

## Concept of 1<sup>st</sup> Year Common in UG Programs

1. A policy was devised and implemented in 2009 according to which a student who was admitted on open merit in various Engineering disciplines had the option to move to other disciplines of Engineering, after completion of the first academic year. Under this policy the change of discipline was allowed only within the disciplines available in the same institution.
2. Consequent to approval of a new revised policy in Dec 2017 the provision of offering of 1<sup>st</sup> year common has also been extended besides engineering to other major disciplines of the university i.e., Management, Social Sciences, Natural Sciences. However, Engineering Students will be eligible to join / switch over to any other UG Engineering program offered in other Campus of NUST. Lateral transfer policy will be implemented by following the under mentioned instructions and guidelines by all concerned:-
  - a. Change of program will be allowed for engineering students within engineering discipline and for non-engineering students within non- engineering disciplines where first year has been made common and in management sciences where first and second year have been made common.
  - b. Students seeking change of program should have successfully cleared 1<sup>st</sup> year in engineering and non-engineering disciplines and 1<sup>st</sup> or 2<sup>nd</sup> year in case of management sciences, securing minimum of 3.3 out of 4.00 CGPA in case of change of program from lower merit program to higher one and mandatory CGPA in case from higher merit program to lower one.
  - c. The request for change of program should be processed by Schools / colleges through FBS.
  - d. A merit list will be prepared on the basis of CGPA and recommendations of the FBS of schools/ colleges.
  - e. 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.
  - f. Transfer of credit hours for those students who are re-allotted program will be fully transferable and accountable in the re-allotted program. Any additional course taken will be transferred as a non-credit course.
  - g. The change of program once carried out will not be reversed.
  - h. Transfer of credit hours for those students who are re-allotted program will be fully transferable and accountable in the re-allotted program. Any additional course taken will be transferred as a non-credit course.
3. Application form uploaded on website.



NATIONAL UNIVERSITY OF SCIENCES AND TECHNOLOGY  
SECTOR H-12, ISLAMABAD  
REQUEST FOR CHANGE OF PROGRAM (UG)

1. Regn No \_\_\_\_\_ 2. Name \_\_\_\_\_  
3. Current program \_\_\_\_\_ 4. School/college \_\_\_\_\_  
5. Number of semesters completed \_\_\_\_\_ 6. CGPA \_\_\_\_\_  
7. Admission category: Open merit/SAT National seat/SAT International seat. *(Please tick ✓)*  
8. Merit position \_\_\_\_\_ 9. Change of program required to \_\_\_\_\_  
*(Program) (School/College)*  
10. Detail of courses studied: (Attach transcript)  
11. Have you already availed deferment/suspension of semester(s)? [Yes] [No]  
(If yes, please specify the duration and Registrar Dte letter no. and date.)

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12. Entry Test Result \_\_\_\_\_

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:**

- 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.
- Change of program case must be forwarded latest by mid semester (current).