



**NUTECH UNDERGRADUATE ENGINEERING PROGRAMS**  
**ADMISSION POLICY**

**NATIONAL UNIVERSITY OF TECHNOLOGY (NUTECH)**  
**ISLAMABAD, PAKISTAN**

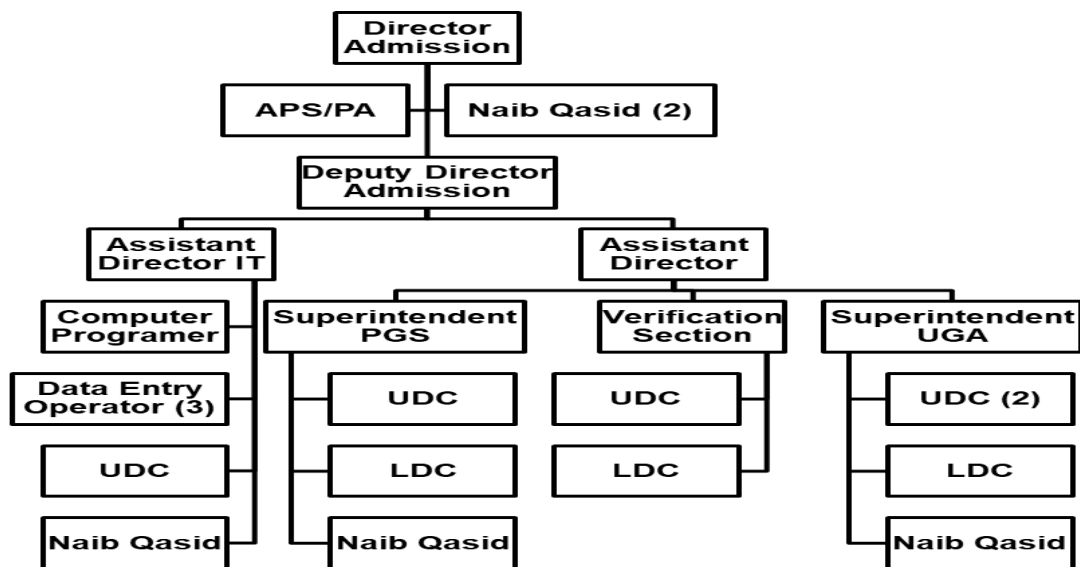
# NUTECH UNDERGRADUATE ENGINEERING PROGRAMS ADMISSION POLICY

1. **Introduction.** The Admission office provides an overarching framework for NUTECH admission policies and procedures, to support the mission of NUTECH. The policy applies to the admission of all categories of prospective students to the accredited Undergraduate Engineering academic programs of the university. Consistent with the mission of University, it seeks to enroll and retain an academically talented prospective student that enriches the learning community and is representative of the diverse society it serves.

2. **Mission.** Modeling policies with a view to induct most meritorious and appropriate prospective candidates in UG Engineering programs, in line with best international practices without any prejudice and bias in the selected engineering field of academics discipline to realize NUTECH vision.

### **The Admission Office**

3. **Organization.** The team of Admission Office comprises Director Admission and Deputy Director Admission along with 9 x support staff members as shown below:



4. **Functions and Responsibilities of Admission Office.** Admission office is responsible, on behalf of the University, to implement admission practices and policies regarding prospective UG engineering students’ recruitment and admission in a fair and transparent manner. The functions and responsibilities of admission office includes:-

- a. Ensuring adequate advertisement of all UG engineering programs being offered at the NUTECH, at appropriate moment employing all possible means of communication.
- b. Adopting best possible means as per international practices for selecting, admitting and guiding prospective UG engineering students to pursue their University education commensurate with their abilities.

- c. Taking care of prospective UG engineering students through provision of relevant information about the university policies related to admission and guiding them accordingly.
- d. Implementing admission and registration procedures quickly, accurately and transparently within the rules and regulations using modern technology means available to the University.
- e. Communicating with prospective UG engineering students, their parents/ guardians, high school counselors and NUTECH staff about admission decisions.
- f. Analyzing the applications of prospective UG engineering students based on standard admission policies/ procedures.
- g. Interviewing prospective UG engineering students to understand their objectives and background, if required.
- h. Following-up with prospective UG engineering students for any enquiries through direct meetings, live chats, phone calls and emails.
- i. Rendering advice to the prospective UG engineering students about the programs offered admission procedure, eligibility and costs involved.
- j. Informing prospective UG engineering students about the courses being offered and the tuition fees.
- k. Arranging orientation/familiarization programs, educational workshops and campus visits for freshmen.
- l. Providing support to other offices to prepare admission related presentations and to host prospective UG engineering student's reception.
- m. Develop innovative communication strategies, recruitment strategies and enrollment plans in coordination with senior management to attract and enroll more promising students in UG engineering programs.
- n. Recording of all previous original Results/ Documents are maintained for every UG engineering student joining NUTECH.
- o. Following up on matters related to transferred UG engineering students from other universities.
- p. Preparing statistics and reports needed inside and outside the University.
- q. Preparing pamphlets/leaflets, brochures, forms and all type of promotional material related to admission and registration in UG engineering programs.
- r. Verification of documents from boards for students joining UG engineering programs and doubtful cases of undergraduate engineering programs.

