

ACADEMIC REGULATIONS (PG PROGRAMS)
Masters' Students

1. **Academic Deficiencies.** A student shall be dropped from the Master's 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 improvement.
 - d. Attendance of the student remains below 75% in two or more subjects.
 - e. On disciplinary grounds.

2. **Probation.** A student shall be placed on probation under any of the fol conditions: -
 - a. If his/her CGPA is less than 3.00 but great than or equal to 2.00
 - b. On disciplinary grounds when recommended by respective discipline committee of the school.

3. **Suspension.** Suspension means that a student is not allowed to continue regular academic activities for a specified time by faculty Board of studies: -
 - a. On disciplinary grounds
 - b. On medical grounds
 - c. On prolonged absence
 - d. Suspension on reasons beyond student's control or on authorized grounds/ sanctioned leave from competent auth.

4. **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 subject to meeting the following conditions:
 - (1) Has completed minimum one Semester with min required GPA
 - (2) Has been recommended by the school.
 - 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 he / she joins.

- c. While considering the case for re-admission, it will be ascertained 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 he joins.
- f. Suspension of registration, on grounds of prolonged absence, will be granted only once in the program in which he / she was originally granted admission.

5. **Adding / Dropping of Course(s): -**

- a. Adding/Dropping of course(s) shall be allowed within the first two weeks of start of a semester. It shall be ensured that minimum number of credit hours is not less than 6 and maximum number of credit hours does not exceed 12.
- b. A student shall be allowed to drop a registered course latest by 8th week of a regular semester and 5th week of a summer semester, however, a letter grade “W” shall appear in the transcript against the specific course and shall not be considered for computation of GPA.
- c. A student shall be allowed one “W” in a semester, and should not be allowed to accumulate more than 2 “W”s at any stage.
- d. Students having ‘W’ on the transcript shall not be considered for any academic honor/award.

6. **Repetition of Course(s).**

A student may repeat a course under two circumstances, ie, to clear an “F” grade or to improve CGPA. The student will be required to complete all formalities applicable to repetition of a course, ie, assignments, quizzes, OHTs and ESE. Transcript will show both the grades, however, GPA will be calculated using better grade.

- a. **Clearance of 'F' Grade.**
 - (1) A student may repeat a course to clear an 'F' Grade.
 - (2) It shall be the student's responsibility to clear the failed/dropped courses subj to availability of resources at the institute and approval of Dean/HoD.
 - b. **Improvement of CGPA.**
 - (1) A student may repeat a course at any stage in which he/she received the grade C or C+.
 - (2) A student shall be allowed to repeat maximum of 03 courses apart from clearance of "F" grade, if any.
 - (3) The student shall not be allowed to improve his CGPA after completion of the degree.
 - c. Student will submit request to repeat a course on proper application form.
 - d. Request of the student will be processed by the ACB for approval of Dean/Principal through Exam Branch.
 - e. Upon approval of request, student, Mgr ACB, LMS Team, Accts Offr and S.HoDs will be informed by the exam branch.
7. **Deferment of Semester(s).** A student may seek deferment from regular studies subject to the following conditions: -
- a. Deferment will be requested before the start of a semester. However, in exceptional cases it may be requested latest by the 2nd week of a semester.
 - b. During the period of deferment, he / she will be allowed to repeat courses already studied on payment of prescribed fee but not permitted to study new courses.
 - c. He / She shall pay 25% tuition fee to maintain his / her registration. However, in case a student opts to defer the first semester he/she shall have to pay 50% tuition fee (non-adjustable / non-refundable)
 - d. Total duration of the degree program will remain 04x years and deferment period will be counted towards the total duration of degree program.
8. **Research During Master's Program:**
- a. Thesis will be of 06 cr hrs.
 - b. Thesis will be graded and counted towards the calculation of CGPA
 - c. The GEC shall comprise at least two members holding preferably a PhD degree.

