanitary workers or other hostel staff.
- (21) Opening the door of another fellow's room without his/her permission.
- (22) Using the belongings of other residents without their consent.
- (23) Borrowing and lending money from the students/staff.
- (24) Going onto the rooftop.
- (25) Arrange private trips/visits without written permission of Deputy Director Hostels.
- (26) Cooking in the room under any circumstances.
- (27) Keeping pets or animals in the room.
- (28) Non-adherence to the chain of command.

25. Hostel Administration. Hostel administration/management includes:

- a. Director Administration.
- b. Deputy Director Hostels.
- c. Assistant Director Hostels.
- d. Manager (Hostels).
- e. Caretaker.

26. Certificate as given below duly signed by the student and countersigned by the father/mother/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 comfortable stay in the hostel.*
- b. *Students are required to follow the above rules while staying in the hostel. Parent/Guardian are requested to go through these rules and advise their son/daughter to strictly follow the rules. A certificate to this effect (as per the specimen) 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 & regulations. However, it will keep the resident informed of any changes in the form of notice on hostel notice boards.*
- e. *These rules are intended to ensure conducive environment for all residents.*

Name: _____

Father's / Guardian's Name: _____

School: _____

Discipline: _____

Hostel: _____

Room No: _____

NUST HOSTEL RULES AWARENESS CERTIFICATE

It is certified that NUST Hostel Rules have been read by the undersigned and is assured that these will be followed in their true letter & spirit. On any violation of these rules, necessary disciplinary action may be taken against me.

Date: _____

Student Signature

Countersigned By

Date: _____

Father / Mother / Guardian

Name: _____

ID Card No. _____



1. General. NUST Center for Counseling & Career Advisory (C³A) is a significant component of student services and offers confidential and professional service to all members of the NUST community. This service is absolutely FREE to all NUST community, as well as the immediate families of students, staff and faculty members. Counseling helps address short-term personal, social, familial or academic worries to long-term often more complex, psychological issues.

2. NUST is the only University in Pakistan that has an autonomous unit, with a committed team of trained psychologists and counselors. Qualified psychologists counsel, administer psychological tests and offer workshops and group sessions on pertinent issues. C³A also undertakes research projects and functions as a student/faculty support organization. Self-help brochures are also available on issues related to students' concerns. The center strives to take a holistic approach towards students' development so they may thrive professionally and personally.

3. Counseling Services. Discussing personal issues with friends and family can have biased responses or a limited approach. There are times when it is appropriate to seek professional help. Counseling 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. C³A offers following services to students:

- a. Planning and organizing regular individual/group counseling session.
- b. Arranging Workshops.
- c. Conducting awareness lectures.
- d. Publication of useful articles and literature on psychological health.
- e. Psychological Testing.

4. Some of the issues addressed at C³A are:

- a. Examination anxiety.
- b. Lack of confidence.
- c. Poor class performance.
- d. Lack of motivation.
- e. Underachievement.
- f. Adjustment problems.
- g. Sadness and depression.
- h. Home sickness.
- i. Stress management.
- j. Anger management.
- k. Career interest.
- l. Relationships/attachment issues.
- m. Student-teacher conflict.
- n. Procrastination.

5. **Psychological Testing Facilities.** C³A provides testing and assessment facilities in many areas of your personality. The most common tests are personality, intelligence (IQ), emotional testing (EQ), aptitude (career choice), depression, anxiety, sociability etc. To make an appointment for testing and assessment,

The following testing/analysis facilities are available at C³A:

- a. Intelligence Quotient (IQ).
- b. Emotional Quotient (EQ).
- c. Achievement Tests.
- d. Personality Tests.
- e. Aptitude Tests.
- f. Ability Tests.
- g. Tests measuring Career-related Issues.
- h. Evaluating Interests, Values, Opinions and Attitude Tests.
- i. Tests measuring Anxiety and Depression.
- j. Tests measuring Examination Stress, Anger, Leadership Styles, Psychological Well-being and Social Skills.

6. **Confidentiality.** The center remains committed to offering a discreet and confidential service and is fully aware of the vulnerabilities and sensitivities of its clients at all times. C³A abides by all personal, social, ethical and professional norms. Counseling records at C³A do not form a part of or affects a student's academic profile in any way. Visiting the center and all records are kept discretely confidential.

7. **Harassment Complaint Cell.** C³A also functions as a Harassment Complaint Cell as per HEC policy.