- t. Participating in all recruitment events, open houses, school fairs, information sessions, exhibitions, school visits and off-campus events etc.
- u. Revision of Fee structure in coordination with Treasurer Office and Registrar Office on required bases/ annually.
- v. Any specific task assigned by Rector/Pro-Rector.

5. **Duties of Director Admission**

- a. Director Admission is the administrative officer responsible for supervising the admission office and reports to the Rector.
- b. Serve as the coordinating office for University relations with high schools, junior and community colleges, and other educational institutions.
- c. Responsible to disseminate information to prospective UG engineering students about the University and about the admission process.
- d. Be responsible for the University's program of visitation to high schools and junior and community colleges.
- e. Develop outreach programs through which the University communicates with its constituents concerning the UG engineering educational opportunities at the University.
- f. Receive and examine credentials of former students who have not been in residence during a long-session semester to ascertain their eligibility for reentry.
- g. Evaluate, in conjunction with the academic departments, the courses from other colleges, universities, and junior colleges to determine their transferability to the University.
- h. Be responsible for maintaining and coordinating admission programs in UG engineering with the various academic areas.
- i. Any task or duty assigned by the Rector/ Pro-Rector.

6. **Duties of Deputy Director Admission**

- a. He will assist the Director Admission in management and running of all the office affairs of the admission office.
- b. Will be responsible for admission office management in the absence of Director Admission.
- c. Be responsible for recruiting qualified prospective applicants for admissions to the university in accordance with state and federal accreditation and Institute policies and regulations, consistent with the highest ethical standards.

- d. Manage inquiries to achieve prompt contact and performance activity; utilize approved recruitment policies/formats; make prompt and effective contact with inquiries.
- e. Accurately and completely portray UG engineering educational programs, expected outcomes, prospective student services, and financial consideration to prospective students, their parents and educators.
- f. Implement techniques to assess and forecast projected prospective UG engineering students on a periodic basis.
- g. Participate in appropriate recruitment and enrollment activities including: open houses, regional presentations, training sessions, orientation programs, career days, etc.
- h. Receive and evaluate the admission credentials of each prospective undergraduate engineering program applicant and determine the admission eligibility for these students and inform them of their admission status.

7. **Duties of IT Section**

- a. Organizes IT workflow and is responsible to maintain service and operational standards.
- b. Coordinates the maintenance of all admissions records in data bank.
- c. Develops, monitors, and analyzes budgets estimates and expenditures.
- d. Coordinates the implementation of approved budgets including capital, operations and renovations.
- e. Responsible for managing budget and prepares business cases with costing worksheets for new initiatives.
- f. Coordinates schedules with others at provincial, national and international level for conferences, seminars, expos, etc on admissions.
- g. Coordinates the collection and maintenance of statistics for planning and reporting purposes (internal, external and government).
- h. Enables teamwork, collaboration and information sharing to foster better customer service.

8. **Duties of UG Admission Section**

- a. Management and supervision of the operations of the admissions and registration, articulation and assessment/ information services regarding UG engineering programs.

- b. Working through subordinate supervisors, the section is expected to handle multiple responsibilities, solve complex problems relevant to prospective students' admissions in UG engineering studies.
- c. Ensure that systems and processes meet service expectations and strategic goals set out for admissions and registrations.
- d. Will assist on all matters, including making decisions, handling appeals, attending meetings, interpreting and implementing policies, etc.
- e. Assist in dealing migration / transfer and re-admission cases.
- f. Consider all UG engineering student complaints regarding admissions and registrations and sets up appropriate processes for resolution as per university rules and regulations.
- g. Develop, implement, monitor and evaluate procedures and policies for admissions and registrations.

