

Working Paper # 31

Policy for taking Relevant Courses from Other Institutions

Sponsored by SEECs

Background

1. As per practice in vogue parent institutions forward cases for “attending courses at other institutions” to PGP Dte for further processing. However, it was proposed in UCRC meeting held on 25 Nov, 2021 that the cases be processed between the parent and host institutions without the inclusion of PGP Dte.

Aim

2. The aim of this working paper is to formulate the procedure for allowing PG students to take courses at other institutions.

Proposed Procedure

Phase 1 (Manual)

3. PGP Dte will ask all schools/ institutes, eight weeks before start of semester, to prepare list of PG courses for upcoming semester. All institutions will announce the courses to be offered 6 weeks before the start of semester on school’s website.

4. Student will apply to his/ her HoD through supervisor or PG Coord to enroll in the courses offered at other institution at least four weeks before the start of semester. Application form is attached as Annex “A”. Student is required to pay prescribed fee for the course and attach copy of receipt. Separate forms are to be submitted for different host institutions.

5. Supervisor/ HoD will verify that said course is acceptable towards the award of degree and number of courses permitted outside institution for particular degree programme is not exceeded. Dept will either endorse the student’s application and forward it to exam branch or reject it and return to student. Dept will complete its action within 3 working days after receipt of application.

6. Endorsed cases will be vetted and forwarded by exam branch to the host institution, with information to PGP Dte, for the availability of slots within two working days after receipt from dept. Exam branch will also verify that course is within the maximum limit of courses and counts towards degree requirements. In all cases, applications must be submitted by parent institution to host institution 3 weeks before start of semester.
7. Exam branch of host institution, in consultation with respective department, will confirm to parent school the availability of requested course and slot within 3 working days after receiving the request from parent school.
8. Parent school exam branch will inform student about outcome of his / her application at least two weeks prior to start of semester.
9. In case of non-availability of slot, parent Dept may allow student to apply for alternate course one week before the start of semester.
10. During the applications of ADD/DROP courses within first two weeks of the semester, students will be allowed to DROP courses from other institutions but will not be allowed to ADD courses from other institutions.
11. Flowchart and timeline are also attached as Annex “B” and Annex “C”, respectively.
12. Any application after the deadline will not be entertained without valid reason.

Phase 2 (Provision on Qalam)

13. Provision will be created for students to apply for the courses from other institutions on Qalam. The students will apply online through Qalam after paying fee for the course and forward application to the PG Coord / Department.
14. A student will not be permitted by Qalam to apply for more than two courses outside parent institutions for whole duration of enrolled degree program.
15. Rest of processing of student application will be online as mentioned in steps 4 - 13 above. Timeline will also remain same as in step 11.
16. Students and all those in chain of processing will have complete visibility of such applications on Qalam.

Implementation Plan

4. The subject policy if approved by ACM is recommended to be implemented on Qalam for the PG course selection from Summer 2022.

Approval of DBS/FBS

5. Approved by the FBS held on 11 Jan 2022.

Comments of Academics Directorate

6. Proposed policy was deliberated and endorsed by UCAP held on 7 Jan 2022

Recommendation of Academics Directorate

7. Proposed policy was recommended for approval for implementation w.e.f Summer 2022 (phase II).

8. Academic Council is requested for the decision.

Modified Form to Request for Attending PG courses in other Institutions of NUST.

Parent Institution:	Semester:
Name of Student / Registration No:	Discipline:
Name of Supervisor:	

Name of host institution: _____

Course(s) to be taken from host institution:

Course code	Title	Category of course (select one)		
		Core	Elective	Additional
		Core	Elective	Additional
		Core	Elective	Additional

Note: Credits of **Additional Course** will not be counted towards calculation of CGPA

Courses(s) already taken/ applied from other institutions:

Course code	Title	Name of Institution

I understand that course may not be offered due less number of students

I have paid fee for the course(s) and attached copy of receipt

Date: _____ Signature of Student: _____

Certified that student has paid the fee for applied semester/ courses

Date: _____ Signature of Accounts officer (with stamp): _____

Supervisor/ PG Coord (parent school) Remarks: Recommended / Not recommended

(Certified that the course is included in the PG Curriculum of student)