- d. A student can start research work after completion of 9 (nine) credit hours of coursework provided his CGPA is ≥ 3.0 . Thesis defense will only be allowed once he has attained a CGPA of ≥ 3.0 in coursework.
- e. The students desirous of continuing their research after the on-campus time shall have to maintain their registration with the University and accordingly pay the registration fee as per the policy.
- f. 20% of the students will be allowed to complete MS degree program by taking 02x courses instead of thesis. However, such students will be required to complete thesis work in case they want to register for PhD.

9. **Transfer of Credits:**

- a. Only courses in which at least a “B” grade or its equivalent was received shall be considered for transfer.
- b. Only courses that were completed within the last three years may be considered for transfer.
- c. Maximum of 09x PG level course credits may be transferred but the grades shall not be transferred.
- d. The transfer of credits shall be subject to acceptance by the concerned department.

PhD Students

1. **Admission Procedure:**

- a. Students will apply to Main Office, NUST.
- b. Main Office, NUST will fwd the applications to concerned school for evaluation/recommendation.
- c. Applications will be evaluated by concerned HoDs.
- d. Students will be required to select a suitable supervisor and make a presentation on their PhD research topic/plan in consultation with selected supervisor in HoDs meeting.
- e. Copies of application forms, testimonials and PhD-1 forms will be fwd to Exam Branch SEECs by HoDs for onward submission to Main Office, NUST.
- f. Main Office, NUST will fwd the names of finally selected candidates to school.
- g. After final selection, students will be issued with joining instructions.
- h. Students will submit written joining report mentioning exact date of joining duly verified by the supervisor.
- i. Joining report will be fwd to NUST for issuance of registration number.
- j. Upon receipt of registration number from NUST, Student, Supvr, Accts Offr, LMS Team, Mgr ACB and S. HoDs will be informed.

2. **Guidance and Examination Committee (GEC):**

- a. GEC will be formed at the earliest but not later than one month of the student's joining date.
- b. The GEC will comprise at least three PhD members in addition to the supervisor and co-supervisor (if appointed).
- c. At least one member of GEC shall be external from other reputed universities/R&D organizations/relevant industry or constituent institutions /organizations of NUST.

3. **Academic Deficiencies.** A student shall be dropped from the PhD degree program under following circumstances/conditions:-

- a. Fails in one or more course(s).
- b. Fails to complete coursework requirements in three years.
- c. CGPA remains below 3.50 on completion of coursework even after availing three chances for improvement of grades.
- d. Fails twice in the qualifying examination.

- e. Fails to achieve the research objectives as set forth by his Supervisor / GEC within the maximum time allowed.
- f. Remains absent for 60 or more consecutive days without valid reasons.
- g. On disciplinary grounds

4. **Coursework:**

- (1) Student shall take a minimum of 18 credit hours of 800/900 level courses, as specified by his GEC. These 18 credit hours shall not be counted towards any other degree.
- (2) Students will be required to register for at-least 03 cr hrs per semester during entire coursework phase.
- (3) The GEC may specify additional/pre-requisite subjects to be taken by the student. These shall be notified as “Additional Courses” and shall not be counted towards calculation of CGPA.
- (4) The CGPA shall be calculated only on the basis of the 18 credit hours of courses taken by the student.
- (5) Students are allowed to take courses at other colleges/institutes of NUST, subj to the approval from PGP Dte, Main Office NUST.

5. **Repetition of Course(s).** A student may repeat a course to improve his CGPA, if it is below 3.50 before taking the qualifying examination:-

- a. A student can repeat a course in which he/she has a grade C, C+ or B.
- b. A student will be allowed to repeat a maximum of three courses only.
- c. Transcript will show both old and new grade but CGPA will be calculated using better grade.
- d. If an elective course cannot be offered for repetition due to unavoidable circumstances, a student may take an alternative elective with the approval of GEC.
- e. Student will submit request to repeat a course on proper application form.
- f. Form will be signed by the supervisor and all GEC members.
- g. Request of the student will be processed by the ACB for approval of Dean/Principal through Exam Branch.
- h. Upon approval of request, student, Mgr ACB, LMS Team, Accts Offr and S.HoDs will be informed by the exam branch.