9. **Duties of Verification Section.** Verification section involves in verification of degrees for students joining graduate and post graduate programs and also doubtful cases of undergraduate program.

- a. Verification of educational certificates and relevant documents deposited by the admitted students from concerned agencies
- b. Keep the office abreast of contact numbers and policies of different agencies and organizations involved in verification of documents of students
- c. Liaise with the government agencies to keep update about admission policies and roadmap set to higher education.
- d. Training of the admission staff at government institutes.

**Admission Pre-requisites/ Eligibility Criteria****10. <sup>1</sup>Minimum Academic Qualification for UG Engineering, BET and Computer Science Programs (4 Years)**

Ser	Criterion	UG Engineering/ BET Programs	Computer Science
a.	SSC / O-level / Equivalent exams	60% Marks	60% Marks
b.	HSSC / A-level / foreign equivalent examination / DAE (Part-I and II combined)	60% Marks	50% Marks <sup>2</sup>
c.	NUTECH Entrance Test (NUET) / SAT Subject Test	50% Marks	50% Marks
d.	Equivalence Certificate for O / A-level and other qualification holders from Inter Board Committee of Chairmen (IBCC) Islamabad, Pakistan		
e.	Candidates awaiting result of HSSC Part-II / A-level can also apply on the basis of FSc Part-I / A-1level. Provisional admission would be granted		
f.	Candidates passing FSc / equivalent qualification with combination of Math, Physics and Computer Studies / Computer Science are eligible to apply for BS Computer Engineering and Computer Science only		
g.	Candidates holding Diploma of Associate Engineering can also apply for applicable engineering program against 2% quota reserved in-line with PEC policy		
h.	Pre-Medical students who have passed Additional Math can also apply		
i.	<sup>3</sup> Pre-Medical students can apply for admission in BS Computer Science, however, they must pass deficiency courses of Math (most relevant topics to bachelor degree in computing education from intermediate level Math) within one year of their regular studies after admission		

11. **Medical Fitness.** Applicants will be required to provide Medical Certificate issued by any government hospital or a registered medical practitioner before joining the university after acceptance of admission offer. Medical certificate is required to confirm that candidates

<sup>1</sup> Authority - Eligibility Criteria originally approved by following bodies:

- 1<sup>st</sup> Academic Council Meeting held on 23-24 April 2018, minutes of meeting placed at Annexure A
- 1<sup>st</sup> Syndicate Meeting held on 9 May 2018, minutes of meeting placed at Annexure B
- 1<sup>st</sup> Board of Governors Meeting held on 18 May and 4 June 2018, minutes of meeting placed at Annexure C

<sup>2</sup> Eligibility Criteria revised in 7<sup>th</sup> ACM held on 30 Dec 2019, minutes of meeting placed at Annexure D

<sup>3</sup> Eligibility Criteria revised in 8<sup>th</sup> ACM held on – May 2020 (in line with decision of 36<sup>th</sup> NCEAC General Council Meeting), minutes of meeting placed at Annexure E

seeking admission possess adequate mental and physical health to be able to obtain engineering and technology education at NUTECH. Sample of medical certificate can be downloaded from website.

12. **NUTECH Entry Test (NUET) for UG Engineering Programs.** Prospective UG Engineering students to appear in NUTECH Entry Test for seeking UG Admission in NUTECH and score minimum of 50% marks. Score card to be forwarded in original with application form. However, when the required infrastructure and expertise/necessary manpower is available with the admission office, entry test will be conducted by NUTECH itself.

- a. Syllabus of Entry test will include questions from subjects of Math, Physics, Chemistry/ Computer Studies and English taught at SSC and HSSC level in all the boards of Pakistan. Distribution of paper will be as under:
 

(1) Math	-	40%
(2) Physics	-	30%
(3) Chemistry/Computer Sciences	-	20%
(4) English / IQ / Aptitude	-	10%
- b. Aptitude test along with interview will be used to select suitable prospective student for the degree program, applied for in order of preferences.
- c. Instructions regarding online registration for entry test will be available on the NUTECH website in the last week of **January/ February** every year.
- d. Fee invoice for application processing will be printed for payment through online bank.
- e. Test will be either paper or computer based on different stations.
- f. No negative marking in the test.
- g. A total of 100 questions will be given to attempt in a total time of 120 minutes.
- h. Detail of venues and instructions will be available on the NUTECH website.
- i. Result will be announced through university website as per schedule notified on the website.
- j. Rechecking of Entry Test paper will be done on payment of fee of Rupees 500.

