



NUML ADMISSION POLICY

National University of Modern Languages

For any query or further clarification, please contact @ 051-9265118,051-9265119

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1. Admission Sessions:

NUML offers regular admissions twice a year (Spring and Fall) and one-time summer admissions in an academic year, according to the schedule approved by the competent authority.

1.1. Spring Session Admissions:

- i. Admission Advertisement - 1st / 2nd week of Nov
- ii. Admission Closing Date - 1st / 2nd week of Dec
- iii. Entrance Tests / GAT - After 1 x week of Admissions Closing
- iv. Interviews - Held in respective departments as per requirement.
- v. Final Selection - On merit (previous academic marks, test and interviews)
- vi. Start of classes / Session - 1st week of Feb

1.2. Fall Session Admissions:

- i. Admission Advertisement - 1st / 2nd week of Jun
- ii. Admission Closing Date - 1st / 2nd week of Jul
- iii. Entrance Tests / GAT - After 1 x week of Admissions Closing
- iv. Interviews - Held in respective departments as per requirement.
- v. Final Selection - On merit (previous academic marks, test and interviews)
- vi. Start of classes - 1st week of Sep

1.3. Summer Courses (5 x weeks):

- i. Admission Advertisement - 1st / 2nd week of May
- ii. Admission Closing Date - 1st / 2nd week of Jun
- iii. Interviews - After 1 x week of Admissions Closing
- iv. Final Selection - On merit (previous academic marks)
- vi. Start of classes - Last week of June / 1st week of Jul

2. Admission Eligibility Criteria

Faculty/program-wise admission eligibility criteria is as under (***These criteria's are approved in 19th Academic Council Meeting held on 15th February, 2021***).

2.1 PhD Programs:

- a. MS/MPhil Degree (18 years of education with 6 credit hrs research) in relevant discipline from HEC recognized University with minimum 3.0 out of 4.0 CGPA under semester system OR 1st Division under annual system.
- b. Selection in the respective program will be subject to availability of seats, merit based on academic qualification, valid GRE International / NTS / NUML devised GAT- subject score and interview.
- c. Applicants with valid GRE International/GAT-Subject from NTS will have to pass written/subjective portion of NUML GAT-S (as per schedule of respective Faculties) to secure admission.

- d. Candidate qualified for interview will have to submit and present a Statement of Purpose 1500-2000 words (inclusive of title of research, intended field, potential research and passion for area of research) for PhD studies at the time of interview.
- e. For Management Sciences only: Candidates who have completed 30 credit hours of coursework in the case of professional degrees at the master's level, such as MBA and MS in Project Management are also eligible. However, preference will be given to those who have MS Degree with research at Level-7.

2.2 MS/MPhil Programs:

- a. Master / BS degree (16 years of education) in relevant discipline from HEC recognized University with minimum 2.5 out of 4.0 CGPA (2.0 out of 4.0 CGPA for MS EE only, PEC registration is also mandatory) or Grade 'B' under semester system or 50 % marks under annual system (45% marks under annual system for Urdu / English programs only).
- b. Selection in the respective program will be subject to availability of seats, merit based on academic qualification, valid GRE International / NTS / NUML devised GAT- General Score.
- c. Applicants with valid GRE International/GAT-General from NTS will have to pass written/subjective portion of NUML GAT-G (as per schedule of respective Faculties) to secure admission.

2.3 Candidate with Two-year BA/BSc Degree (BS Bridging)

Candidate holding of BA/BSc degree will be allowed to take admission in the third year (fifth semester) of BS (four-year degree) program, after successful completion of 15-18 credit hours of bridging courses as prescribed by HEC and university.

- a. Faculty of Arts and Humanities (BS English - Bridging): Bachelor's Degree with 45% marks. Applicants must have studied English as a compulsory subject at Graduation level. Preference will be given to those who have studied Elective English at graduation level.
- b. Faculty of Social Sciences (BS Bridging in Psychology, International Relations, Mass Communication, Pakistan Studies, Education, Islamic Studies, Peace & Conflict Studies): Bachelor's Degree with 45% marks. Candidates having studied the relevant subject at BA / BSc level will be preferred.
- c. Faculty of Languages (BS Bridging in Arabic, Urdu): BA/BSc with 45% marks & having an elective subject in the target language OR BA/BSc with 45% marks & Diploma / Advanced Diploma Preferably Interpretation level in the Language from NUML OR equivalent.
- d. Faculty of Management Sciences (BS Economics, Economics & finance - Bridging): BA/BSc with 45% marks. Relevancy of courses studied at graduation level is mandatory.

