

Policy on Change of UG Program / Disciplines

1. Change of program policy for NUST UG Students completing 1st year of their studies, will be implemented as per the subsequent paras.

2. **Change of Program from Engineering to Non-Engineering and within Non-Engineering Programs Where 1st Year is not Common.** Change in program where first year is not common will be allowed as under:-

- a. Student must fulfill the NUST eligibility criteria of the specific program in which he / she desires to transfer.
- b. Student will have to appear in the relevant NUST Entry Test (NET), for selection on open merit in the applied program and will join first semester on selection.
- c. On selection through open merit, will have the following options on joining 1st semester of new program:-
 - (1) **Option I.** In case student wants to start afresh, he / she will join as a fresh candidate with no transfer of previously studied credits.
 - (2) **Option II.** In case student wants to transfer his / her previously studied credits of all accepted courses, after proper evaluation by the respective institute on joining fresh batch as fresh candidate, the duration of study will include previous study duration, and he / she will not be eligible for any honors and awards except Rector Gold Medal.
- d. In case of opting for transfer of credits of accepted courses, (option-II) these would be fully transferable and accountable in the re-allotted program. Any leftover courses will be transferred as a non-credit course (additional course).

- e. The request for a change of program will be processed by respective school / college through FBS recommendation and will be submitted to Main Office (Registration Branch UG), immediately on conclusion of the FBS (within 15 days after spring end semester exam). The Application form is attached as Anx A.
- f. Cases of students opting for transfer of credits as per option II, para 2c (2), will be processed by Registration Branch UG after proper evaluation through the respective institutes to recommend accepted / additional courses on the basis of evaluation.
- g. Student availing change of program with option II, will not be eligible for any honors and awards except Rector Gold Medal and will maintain the previous enrollment.
- h. The change of program once carried out will not be reversed and will be allowed for one time only.

3. **Change of Program within Non-Engineering Disciplines Where 1st Year is Common**. Change of program will be allowed within non-engineering disciplines where first year has been made common. Students successfully clearing the first year with mandatory CGPA (2/2.5) with no F/FX grade, meeting the basic laid down eligibility criteria can apply through respective institutes. Procedure /conditions are:-

- a. The request for change of program will be processed by respective school / college through FBS recommendation and will be submitted to Main Office (Registration Branch UG), immediately on conclusion of the FBS (within 15 days after spring end semester exam). The application form for change of program within the discipline having 1st year common is attached as Anx B.
- b. A merit list will be prepared by the Registrar Dte on receipt of applications from the schools on the basis of CGPA, availability of seats and recommendations of the FBS of school / college.

- c. In case of similar CGPAs of students seeking change of program, preference will be given to the candidate having higher merit position obtained in the NUST admission process.
 - d. Transfer of accepted credit hours and grades would be fully transferable and accountable in the re-allotted program. Any leftover courses will be transferred as non-credit courses (additional courses). A Plan to make up the deficiency of one odd course, in re-allotted program, if any, will be prepared by the institute in consultation with the student.
 - e. Change of program will depend upon the eligibility criteria, availability of seats in a particular program and merit.
 - f. Final list prepared as per merit and availability of seats will be processed by Registration Branch UG for approval by the competent authority.
 - g. Student availing change of program will not be eligible for any honors and awards except Rector Gold Medal.
 - h. The change of program once carried out will not be reversed.
 - i. Change of program will be allowed for one time only.
 - j. Registrar Dte will ensure that re-allocation / change of program is appropriately controlled and managed with respect to the laid down procedure and availability of seats in the required program.
4. Colleges / Schools will ensure the following:
- a. Consolidated recommendations are sent to Main Office on conclusion of the FBS (within 15 days after spring end semester exam) so as to ensure that the process is completed in available time, prior to commencement of classes.
 - b. Intimate availability of seats in each program for accommodating these cases.

- c. Timely intimation to students interested to apply for change of program under para-2 of the policy, to appear in NET, if they get selected on open merit, admission is offered in normal selection, only then their cases will be considered under this policy.
- d. Students joining 1st semester of new program under this policy will pay complete tuition fee, admission processing fee and security as per the normal fee challan/timeline issued by Fin Dte. Security fee already paid will be adjusted in subsequent semester fee.
- e. Students who have availed deferment/suspension of semester in their 1st year duration are not eligible to apply under this policy.
- f. Scholarship awardee students availing change of program under this policy will have to follow the terms and conditions of their respective scholarships. For necessary clarification regarding scholarship and its terms and conditions, UAO be consulted by the institutes prior to processing the cases to Registrar Dte.
- g. To handle the cases in restricted manner, Rs. 5000 (non-refundable) application processing fee will be charged to the applicants. Bank draft in the name of NUST will be forwarded with the application form.
- h. Staff deputed by the institutes to handle change of program cases must be well conversant with the policy and ensure forwarding cases in accordance with the policy with all relevant details.



Anx A

NATIONAL UNIVERSITY OF SCIENCES AND TECHNOLOGY
SECTOR H-12, ISLAMABAD
REQUEST FOR CHANGE OF PROGRAM (UG)
FROM ENGINEERING TO NON-ENGINEERING AND WITHIN NON-
ENGINEERING PROGRAMS WHERE 1ST YEAR IS NOT COMMON

1. Regn No _____
2. Name _____
3. Phone no. _____
4. E-mail _____
5. Current Program. _____
6. School/College _____
7. CGPA _____
8. Admission category: Open merit/SAT National seat/SAT International seat. *(Please tick ✓)*
9. Merit position _____
(New NET)
10. Change of program required to _____
(Program) (School/College)
11. Detail of courses studied: (Attach transcript)
12. Transfer of credit in the new allotted program? [Yes] [No]
(If yes, duration of study will include previous study time)

13. Recommendations of FBS meeting:
FBS meeting no. _____ Held on _____ Item no. _____
14. Signature of the student _____ Date _____
15. Signature of the HoD _____ Date _____

Instructions:

- a. No column will be left blank.
- b. Photocopy of minutes of FBS meeting must be attached.
- c. Date by the student and by HoD must be entered in para 14 & 15 respectively.
- d. Change of program case must be forwarded just after the conclusion of FBS.
- e. Student must appear in NET, if gets selected on open merit only then his/her case will be considered.



NATIONAL UNIVERSITY OF SCIENCES AND TECHNOLOGY
SECTOR H-12, ISLAMABAD
REQUEST FOR CHANGE OF PROGRAM (UG)
WITHIN NON-ENGINEERING PROGRAM
WHERE 1ST YEAR IS COMMON

1. Regn No _____ 2. Name _____
3. Phone No _____ 4. E-mail _____
5. Current program _____ 6. School/college _____
7. CGPA (after 2nd semester) _____
8. Admission category: Open merit/SAT National seat/SAT International seat. *(Please tick ✓)*
9. Merit position _____ 10. Change of program required to _____
(Program) (School/College)

11. Detail of courses studied: (Attach transcript)

12. Recommendations of FBS meeting:

FBS meeting no. _____ Held on _____ Item no. _____

13. Signature of the student _____ Date _____

14. Signature of the HoD _____ Date _____

Instructions:

- No column will be left blank.
- Photocopy of minutes of FBS meeting must be attached.
- Date by the student and by HoD must be entered in para 13 & 14 respectively.
- Change of program case must be forwarded well before the start of the next semester.