13. **Entrance Exam.** Prospective students have to appear in the entrance exam as per instructions advertised by university and obtain minimum of 50% marks to pass but merit calculation will be based on highest marks obtained by the prospective students against the seats available in each degree program.

14. **Merit**<sup>4</sup>. All admissions shall be regulated on the basis of merit determined combining the weighted marks obtained in the NUTECH Entry Test (NUET) or SAT Subject (Math level-II,

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<sup>4</sup> Authority: - Merit weightage criteria originally approved by following bodies: -

- 1<sup>st</sup> Academic Council Meeting held on 23-24 April 2018, minutes of meeting placed at Annexure A
- 1<sup>st</sup> Syndicate Meeting held on 9 May 2018, minutes of meeting placed at Annexure B



Physics and Chemistry) for international/ expatriate students, with the weighted marks earned in the SSC/ O-Level/Equivalent examinations and HSSC/ A-Level/ Equivalent examination. The weightage criteria for the undergraduate degree program shall be as given below: -

- |  |   |     |
|--|---|-----|
| a. SSC/ O-level/ Equivalent                          | - | 10% |
| b. HSSC/A-level/ foreign equivalent examination/ DAE | - | 20% |
| c. NUTECH Entry Test/ SAT Subject                    | - | 70% |

15. **Ineligibility Criteria.** Candidates are ineligible to apply under following conditions or circumstances:

- a. Having secured less than 60% marks in SSC/ O-Level/ Equivalent certificate of IBCC.
- b. Having secured less than 60% marks in HSSC/ A-Level/ Equivalent qualification issued by IBCC.
- c. Not in possession of equivalent certificate of IBCC for O & A-Levels/ equivalent foreign qualification at the time of applying NUTECH.
- d. If failed or not appeared in any of subject in HSSC Part-I / II or A1/A2 level / equivalent examination.
- e. Any candidate who had been expelled from any of the university on disciplinary/moral grounds in the past.
- f. Anyone involved in criminal proceedings will be subject to security clearance from police / concerned authorities.

16. **The Admissions.** NUTECH provides equal educational opportunities to all qualified prospective students regardless of economic or social status. The University does not discriminate on the basis of race, colour, religion, marital status, beliefs, age, national origin, physical or mental disability. NUTECH admits students for the fall term each year; there is no January or June admission. Applicants are encouraged to submit their applications as early as possible and are responsible for ensuring that all admissions credentials are submitted on time. Application will not be reviewed until all materials have been received. Within the limits of space available, the admission office will endeavor to accommodate all eligible applicants. However, if the number of applications far exceeds the number of seats available in the entering class then selective and competitive admission requirements often exceed the minimum eligibility requirement. Applicants are offered admission on a competitive basis, with those meeting the NUTECH's selective admission criteria receiving first offers. The University encourages female students to join the engineering / technology programs. Because of revolutionary developments in the technological

field, it is no more considered as an exclusively male domain, and offers a host of highly rewarding careers, which suit the special endowments of women.

17. **Schedule of UG Engineering Admission.** Generally, admission process will start in the month of January each year after publication of advertisement in the newspapers.

- a. Ads in Newspaper in the month of January / February each year.
- b. Registration through website, filling of admission application form and download of application processing fee invoice from website up to 30 July each year.
- c. Deposit of application processing fee in designated branches of bank as per fee invoice and forwarding original copy of deposited invoice to NUTECH as per instructions given on website [www.nutech.edu.pk](http://www.nutech.edu.pk).
- d. Students to forward original result card of NUTECH Entry Test (NUET) to be conducted by university or SAT Subject score card by international / expatriate students, along with application as per deadline given in the advertisement or on website.
- e. Display of provisional merit list in first week of **August each year on website** and call, for interview (if any or whenever introduced) by contacting on cell phone / contact number mentioned on application.
- f. Display of first merit list by mid of **August each year** and issue of provisional admission offer letter.
- g. Display of Second / Third merit list by **end of August each year**.
- h. Start of classes in **1<sup>st</sup> week of September each year**.
- i. Deposit of admission and tuition fee before commencement of classes.
- j. Deposit of academic credentials by students and their verification – **1 to 30 September each year**.
- k. Confirmation of admission in the selected program subject to day of verification of documents received from concerned authorities.

### **Freshman UG engineering Admission**

18. Applications are made in response to the admission notices in the media, newspaper and website. Admissions are conducted according to an admission schedule, which is prominently displayed in these admissions notices. The procedure consists of following steps:-

- a. **Online Admission Application**
  - (1) Candidates are required to apply on NUTECH online admission system by following the link <https://nutech.edu.pk/admissions/>.
  - (2) Candidate may mention the UG engineering programs as per his/ her preference for admission on online application form.