- e. Faculty of Engineering & Computer Science (BS Mathematics - Bridging):
Bachelor's Degree with 50% marks and having combination of subjects i. Math-A&B
ii. Math General & Physics or Math-B.

2.4 Faculty of Arts and Humanities:

BS English: Intermediate with 2nd Division OR A–Level with 50% marks OR Equivalent.

2.5 Faculty of Languages:

BS Chinese Language Teaching & BS in Language Programs: Intermediate with 2nd Division OR A–Level with 50% marks OR Equivalent.

2.6 Faculty of Social Sciences:

- a. **B.Ed Secondary (2.5 years):** Bachelor's Degree with 45% marks from a recognized University. Candidates having studied the relevant subject at BA / BSc level will be preferred.
- b. **BS IR, BS Peace & Conflict Studies, BS Islamic Studies, BS Pakistan Studies, BS Mass Comm, BS Psychology, BS Health and Physical Education, BS Public Administration & Governance, B.Ed (Hons), BS History, BS Early Childhood Education, BS Educational Leadership, Management & Supervision, BS Area Study (China):** Intermediate with 45% marks OR A – Level with 50% marks OR Equivalent.
- c. **B.Ed Secondary (1.5 year):** MA / MSc with 45% marks.

2.7 Faculty of Management Sciences:

- a. **MBA (With Non-Business Education):** BSCS (4 years), BE (4 years) MBBS, MA, MSc or Equivalent qualification with CGPA 2.0/4 under semester system or 45% marks under annual System.
- b. **MBA Executive:** BSCS (4 years), BE(4 years) MA, MSc or Equivalent qualification with CGPA 2.0/4 under semester system or 45% marks under annual System with three years job experience.
- c. **MBA (With Business Education):**BBA (4 Years) BS A & F (4 Years) B.Com (4 Years), Old MBA / MPA, M.Com, ACMA, ACA, or Equivalent with CGPA 2.0/4 OR 45% marks under annual system.
- d. **BS Eco & Fin, BS Economics:** FSc/ICS/I.Com/ FA with 45% marks / A-Level with 50% marks and preferably having studied any one of the subjects viz: Statistics, Mathematics, Physics, Economics and Computer Science OR Commerce.
- e. **BBA (4 Years) BS Accounting & Fin, BS Commerce:** Intermediate (12 Years) With Minimum 45% marks / A-Level with Minimum 50% marks.

2.8 Faculty of Engineering & Computer Science:

- a. **BS Artificial Intelligence:** Intermediate with any one of the following combinations with 50% marks:
(1) Maths, Physics and Chemistry. (2) Maths, Stats and Computer (3) Maths, Physics and Computer (4) Maths, Stats and Physics (5) Maths, Stats and Economics (6) Physics, Chemistry and Biology (Pre-Medical) OR
Diploma in Associate Engineering Examination with at least 60% aggregate marks in the relevant discipline.
- b. **BS IT:** Intermediate with any one of the following combinations with 50% marks: (1) Maths, Physics & Chemistry (2) Maths, Physics & Computer Science (3) Maths, Stats & Computer Science (4) Maths, Stats & Physics (5) Maths, Stats & Economics