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

- a. "I want to share my experience in C³A: it will not be wrong if I use words like disabled and hopeless for myself. I was lacking behind in confidence, was unable to introduce myself to anyone or to share my thoughts and opinions. The very first thing taught to me was self-realization. I shared all my guilts, mistakes and all those concerns of past which used to disturb me and eventually made myself free from black debris which accumulated in me. Now I am able to resolve those past issues to move forward in my future in a better way."
- b. "My visit to C³A was the first time I visited a Psychologist, despite needing help I was hesitant to contact them. However, after the first session I realized that I should have come much earlier. I received help in resolving my issues from the past that were still influencing

me. Throughout the session, I never felt or was treated like a psycho or lunatic. The atmosphere was very friendly, casual and nonjudgmental. It has been one of the best decisions of my life.”

- c. “I am very thankful to the caring professionals at C³A who helped me a lot to overcome my depressive features. I felt a marked improvement in my attitude, thinking, and personal life. I learnt to respect and value myself. Proper guidance of the counselor also made my bond strong with ALLAH. I am thankful to you for your thoughtfulness.”

9. Make an Appointment

Visit us at: SADA Building, Block C, Ground Floor, H-12 Campus, Islamabad

Office Timing: Mondays to Fridays - 9:00 a.m. – 5:00 p.m.

Call: 051-9085-1571; 051-9085-1579

Email: c3a@nust.edu.pk

Like us: Our facebook page

Visit us: www.nust.edu.pk

List of Masters / PhD Programs

MS Programs (53)

S. No.	Program	Institution
1	MS Electrical Engineering	C of E&ME, SEECs, MCS, PNEC
2	MS Mechanical Engineering	C of E&ME, SMME, PNEC
3	MS Software Engineering	MCS, C of E&ME
4	MS Information Security	MCS, SEECs
5	MS Systems Engineering	RCMS, MCS
6	MS Construction Engineering & Management	SCEE, MCE
7	MS Structural Engineering	"
8	MS Transportation Engineering	"
9	MS Computer Engineering	C of E&ME
10	MS Mechatronics Engineering	"
11	MS Engineering Management	"
12	MS Manufacturing Engineering & Management	PNEC
13	MS Geotechnical Engineering	SCEE
14	MS Urban and Regional Planning	"
15	MS Environmental Engineering	"
16	MS Environmental Sciences	"
Sr.	Program	Institution
17	MS Remote Sensing & GIS	"
18	MS Water Resources, Engineering & Management	"
19	MS Geotechnical & Tunneling	"
20	MS Information Technology	SEECs
21	MS Computer Science	"
22	MS Innovative Technologies in Education	"

23	MS Materials & Surface Engineering	SCME
24	MS Chemical Engineering	"
25	MS Nanoscience & Engineering	"
26	MS Process Systems Engineering	"
27	MS Design & Manufacturing Engineering	SMME
28	MS Robotics & Intelligent Machine Engineering	"
29	MS Biomedical Engineering	"
30	MS Biomedical Sciences	"
31	MS Disaster Management	MCE
32	MS Economics	S³H
33	MS Mass Communication	"
34	MS Clinical Psychology	"
35	MS Development Studies	"
36	MBA	NBS
37	Executive MBA	"
38	MS Human Resources/Management	"
39	MS Mathematics	SNS
40	MS Physics	"
41	MS Chemistry	"
42	MS Career Counseling & Education	C³A
43	MS Healthcare Biotechnology	ASAB
44	MS Plant Biotechnology	"
45	MS Industrial Biotechnology	"
46	MS Energy Systems Engineering	USPCAS-E
47	MS Thermal Energy Engineering	"

48	MS Electrical Energy Engineering	"
49	MS Computational Science & Engineering	RCMS
50	MS Bioinformatics	"
51	MS Peace & Conflict Studies	CIPS
52	MS Aerospace Engineering	CAE
53	MS Avionics Engineering	"

Note: The minimum & maximum duration of all MS programs is 2 and 4 years respectively. All MS programs are of 30 CHs except Clinical Psychology (38 CHs), Economics and Human Resource Management (36 CHs), Career Counseling (32 CHs), MBA and EMBA (66 CHs).

PhD Programs (36)

S. No.	Program	Institution
1	PhD Electrical Engineering	C of E&ME, SEECS, MCS, PNEC
2	PhD Mechanical Engineering	C of E&ME, SMME, PNEC
3	PhD Software Engineering	MCS, C of E&ME
4	PhD Information Security	MCS, SEECS
5	PhD Computer Engineering	C of E&ME
6	PhD Mechatronics Engineering	"
7	PhD Engineering Management	"
8	PhD Manufacturing Engineering & Management	PNEC
9	PhD Geotechnical Engineering	SCEE
10	PhD Construction Engineering & Management	"
11	PhD Structural Engineering	"
12	PhD Transportation Engineering	"
13	PhD Urban and Regional Planning	"
14	PhD Environmental Engineering	"