Date: _____ Signature of Supervisor/ PG Coord: _____

HoD (parent school) Remarks: Recommended / Not recommended

Date: _____ Signature of HoD: _____

DCE (parent school) Remarks: Recommended / Not recommended

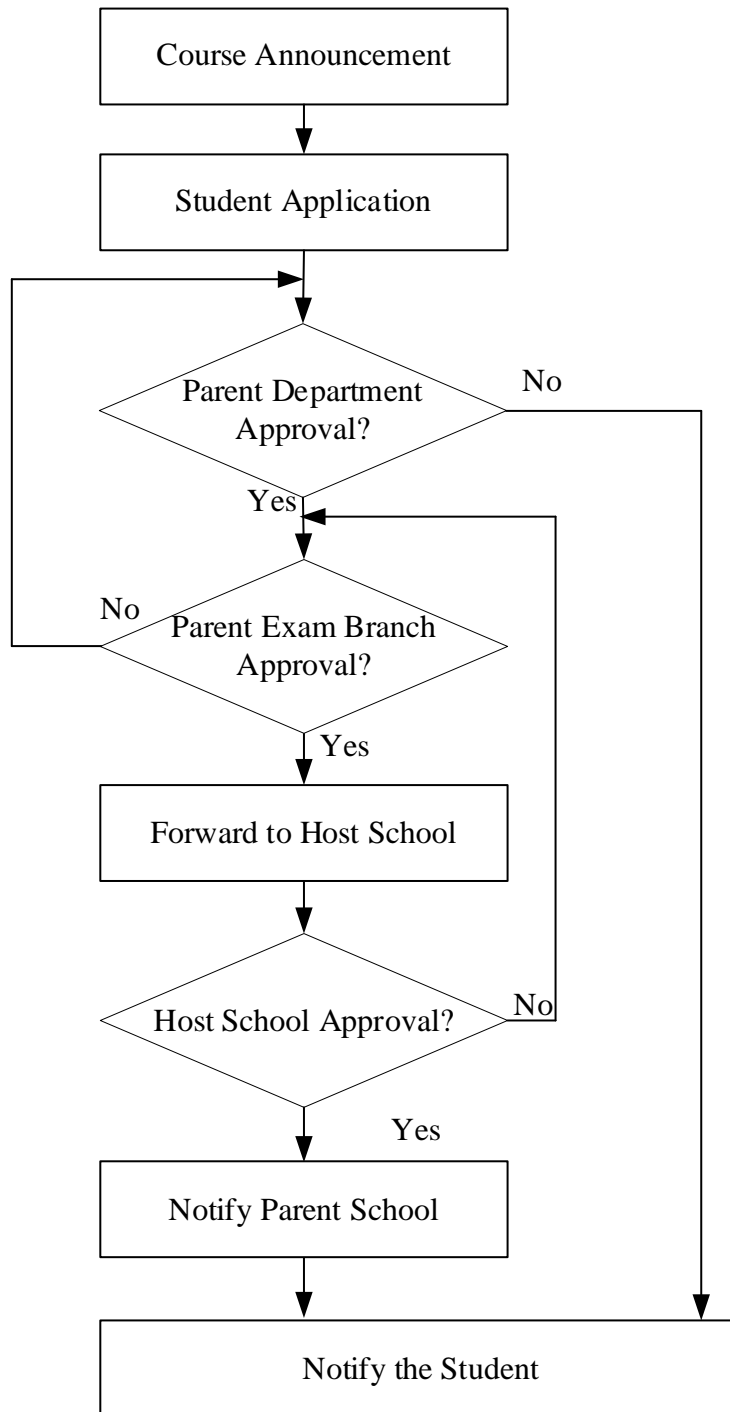
(Certified that the course is within the maximum limit of courses)

Date: _____ Signature of DCE: _____

HoD/ Dean (host school) Remarks: Recommended / Not recommended.

Date: _____ Signature of HoD: _____

Flowchart



Timeline