6. **Qualifying Examination:**

- a. CGPA in coursework should be 3.50 or above.
- b. Qual exam should not be delayed for more than 4 months.
- c. Qual exam should consist of two parts, ie, Part-A (written) & Part-B (oral).
- d. Part-A will consist of Major and Minor papers and student will be required to pass each paper with 65% marks.
- e. Oral exam should be conducted within 03x months after student qualifies Part-A.
- f. Result of Part-B will be determined by majority vote.
- g. The student will defend thesis synopsis as part of oral exam.
- h. Unsuccessful candidates in either part shall be given one additional chance only to appear in the failed part within a time period to be decided by the GEC.

7. **Research during PhD Program:**

- a. Research work will be of 30 cr hrs.
- b. Student having a CGPA below 3.50 shall not be allowed to take PhD Research.
- c. Student must have a minimum of two research papers published/accepted for publication, preferably presented also, in HEC approved journals / international conferences of repute out of which at least one paper must be accepted/published in HEC approved "X" category journal.
- d. Only those publications related to the research work will be counted in which the student's name is that of the 1st author.
- e. Student in-consultation with supvr/GEC will submit 04x names of foreign experts and 03x names of local experts to be nominated as external evaluators.
- f. Names of suggested evaluators will be fwd to Main Office, NUST along with CVs for final selection.
- g. Main Office, NUST will select 02x foreign and 01x local expert as external evaluator.
- h. Student will submit PhD-6 form along with hard and soft copy of thesis to exam branch for onward forwarding to external evaluators for evaluation.
- i. Evaluation report by the thesis supervisor/co-supervisor, at least one local external expert, and two foreign experts has to be positive before the student can be asked to carry out final defence.

- j. The schedule of thesis defence shall be announced at least 8 weeks prior to the defence to all NUST institutions and Main Office NUST for maximum participation.
- k. The student shall 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.
- l. The Defence Committee shall give its decision with majority vote.
- m. Student will be required to submit 05x copies of his/her thesis (both hard as well as soft copies in the form of CDs) along with PhD-7 form and 01x passport size picture.
- n. It will be responsibility of the student to obtain sign of GEC/evaluators on the required forms.
- o. Any plagiarism in PhD research work and fake documents submitted by the student, even those submitted at the time of admission, shall result in cancellation of degree.

8. **Deferment of Semester(s):**

- a. Deferment will be requested before the start of a semester. However, in exceptional cases it may be requested latest by the 2nd week of a semester.
- b. During the period of deferment, he / she will be allowed to repeat courses already studied on payment of prescribed fee but not permitted to study new courses.
- c. He / She shall pay 25% tuition fee to maintain his / her registration. However, in case a student opts to defer the first semester he/she shall have to pay 50% tuition fee (non-adjustable / non-refundable)
- d. Total duration of the degree program will remain the same and deferment period will be counted towards the total duration of degree program.

9. **Payment of Tuition Fee.** PhD students will be charged full tuition fee for 03x years (on-campus duration). Thereafter, if the student has completed course, no fee will be charged till completion of degree requirements. However, beyond the stipulated 03x years, a student will be required to pay the prescribed course fee for deficient/improvement courses. Fee during Summer semester will be course based.

Flow Chart (PhD Studies)

Admission Procedure

- Student applies at Main Office, NUST
- Student will select a suitable supervisor and research topic.
- School will evaluate the candidate & fwd recommendations to Main Office, NUST
- Main Office, NUST will issue selection letter to student.
- Student will be issued joining instructions by the school.
- Student will submit registration docus and joining report which will be fwd to Main Office, NUST.
- Regn number will be issued by Main Office, NUST.

• Formulation of GEC

• Course work of 18 credits

F Grade/Failed to complete coursework within 03 yrs

Withdraw

• Improve Grades as per Policy

• CGPA ≥ 3.50

Withdrawn

• CGPA ≥ 3.50

Withdrawn

Failure

• 2nd Chance

Failure

• Qualifying Exam

Cleared

Cleared

• Thesis Evaluation/
Defense

• Thesis work of 30 credits
• 2 research papers published/read in HEC approved journals out of which one must be published in HEC approved journal

Success

Award of PhD Degree

Withdrawn

Time Limit Expires



