



NUTECH MIGRATION & TRANSFER POLICY

NATIONAL UNIVERSITY OF TECHNOLOGY (NUTECH)

ISLAMABAD, PAKISTAN

NUTECH MIGRATION & TRANSFER POLICY

1. **Introduction.** To handle the cases of UG students requesting for migration to NUTECH from Local/Foreign educational institutions and from within NUTECH, Migration Policy has been formulated. All migration requests are evaluated and processed in the light of this policy in a controlled manner.

2. **Process.** Under extraordinary circumstances, on the recommendation of Dean of University (DoU) Office, the case will be processed by Registrar Office for approval of the Rector. Rector may allow transfer of a student within NUTECH, or migration from other foreign / Pakistani universities / colleges of repute, generally under the following conditions:-

- a. The applicant can apply after completion of first year of study. He / she should apply to NUTECH, four weeks before the start date of a semester.
- b. The applicant should be an enrolled student in his/her parent university at time of applying for migration.
- c. The applicant should possess SSC & HSSC/equivalent certificates of relevant groups with minimum 60% marks. All non-FSc stream candidates have to provide equivalence certificate duly obtained from IBCC, Pakistan.
- d. Should have the academic performance of reasonably high standards.
- e. **Students once appeared in the NUTECH Entry Test (NUET) and failed to get admission in NUTECH due to low merit are not eligible.**
- f. **Students from universities located in Federal Capital Territory and Rawalpindi and surrounding areas are not eligible to apply.**
- g. Courses to be transferred must have a minimum B Grade. Courses must correspond to courses offered by NUTECH or equivalent in depth and intensity.
- h. The credit hours transferred are counted towards the degree requirement and GPA of the transferred credits hours shall not be counted towards the calculation of CGPA.
- i. Candidate must complete at least 60% credit hours of his degree program at NUTECH.
- j. The university / college / institute from which the student requests for migration is well known, accredited, recognized by HEC and has respectable standing / ranking.
- k. Candidates applying from abroad must ensure that their institute / university is accredited from respective accreditation body.

- l. Transfer within NUTECH will be allowed to student admitted on the basis of NUTECH selection process.
 - m. Inter-institutional transfers of students within NUTECH **will be allowed only once** and managed / processed on the basis of laid down procedure in vogue.
 - n. Migrated students are not eligible for Honors/Awards except Rector's Gold Medals.
 - o. NUTECH authorities reserve the right to reject cases without assigning any reason.
 - p. Application must be submitted at least 4 weeks prior to start of a regular semester.
 - q. Recommended migration cases will be reported to **PEC** for obtaining **NOC** before admission.
3. ***Provisions of NUTECH Migration Policy, as amended/ updated from time to time, will be applicable in processing of all migration cases.***

4. **How to Apply**

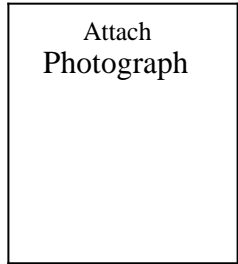
- a. Download migration form from NUTECH Website (attached as Annexure 'A').
 - b. Duly filled migration form may be forwarded to Dean of University (DoU) Office through concerned Head of Departments along with following:-
 - (1) Official transcript of semesters studied at Parent University.
 - (2) Photo copy of mark sheets of Matric and FSc/equivalent examinations (equivalence certificates from IBCC, Pakistan in case of O/A level/ equivalent exams).
 - (3) Detailed course outlines of subjects already studied.
 - (4) No Objection Certificate (NOC) from Parent University.
 - (5) Character certificate from Parent University.
 - (6) Bank draft amounting to Rs 5000/- (Rupees five thousand) in favour of NUTECH as initial migration processing fee.
5. Migration fee applicable after migration/transfer is accepted/approved by NUTECH.