- (3) All admissions UG engineering programs at NUTECH will be offered provisionally and will be confirmed once all the required formalities are met as per university rules and all the required documents are submitted by the student.
- (4) Students can apply on the basis of result of HSSC Part-I / A-1 level. They will be offered provisional admission at NUTECH. However, in case of DAE, student can apply based on final result of completed diploma of 3 years. This provisional offer is confirmed once the final result has been submitted and eligibility criteria fully met and all the other desired formalities are met, including the submission of required documents by the student.
- (5) NUET score card or SAT Subject Test (Math Level II, Physics and Chemistry) for applying in Engineering Programs and NUET or SAT Subject Test (Math Level II, Physics) for Computer Engineering and Computer Science Programs.
- (6) Late submission shall not be entertained.
- (7) Candidates must check the eligibility criteria before submitting their online application forms to confirm that they are academically eligible for admission into the program of their choice, Merit Calculator is also available at the link <https://nutech.edu.pk/admissions/>.
- (8) Shortlisted candidates to appear in the interview if any or whenever introduced, to ascertain their suitability in the program in which admission is being sought. Candidates will submit following documents in original along with three attested photocopies of each, at the time of joining the University:-
  - (a) Detailed Mark Sheets of matriculation or equivalent examination
  - (b) Intermediate or equivalent examination certificate by IBCC.
  - (c) Migration Certificate, if applicable.
  - (d) Provisional Certificate, if applicable.
  - (e) Undertaking on Stamp Paper to abide by the rules and regulations of NUTECH. Sample available on website.
  - (f) Computerized National Identity Card or 'B' Form.
  - (g) Two thumb size (1" x 1") and four passport size photographs attested from back side. Also the name, guardian's name, and program applied for should be clearly written on back of the photographs.

- (9) BS Engineering Degree program will be offered on merit basis and in order of preference given in the application form.
- (10) The candidates will be allowed to change their preference of UG engineering degree program once only after approval of concerned authority. However, application for change of preference after display of third or final merit list will not be allowed.
- (11) The candidates will be given choice to upgrade the degree program on merit basis and conditions of eligibility criteria, in case of dropouts on vacant seats in other programs after joining their preferred program.
- (12) Upon the display of final merit list of the successful candidates, they will be required to confirm their willingness through email.
- (13) Admission will only be considered complete if the payment of all dues within specified dates is confirmed to the Admission Office in coordination with Treasurer Office.
- (14) If an applicant fails to confirm his/her enrolment within the notified period or by due date, his/her admission will stand cancelled forthwith and the seat will be offered to the next candidate on the waiting list after further display of fresh merit list.
- (15) Confirmation of admission will be made after verification of original documents from concerned authorities and deposit of dues by candidate.
- (16) Students granted provisional admission for awaited result of HSSC part-II or A-level /foreign exam will be given confirmation of admission if they fulfill requirement of merit as per eligibility criteria of the program admitted for.
- (17) Applicants who have applied /re-appeared in examinations for improvement of grades shall not be considered for admission under the category of Result Awaiting Candidates and their most immediate notified result shall be counted in the preparation of merit list.
- (18) Applicants will not be considered for admission on the basis of Matric / O level Examination results only and their merit will be calculated on the basis of Intermediate / A level with minimum 3 subjects (Part I) results only.
- (19) Students of A-level to submit the equivalence certificate issued by IBCC within 20 days of the start of classes.
- (20) Mandatory Welcome and Orientation session will be held at NUTECH for all freshmen to acquaint them with campus life, policies and services being offered by university.

## **International Students**

19. **Eligibility.** Applicants must possess a degree (earned after 12 years of education) in the relevant field from an accredited Education Institution, with 60% cumulative marks for engineering degree programs. Any queries may be addressed by email to [admission@nutech.edu.pk](mailto:admission@nutech.edu.pk).

20. **Application Procedure.** Can apply through online registration module on NUTECH web portal <http://www.nutech.edu.pk/>. Should fulfil following requirements:-

- a. Evidence showing proficiency in English language (IELTS minimum score 5.0 band or TOEFL minimum score 70)
- b. NOC (No objection Certificate)/ Letter from the respective Government office/ Last attended educational institute regarding permission to study in Pakistan.