- (6) Maths, Computer Science & Economics (7) Physics, Chemistry & Biology (Pre-Medical) OR Diploma in Associate Engineering Examination with at least 60% aggregate marks in the relevant discipline.
- c. **BSCS:** Intermediate with any one of the following combinations with 50% marks: (1) Maths, Physics and Chemistry. (2) Maths, Stats and Computer (3) Maths, Physics and Computer (4) Maths, Stats and Physics (5) Maths, Stats and Economics (6) Physics, Chemistry and Biology (Pre-Medical) OR Diploma in Associate Engineering Examination with at least 60% aggregate marks in the relevant discipline.
 - d. **BS Software Engg:** Intermediate with any one of the following combinations with 50% marks: (1) Maths, Physics & Chemistry (2) Maths, Physics & Computer Science (3) Maths, Stats & Computer Science (4) Maths, Stats & Physics (5) Maths, Stats & Economics (6) Maths, Computer Science & Economics (7) Physics, Chemistry and Biology (Pre-Medical) OR Diploma in Associate Engineering Examination with at least 60% aggregate marks in the relevant discipline.
 - e. **BS Mathematics:** FSc. with 50% marks OR Diploma in Associate Engineering (DAE) with 60% marks - (50% marks in Math is mandatory)
 - f. **BS Electronics:** 45% marks in Intermediate with Physics and Mathematics or equivalent degree from accredited Institution.
 - g. **Associate Degree in Computing:** Intermediate with Mathematics - 50% marks or Equivalent. Students who have not studied Mathematics at Intermediate level have to pass deficiency courses of Mathematics (06 credits) in first two semesters.

3. Admission:

Applications for admission will be collected as per the instructions provided in the advertisement on the NUML website and in the national press, within the stipulated time. The procedure for the receipt of application forms shall be as follows:

3.1 Non-Sponsored Students:

Application forms for admission will be received by the Academics Branch after the appearance of the advertisement in the press. Incomplete applications and applications received after due date will not be entertained.

3.2 Foreign National Students:

Request for admission in the University from foreign national applicants will be entertained on prescribed format. After processing the forms / documents, provisional admission offer letter will be issued to the concerned applicant with copy to HEC / Foreign Office for NOC. Admission of the foreign national applicant will be confirmed on receipt of NOC and equivalence from HEC / IBCC as the case may be. The admission will be granted only to those students who meet the requisite eligibility criteria and complete all formalities as per the policy/procedure laid down on the subject by the Government of Pakistan from time to time. Additionally, the University will put them through a placement test / interview to determine their academic level vis-à-vis the qualifications and abilities required for studies in the discipline of their choice.

3.3 Sponsored Students:

The concerned Service Headquarters/Ministries / Departments / Autonomous Bodies and Corporations will forward their nominations by the dates notified to them by the University for each academic session. These students will have to follow the following procedure: -

a. Degree Programs:

Concerned quarters will have to forward the nominations for degree programs well before start of session / semester in consolidated form. Their tests / interviews will be conducted as civilian students and they will join their programs on starting the semester. After start of semester, nominations will not be entertained for the current semester.

b. Functional Courses:

All sponsoring departments will have to forward the nominations for language courses well before start of session / semester in consolidated form. They will join their courses on start of semester. After ten days of start of semester, nominations will not be entertained for the current semester. However, nominations for special courses will be accepted on case to case basis.

3.6 Ineligibility for Admission:

The following shall not be eligible for admission to the Degree programs: -

- 3.6.1 -Irrelevant degree / certificate or less percentage required for admission.
- 3.6.2 Those who are already on the rolls of this University.
- 3.6.3 Those who are enrolled in any other university of Pakistan at the same time.
- 3.6.4 Failed to provide equivalence certificate from HEC/IBCC.
- 3.6.5 Failed to provide an IBCC verified QR documents.

4. Admissions Process / Schedule

The complete admission process is briefly shown in Fig-1. Details are as under.

4.1. Calendar of Admission Activities

After publication of advertisement, Academics Branch will prepare the schedule covering the test / interviews schedule, display of merit list, fee submission period, start of session and other academic related information.

4.1.1 Demand Intake and Admission Advertisement

The Academics Branch sends a letter (one month prior to the publication of the admission advertisement) to all departments and Regional Campuses, requesting them to provide the courses for the Admissions Advertisement and the required fresh intake. Based on the information received from the departments and Regional Campuses, the Academics Branch prepares the admission advertisement. Once approved by the competent authority, it is forwarded (3 – 4 days prior to the publication of the admission advertisement) to ISPR Dte, GHQ for publication in the National Dailies

4.1.2. Opening of CMS Admission Portal

As per the advertisement and calendar, the Academics Branch will open the CMS admission portal for applicants to apply online for admissions.