Migration/Transfer Fee	PKR
Migration from foreign universities	250,000
Migration from local universities	100,000
Transfer within NUTECH	5,000

APPLICATION FORM FOR MIGRATION TO NUTECH

Intended Area of Transfer

1. Degree Program _____
2. NUTECH College/School _____



Personal Data (Type or write in Block Letters)

3. Name: _____

Male Female

4. Date of Birth

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Day Month Year

5. Nationality: _____

6. C.N.I.C/NICOP#: _____

7. Passport No: (in case of Foreign Student) _____

8. Fathers' Name: _____

9. **Present Postal Address** _____

10. Telephone No. _____ Mobile No. _____

E-mail _____ Fax No. _____

11. **Permanent Address:** _____

12. Telephone No. _____ Mobile No. _____

E-mail _____ Fax No. _____

13. Have you ever applied in NUTECH Undergraduate program on basis of following:

NUTECH Entrance Test basis SAT basis No

14. If yes, give following details:-

Year of applying _____ Registration no. _____

Merit position: _____

15. Have you ever applied for migration to NUTECH? Yes No

16. If yes when? _____ To, which program? _____

What was the decision? _____

17. **Academic Data** (Provide all transcripts and report all results)

Degree/Cert	Name and Location of School/College/University	From	To	Division GPA/Grade	Marks Obtained (In%)	Major Subjects Taken
<input type="radio"/> Matric <input type="radio"/> O'Level/ Other						
<input type="radio"/> FA/FSc <input type="radio"/> A'Level/ Other						
<input type="radio"/> Other (Specify)						
<input type="radio"/> Currently Enrolled <input type="radio"/> Completed						

18. Have you failed, repeated or withdrawn from any of the above examinations or taken any examination in parts. If yes, please provide the following details:

<u>Examination (s)</u>	<u>Year (s)</u>	<u>Failed/repeated/withdraw/In parts</u>	<u>Reason (s)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

22. **Character Certificate From Where Migration Is Being Made**

Certified that the applicant bears good moral character and has not been debarred from taking University examinations or suspended or not expelled or rusticated from University or Institution from which he intends to migrate and that no disciplinary action is pending against him. The applicant has never been involved in any indiscipline or unfair means case during his stay at this Institution. He was never a member of any political group. I also certify that the applicant was not admitted against any reserved seat for special categories.

Signed by:
Principal/Vice-Principal/Registrar
(with Official Seal)

Date: _____

23. **Declaration by Father/Guardian of the applicant**

I hereby declare that this application of migration is being submitted with my consent and I agree to honor my responsibilities in this regard.

Dated: _____ **Signature of the Father/Guardian** _____

Note: Incomplete applications will not be entertained. So please do not leave any field blank

Note: *Please write on extra sheet, if required and attach with the application.*

24. **Undertaking** I have read the details given in application form for Transfer of Students. I hereby apply for admission to the Bachelors Program at NUTECH as a Transfer student and certify that, to the best of my knowledge, all the above statements are complete and correct. I also declare that I have never been involved in any illegal activity. I understand that any attempt to influence the Admission process or providing false or incomplete information would result in my disqualification or dismissal from the Program at any stage.

Applicant's Signature: _____

Applicant's name: _____

Date: _____

25. **Please attach following documents with the migration form:-**

- a. Official transcript of semesters studied at parent university.
- b. Photo copy of mark sheets of Matric and FSc/equivalent examinations (equivalence certificates from IBCC, Pakistan in case of O/A level/ equivalent exams).
- c. Detailed courses outlines of courses already studied.
- d. No Objection Certificate (NOC) from parent university.
- e. Bank Draft amounting to Rs. 5000/- (Rupees five thousand) in favour of NUTECH as processing fee (non-refundable).

Note: Duly completed migration form alongwith abovementioned documents may be forwarded to **Dean of University (DoU) Office through concerned Head of Departments to Registrar Office, Main IJP Road, Sector I-12, Islamabad.**

(TO BE FILLED BY CONCERNED HEAD OF DEPARTMENTS)

26. **Details of Accepted Courses / Credits**

Course Code	Course Title	Credits	Grade

27. **Details of Deficient Courses**

Course Code	Course Title	Credits	Grade

The case for migration from above mentioned institution to our College/School/Institute has been critically examined by faculty and it is recommended that migration of student be accepted to join _____ semester with _____ course.

RECOMMENDED / NOT RECOMMENDED

Dated: _____

Signatures of
Dean of University