21. **Visa Requirements.** International students who wish to study in Pakistan need to obtain a Student Visa before traveling to Pakistan. Once student has been issued a provisional admission offer letter, he/she should immediately apply for a student visa for Pakistan by submitting following documents to the nearest Pakistani High Commission or Embassy in the country of residence or a neighboring country (in case there is no Pakistani diplomatic presence in the country): -

- a. Application Form (Student Visa Form) (to be obtained from concerned Pakistani High Commission or Embassy of the residence country)
- b. Photocopy of passport.
- c. No Objection Certificate (NOC) issued by the home country for study in Pakistan.
- d. Photograph.
- e. Educational Documents.
- f. Provisional Admission Offer letter of NUTECH.

**Note:** Renewal of visa after every one year is responsibility of the student himself/ herself.

22. **Letters of Reference (submitted on Joining).** Two reference letters from high school class teachers of the international candidate (one teacher should have taught either of Math, Physics or Chemistry/ Computer Studies). The letters be typed in double space. Both letters should bring out clearly, the suitability of international candidate for the selected program.

23. **Sharing of Information.** International students, who apply to NUTECH may have friends or family in Pakistan who sometimes contact us on their behalf. The university cannot divulge any personal information relating to an applicant to any third party without the applicant's written consent. If an international candidate wish to authorize a friend or family member to request and receive information on his/her behalf, please contact [admission@nutech.edu.pk](mailto:admission@nutech.edu.pk) for the procedure.

24. **SAT Subject Score.** International applicants with selected academic qualifications are required to submit valid SAT subject score card in original. The subject requirement for Pre-

engineering group is Mathematics Level II, Physics and Chemistry whereas subject requirement for student who studied computer studies at HSSC/Equivalent level is Mathematics Level II and Physics.

25. **English Language Requirement.** International students must be proficient in the English Language as this is the language of instruction at the University. Applicants with selected academic qualifications are required to furnish additional English Language test scores to fulfill the English Language requirement set by the university. NUTECH accepts the following evidence (anyone) as satisfying the English Language requirements for entry to a Bachelor of Science degree program: -

- a. IELTS minimum 5.0 band
- b. TOEFL Internet-based test - overall minimum score 70.

(Please note that score may not be more than two years old)

26. **Medical/ Health Insurance.** All international students to bring the medical/ health insurance certificate from their country before joining the NUTECH.

27. **Final Approval.** Cases of the international students, finally selected for admission, will be referred to Higher Education Commission and relevant Government department(s) for final approval as per policy in vogue.

28. **Orientation and Registration.** Orientation is chance to learn about the University, ask questions, register for courses, get to know about fellow classmates, meet with an academic advisor/faculty member and begin adventure as a new student. A formal orientation program is designed to welcome and introduce International students to NUTECH and to help them adjust to life at NUTECH before the official start date of classes. There will be social events where students will have the opportunity to make new friends, meet NUTECH faculty & staff. It is essential for all new international students to attend the orientation.

### **Migration UG Engineering Policy<sup>5</sup>**

29. **National and International Universities.** Migration of student from local or international university to NUTECH will be approved on the recommendation of the Committee on Curricula (CoC) of the University. Application must be submitted at least 4 weeks prior to start of a regular semester.

a. **Credit Transfer Policy.**

- (1) The merit of the applicant should be higher or equivalent to the minimum admission criteria in that particular discipline/degree program.
- (2) The applicant desiring credit transfer will submit following documents to NUTECH Admission Office: -

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<sup>5</sup> 3<sup>rd</sup> Agenda Point NUTECH Academic Policy. Decision: Approved Agenda Point 5<sup>th</sup> ACM copy of Agenda Point are attached at Annexure G.

- (a) Duly filled migration form
  - (b) Official transcript of semesters studied at Parent University
  - (c) Photocopy of mark sheets of Matric and FSc/equivalent examinations (equivalence certificates from IBCC, Pakistan in case of O/A level/ equivalent exams)
  - (d) Detailed course outlines of courses already studied
  - (e) No Objection Certificate (NOC) duly verified by the Registrar/ Principal/ Chairperson/ Head of the Department from Parent university
  - (f) Character Certificate from Parent University
- (3) The applicant must have completed first year with a grade less than C and must also apply for transfer before the start of final year.
  - (4) Depending upon the similarity and equivalence of the courses, only credit hours of those courses shall be transferred which shall have at least 60% marks in annual system or C and above grade in Bachelor.
  - (5) The participant will provide a clearance certificate from his/her previous institution and will register himself/herself with NUTECH within the stipulated time.
  - (6) The participant will have to cover the entire deficient course(s) (if any) within the stipulated time for the completion of his/her degree.
  - (7) The credits transferred are counted towards degree requirements of a participant. However, GPA of transferred credits will not be counted towards the calculation of CGPA, and that only 'Transferred' will be written against those courses whose transfer of credits was allowed by the respective Dean of NUTECH.
  - (8) 50% courses of the total credit hours for the program can be transferred at the undergraduate level.
  - (9) The Committee of Curriculum is authorized to transfer more than the aforesaid limit on exceptional grounds/cases examining the merit and genuineness of the case on the recommendations of the concerned Dean.
  - (10) The student has to fulfill residency requirement of one year after the transfer of credit hours at NUTECH.