15	PhD Environmental Sciences	“
16	PhD Remote Sensing & GIS	“
17	PhD Water Resources Engineering & Management	“
18	PhD Information Technology	SEECs
19	PhD Computer Science	“
20	PhD Materials & Surface Engineering	SCME
21	PhD Chemical Engineering	“
22	PhD Nanoscience & Engineering	“
23	PhD Business Administration	NBS
24	PhD Design & Manufacturing Engineering	SMME
25	PhD Robotics & Intelligent Machine Engineering	“
26	PhD Biomedical Engineering	“
27	PhD Biomedical Sciences	“
28	PhD Economics	S3H
29	PhD Clinical Psychology	“
30	PhD Energy Systems Engineering	USPCAS-E
31	PhD Mathematics	SNS
32	PhD Physics	“
33	PhD Chemistry	“
34	PhD Applied Biosciences	ASAB
35	PhD Computational Science & Engineering	RCMS
36	PhD Peace & Conflict Studies	NIPCONE (CIPS)

Note: The minimum & maximum duration of all PhD programs is 4 and 7 years respectively. All PhD programs are of 48 CHs (18 CHs of coursework and 30 CHs of Thesis).

Re-Checking of Papers

1. Fill 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. Mention clearly the subject/papers 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 it.
6. Time-barred application shall not be entertained.
7. Re-checking does not mean re-assessment or re-evaluation of the answer-book. Following is the procedure for rechecking 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 answer book has been left un-marked.
- e. Total number of questions attempted does not exceed the limit allowed in Question Paper.
- f. Total marks in the answer-book tally with the marks sheet.
- g. Viva/practical & internal assessment marks are not re-tabulated.
- h. The student or anybody on his/her behalf has no right to see or examine the answer-book for any purpose.
- j. Increase/decrease in the final marks of the student will be decided according to the results of re-checking.

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Application Form for Re-Checking Of Answer-Books/Papers

1. Name of the Candidate: _____
2. Father's Name: _____
3. Roll No. _____
4. Examination Type: (ANNUAL / SUPPLEMENTARY / END TERM)
5. Year/Semester: _____
6. Paper to be re-checked:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
 - g. _____

7. Fee Paid:

Rs. _____ Challan/draft No. _____

Bank Branch: _____ dated _____

8. 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. _____

Postgraduate programs: Fee Structure
Miscellaneous Charges: National Students

Fee Structure for National Students

MS/MBA/EMBA				PhD	
	All Disciplines (less Engg Management, Construction Engg & Management MBA & EMBA)	Business studies		Engineering Management & Construction Engineering Management	All Programs
	Rupees	MBA Rupees	EMBA Rupees	Rupees	Rupees
Admission Processing Fee	10,000	10,000	10,000	10,000	5,000
Security Deposit (refundable)	10,000	10,000	10,000	10,000	7,000
Semester Fee	60,000	90,000	20,000 per course	90,000	60,000
Reading Material (Per Annum)			12,500		

Payment of Student Fee

- At the time of admission, student have to pay the admission processing fee, security and full semester fee in advance. Dues are required to be paid on semester basis.
- Invoice/Challan for admission charges along with first semester fee and Provisional Selection Letter will be available on NUST website.
- Tuition fee will be payable on semester basis. Student have to pay their fee in advance before the commencement of semester otherwise they will not be eligible to sit in the class.
- MBA and MS HRM Students will be charged Reading Material @ Rs 8500/student/year to be deducted in Fall Semester.

Fee Structure for International Students

MS/MBA/EMBA					PhD
	All Disciplines (less Engg Management, Construction Engg & Management MBA & EMBA)	Business studies		Engineering Management & Construction Engineering Management	All Programs
	USD	MBA USD	EMBA USD	USD	USD
Admission Processing Fee	110	110	110	110	60
Security Deposit (refundable)	100	100	100	100	70
Semester Fee	600	900	200(per course)	900	600
Reading Material Fee			125 (per Annum)		
Course Repeat Fee (per credit hour)	40	40	200 (per course)	40	40

1. At the time of admission, student has to pay the admission processing fee, security and full semester fee in advance.
2. Tuition fee for the first semester will be deposited in the form of Bank Draft at the time of admission in NUST Registration office.
3. Tuition fee will be payable on semester basis. Student have to pay their fee in advance before the commencement of semester otherwise they will not be eligible to sit in the class.

UNDERTAKING (By the Student)

I, _____ son/
daughter of _____, student of
_____ program, hereby certify that I have
read the instructions carefully given in student 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.

Signature: _____

Name: _____

CNIC No. _____

Date: _____

Address: _____

(Note: Please deposit this certificate duly completed.)