



POLICY ON FINANCIAL AID TO STUDENTS
(NEED BASED / MERIT BASED)

NATIONAL UNIVERSITY OF TECHNOLOGY
(NUTECH), ISLAMABAD

POLICY ON FINANCIAL AID TO STUDENTS

(NEED BASED / MERIT BASED)

General

1. Need / Merit based scholarships are focused to enhance educational capabilities of the students by off-loading their financial burden and to award merit based scholarships to motivate high performing students. Therefore, in order to reach out to financially challenged and deserving students, the NUTECH Merit/Need-based scholarships will be supported by NUTECH resources and external funding. Confidentiality is to be observed to preserve the esteem of the students.
2. Higher Education Commission/ National Technology Council places liability on Higher Education Institutions (HEIs) to provide or arrange various financial benefits to its students in the form of scholarships. HEIs must maintain special funds, as a continuous financial support to the students throughout their academic program. ***However, Subject to availability of funds quota conditions i.e 5-10% of students in any particular program may be given scholarships.***

Selection Committee

3. The proposed committee for selection is as under:-
 - a. Chair - Controller of Examination
 - b. Members
 - (1) Rep ex DoU Office
 - (2) Rep ex Registrar Office
 - (3) Rep ex Treasurer Office
 - (4) Rep ex Admission Office
 - (5) Rep ex Office of Students' Affairs (OSA)

Need Based Scholarship

4. Broad Parameters are:-
 - a. **Types**
 - (1) Full Scholarship (100% Tuition Fee Waiver)
 - (2) Partial Scholarship (25% and above Tuition Fee Waiver)
 - b. The eligibility of candidate for need based scholarship will be evaluated by committee based on financial background of his/her family.
 - c. **Scholarship will be awarded for complete duration of studies (4 Years) however, will be reviewed on yearly basis as under:-**
 - (1) **Fresh intake.** At the time of Registration.
 - (2) **Review Cases.** 30 Days before start of Fall Semester.
 - d. Students of new entry securing admission will be primarily eligible for the award. However, special cases (whose financial situation changes drastically due to unforeseen circumstances i.e. unplanned retirement, deaths, lay off from job etc) from other entries may also be considered alongwith reviewed cases.

- e. The continuation of scholarship is subject to satisfactory academic performance as under: -
- (1) **CGPA $\geq$ 2.00 for 1st semester, CGPA $\geq$ 2.50 / 4.00 for 2nd Semester onwards** with no more than one “F”
 - (2) Attendance $\geq$ 75%
 - (3) Good conduct of student.
- f. Scholarship is restricted to tuition fee only.
- g. At least 5% students per intake after evaluating their financial situation may be granted need based scholarship.
- h. The Scholarship will be applicable for on campus duration of the program in which the student is enrolled.
- i. Student can get one scholarship at one time.
- j. All NUTECH need based scholarship awardees will be eligible to avail any other scholarship, however same must be declared immediately.
- k. On ground check/verification will be carried out as on requirement basis for applicants.
- l. False Provision of information / document will be considered as sheer violation of discipline and may results in one or all of the following:
- (1) Recovery of all the payments received and a penalty.
 - (2) Disqualification for award of any future financial support.
 - (3) Cancellation of admission.
- m. For Allied students, Need Based Scholarship is valid for students from low-income countries
- n. NORIC Office will track female student’s progress and generate a graduation report on the intake and graduation
- o. NORIC Office will track the progress of students from underrepresented areas and generate a graduation report detailing the number inducted and graduated
- p. **Sliding Scales:-**

Category	Criteria
Extremely Needy (100%)	(1) Father deceased (2) No proper source of income (3) Family income less than Rs. 35000/- (4) More siblings educational expenses (more than one university students)
Highly Needy (75%)	(1) Father not alive, Mother Siblings Support (2) Father alive and retired (Not earning) (3) Father alive having low income job (Plumber, Labourer and Driver) (4) Father Income less than Rs 45000/- (5) Moderate Educational expenses of siblings (University and School going students)
Needy (50%)	(1) Father earning less than Rs 65000/- (2) Father Self-Employed (Shop, Workshop and Pick & Drop) (3) 1-2 siblings studying at School level

- q. Final approval will be accorded by Rector on the recommendation of scholarship committee.