30. **Inter-Campus Credit Transfer Policy.** A student may transfer his/her credits earned at NUTECH in either campus by submitting the following requirement two weeks before the start of upcoming semester: -

- a. Credit transfer form with approval of the concerned principal of destination school and parent department.
- b. Clearance certificate from parent campus regarding any outstanding dues.
- c. Progress report or result card verified by examination office of parent campus.

31. **Inter-Discipline/ Program Change.** Prospective Students can change their program of study with the mutual consent of both campuses.

- a. A program change application and clearance form (not applicable if within the campus), is submitted by the student before the start of class or within add / drop week, for acceptance of the Registrar NUTECH / Principal of the parent campus and Principal of the destination campus to which a candidate wishes to transfer.
- b. Change of program is provided to candidates who meet admission and merit criteria of the program which they intend to pursue.
- c. The Principal of the school accepting the transfer of the program will determine the road map to be completed. The previous course grades and credits applicable to the new program will be counted towards calculating CGPA of the new program.
- d. After approval, form will be submitted to Office of the Registrar for processing and final approval.
- e. Admission fee paid by the participant for the previous program in the campus will be fully adjusted / transferred against admission fee of new program.
- f. Fee for processing the change of program will be paid as prescribed in the university fee rules irrespective of the semester of admission.
- g. All new policies and fee structure will be applicable as per new program and schedule.

### **Re-Admission Policy**

32. Re-admission policy is applicable to the students of bachelor programs as mentioned below:-

- a. Students whose names were dropped or struck off from the rolls of any University Teaching Department/ Center/ Institute/ Constituent/ Affiliated College due to shortage of lectures or non-payment of dues or poor performance or non-appearance in examination etc., in the annual system, shall not be granted readmission without the permission of the Academic Council of the University. The Council may not consider such cases except on the recommendations of the respective Deans of the Faculties/ Principals of the respective Colleges/ institutes. Dismissal based on expiration of maximum degree duration from the date of first registration shall render such participants inadmissible for re-admission.



- b. The admissions committee may or may not transfer a course taken by the re-admitted participant prior to re-admission, depending on the approved criteria being followed at the time of re-admission.
- c. The new transcript will only show those courses that have been transferred towards the continuation of the degree by the participant.
- d. The participant will have to pay the readmission fee as per university fee rules and will respond to new package.
- e. The decision of Academic Council of the University regarding readmission will be considered final.

33. **Re-Admission after Semester Freeze.** If a student freezes a semester(s), he/she will resume his/her studies from the same stage where he/ she left (froze). No freezing during the semester will be allowed. The maximum duration of the degree program shall remain the same.

34. The duration of freezing is one year; a candidate who gets a semester freeze can get readmission next year with upcoming session.

35. Freezing of first two semesters for UG Engineering degree program is not allowed except on medical grounds subject to approval of Competent Authority.

36. **Review of Policies.** The University reserves the right to change or revise any admission related policy at any time without prior notification. In matters where NUTECH Admission Policy is unclear or ambiguous, the policies of Higher Education Commission of Pakistan/ government agencies will prevail.

37. **Cancellation of Admission.** Admission of the student will stand cancel: -

- a. Upon provision of any false information/ credentials.
- b. Having found guilty of suppression or misrepresentation of material facts at any stage.
- c. On failure to submit pending mandatory documents within a stipulated time period as indicated above.
- d. Candidates who don't join after 15 days of commencement of programs even fee has been paid.
- e. Student who is unable to attend any lecture during first four weeks after the start of the semester, his admission will stand cancelled automatically without any notification.

38. **Rejection of Application.** The University reserves the right to reject any application for admission without assigning any reason.

39. **Review and Appeal.** The student may appeal to Rector within 15 days after the decision of admission drop or cancellation/ rejection or non-transfer by the university. In this case,

an Admission Appellate Committee of the University will be formed for hearing the appeals of the aggrieved candidates regarding admission matters in any discipline every year. The Committee will consist of following three members: -

- a. Dean of University as Chairman.
- b. Assistant Registrar of the University as member.
- c. One member from the faculty / Office of Dean of University.

40. **Reserved Seats / Quota**<sup>6</sup>. Being a national public sector university, NUTECH admits students on competitive merit based system from across the country without any discrimination on the basis of caste, creed, sect, religion, etc. However, following 13x seats are reserved in each discipline to acknowledge the contribution of Armed Forces Personnel and to give opportunity to the students of less developed rural areas of Pakistan: -

Ser	Category	No of seats in each Program
a.	Army	4
b.	PAF	2
c.	Navy	2
d.	GB	1
e.	AJK	1
f.	FATA	1
g.	Sindh Rural	1
h.	Baluchistan Rural	1
<b>Total</b>		<b>13</b>

41. **Fee Structure.** Fee structure constitutes an essential facet of any university. It should afford education which is economical enough to attract talented students to contribute for progress of the country from all classes of society. Fee is to be affordable for the parents / guardians for quality education at a competitive market price. NUTECH fee structure for undergrad programs is appended below, however, **fee is subject to revision from time to time** and does not include transport, accommodation, messing, ID card, library, graduation fee, other miscellaneous heads: -

<sup>6</sup> Authority- Reserved Seats Quota originally approved by following bodies: -

- 1<sup>st</sup> Academic Council Meeting held on 23-24 April 2018, minutes of meeting placed at Annexure A
- 1<sup>st</sup> Syndicate Meeting held on 9 May 2018, minutes of meeting placed at Annexure B
- 1<sup>st</sup> Board of Governors Meeting held on 18 May and 4 June 2018, minutes of meeting placed at Annexure C
- Agenda point - 05 (Increase in Number of Reserved Seats for Wards of Pakistan Air Force (PAF) in Undergraduate Programs of NUTECH Authority: Registrar Office ltr no 106/BoG-2/Mins/Registrar dated 6 Feb 2019 placed at Annexure F.

Ser	Categories	Pakistani (Local) Student In PKR	International Students In USD
<b><u>One Time Only</u></b>			
a.	Application Processing Fee	2000 (Initial)	100
b.	Admission Processing Fee	12,000	600
c.	Security Deposit ( <i>Refundable</i> )	5,000	500
d.	Development Fund	10,000	500
e.	<b>Total</b>	<b>Rs. 29,000</b>	<b>USD 1700</b>
<b><u>Semester Fee</u></b>			
a.	Tuition Fee	50,000	2300
b.	Laboratory Charges	6,000	100
c.	R&D	6,000	200
d.	Miscellaneous	5,000	100
e.	Library	3,000	300
<b>Total</b>		<b>Rs. 70,000</b>	<b>USD 3,000</b>

42. **Fee Refund Policy**<sup>7</sup>. Refund of fee policy is subject to revision from time to time and be implemented as under: -

- |    |   |  |
|----|---|--|
| a. | Up to 7th Day from Start of Semester          | 100% fee refund less registration/application processing and admission processing fee    |
| b. | Between 8th – 15th day from Start of Semester | 50% fee refund less admission processing fee and registration/application processing fee |
| c. | 16th day onward from Start of Semester        | No refund of any kind of fee will be made less security deposit.                         |

**Note**

- Welcome and Orientation days are included in start of semester classes.
- Timeline shall be calculated continuously, covering both weekdays and weekend.

43. **Mailing / Postal Address**. For admission inquiries & further information, please contact:

**Admission Office**

**National University of Technology (NUTECH)**

**Sector I-12, IJP Road, Islamabad**

<sup>7</sup> Authority: Fee Refund Policy revised through Admission Office Min Sheet no. 106/NUTECH/Refund Policy dated 25 Sep 2019 placed at Annexure H.

**University Exchange:** +92 51 5476768, +92 51 5476809  
**Admission Office:** +92 51 5463983  
**Fax:** +92 51 5476769  
**Email:** [admission@nutech.edu.pk](mailto:admission@nutech.edu.pk)  
**Website:** [www.nutech.edu.pk](http://www.nutech.edu.pk)

44. **Monitoring and Review.** This policy will be reviewed and revised annually/on required basis by the Admission Office in coordination with Registrar Office, Dean of University Office and Treasurer Office in line with the changes in University legislation, regulations and strategic objectives.