Procedure to apply

4.1. The procedure for availing of Need Based Scholarship is as under:

- a. **Departments and Office of Student Affairs (OSA)** will collect / compile all applications and forward the same to committee.
- b. Committee will evaluate application/data and conduct interviews, if deemed necessary.
- c. Recommendation of this committee will be put up to Rector for finalization.
- d. Students desirous of availing this concession/assistance/scholarship are required to apply on the prescribed form which can be obtained from the website, Exam Office page.

Financial Aid for Differently-Abled Students

5. Differently-abled students demonstrating financial need will be eligible for scholarships under the Need-Based Scholarship framework. Applications will be submitted to the Exam Office via the DSA, and the nature of the disability will be assessed by the Need-Based Scholarship Committee. Details of the Performa and supporting documentation are attached as **Anx-A**.

6. Merit Based Scholarship Criteria for UG Students

- a. Limited Merit Scholarships will be awarded to bright and talented students securing top positions. Scholarships will be reserved for the **Top 3 position holders of Undergraduate students (all sections)** who have achieved a minimum SGPA of **3.75**, as detailed below:

- | | | | |
|-----|--------------------------------------|---|--|
| (1) | 1 st Position | - | Rs. 25000/- |
| (2) | 2 nd Position | - | Rs. 15000/- |
| (3) | 3 rd Position | - | Rs. 10000/- |
| (4) | SGPA 4.00 (1 st Sem only) | - | 100% (Tuition fee only) |
| (5) | SGPA 4.00 & CGPA $\geq$ 3.90 | - | 75% (Tuition Fee only) (2 nd Sem Onwards) |
| (6) | Minimum Semester GPA | - | 3.75 |
| (7) | Normal academic load | - | at least 14 credit hours . |
| (8) | No deficient case. | | |

- b. However, subject to availability of funds and quota conditions, this scholarship will be awarded after the declaration of results by the Exam Office, with the approval of the Competent Authority.

Merit Based Scholarship Criteria for MS Students (PG)

7. No Merit Bases Scholarship for **PG** Students, however DOU/DGE to workout working paper for **TA / RA** policy (based on best national / international practices) which will be processed in the forthcoming ACM.

SOP / POLICY – DIFFERENTLY ABLED FINANCIAL AID**Background.**

1. In line with international best practices and HEC guidelines, it is necessary to address the requirements of differently abled students to ensure their inclusion in the academic environment and society. A Need-Based Scholarship Policy was approved by ACM in its 4th meeting held on **27 February 2019**. To further strengthen inclusivity, provisions for differently abled students need to be incorporated within the existing policy framework.

Aim

2. To facilitate and support the needs of differently abled students during their course of studies.

3. Following policy will be adopted for **differently abled students**: -

- a. All needy students, including differently abled students, will process their applications for need-based scholarships with the Exam Office in the 2nd week of the 1st Semester.
- b. Separate Minute Sheet from OSA will not be processed for such cases.
- c. DSA will refer cases of differently abled students, along with their remarks after initial scrutiny, to Exam Office by the end of the 2nd week of the 1st Semester.
- d. The needs of differently abled students will be assessed according to the exact nature of the disability (visually disabled, hearing impaired, physically disabled, etc.) after an interview conducted by the Need-Based Scholarship Committee.
- e. The result of the 1st Semester / subsequent semesters with a minimum CGPA of 2.00 will be mandatory for continuation of the scholarship for differently abled students as well.
- f. 1st Semester fee will be granted for all needy students, including differently abled students.
- g. Differently abled students will present before the committee a certificate confirming their disability in terms of physical or mental disorder.

4. **Committee.** The existing Need-Based Scholarship Committee will evaluate the needs of especially abled students.

5. Separate Performa will be formulated by OSA to record details of the disability for each student. Performa is placed at **Anx-B**.

PERFORMA FOR DIFFERENTLY-ABLED STUDENTS

1. Personal Information

- Full Name: _____
- NUTECH ID.: _____
- Program: _____
- Department: _____
- Batch / Semester: _____
- Date of Birth: _____
- Contact Number: _____
- Email ID: _____

2. Disability Details

- Type of Disability: _____
- Percentage of Disability (if applicable): _____%
- Medical Certificate Attached: Yes / No
- Issued By (Hospital/Authority): _____
- Date of Issue: _____

3. Assistance Required (✓ Tick as applicable)

- ☐ Extra Time in Exams
- ☐ Large Print Question Papers
- ☐ Special Seating Arrangement
- ☐ Financial Aid/Need-Based Scholarship
- ☐ Other (Specify): _____

5. Declaration by Student: I hereby declare that the above information is true and correct to the best of my knowledge.

Signature of Student: _____

Date: _____