4.1.3. Process to Apply for Admissions

- i. A candidate can apply online through NUML admission website: onlineadmission.numl.edu.pk
- ii. Scanned copies of photograph and other documents are required to be attached as specified in online admission form.
- iii. An applicant can opt for 3 priorities (programs) within the same faculty on 1 admission form. Entry tests are allowed for priority-1, which are automatically considered for the next priority based on merit. In case of priorities in different programs, appearing for an interview for each program is mandatory.
- iv. For opting priority in other faculty, a separate admission form / processing fee will be applicable. Other terms & conditions will remain the same.
- v. No priority will be allowed in MS / MPhil / PhD and Functional level programs.

4.2 Instructions for Form Filling:
Online Admission:

- a. Please visit NUML admission website: onlineadmission.numl.edu.pk and apply online. Scanned copies of photograph and other documents should be attached as specified in online admission form.
- b. An applicant can opt for priorities within the same faculty on 1 x admission form. Entry test will be allowed on priority-1, which automatically be considered for next priority on merit. In case of priorities in different programs, appearing in interview of each program is mandatory in case a student opted same program in both shifts he will appear for interview in only one shift. Admission will be subject to selection on merit and availability of seat.
- c. For opting priority in other faculty, a separate admission form / processing fee will applicable. Other terms & conditions will remain the same.
- d. No priority will be allowed in MS / MPhil / PhD and Functional level programs. NUML GAT Fee: Applicant for MS/MPhil/PhD programs availing NUML devised GAT will also have to deposit Rs.1200 as GAT fee. Incomplete applications received after due date will not be accepted / entertained.
- e. Schedule of GAT / Entrance Test & Interviews etc: Calendar of Events / Instructions for admission will be displayed on NUML website. Exact Date & Time of entrance test will also be intimated through Admit Card on student admission postal. For undergraduate programs admission will be awarded on the basis of entry test, previous qualifications and interview marks.

4.3. Entrance tests / GAT

After the publication of the advertisement, the Academics Branch forwards a letter to all faculties and departments for the preparation of entrance tests / GAT papers. The composition of the entrance test / GAT marks distribution is as follows:

i. Entrance Test for BS / BS Bridging / ADCP Programs

The test marks are 75 for subject tests with a duration of one hour.

ii. GAT General and Subjective test for MS / MPhil Programs

GAT-General, Test Time=180 Minutes (3 hours) Qualifying marks: GAT-G 60/100 and Subjective Test 10/25						
Test	English Verbal Expression %	Analytical Reasoning %	Quantitative %	Subject Specific MCQs %	GAT Total Marks	Subjective Marks
F.Lang, F.AH & F.SS MPhil Programs	25	25	25	25	100	25
F.E&CS, FMS MS / MPhil Programs	30	30	40	-	100	25

iii. GAT Subject and Subjective test for PhD Programs

GAT- Subject, Test Time=180 Minutes (3 hours) Qualifying marks: GAT-S 70/100 and Subjective Test 10/25						
Test	English Verbal Expression %	Analytical Reasoning %	Quantitative %	Subject Specific MCQs %	GAT Total Marks	Subjective Marks
All Faculties PhD Programs	15	15	-	70	100	25

4.4. **Printing of Entrance tests / GAT papers**

To maintain secrecy protocols, a coordinator from departments and academic branch officials execute the printing process for different programs according to the number of applicants

4.5. **Conduct of Entrance Tests / GAT Papers**

i. **Pre-Entrance Test**

Responsibilities of the departmental program coordinator:-

- a. To check the total number of applicants of respective discipline / program from CMS (Admission Module) verified by the Academics Branch course coordinators.
- b. To prepare and display the entry test seating plan according to the number of applicants, and share it with the Academics Branch.
- c. To prepare the attendance sheet according to the seating plan.
- d. To ensure the printing of the entry test papers as per the schedule/deadline issued by the Academics Branch

ii. **On The day of Entrance Test**

Responsibilities of the departmental program coordinator:

- a. Arrange help desks at the entrance of the entry test venue for the guidance of the applicants as per the seating plan.
- b. Nominate at least 2 guides on each floor for further guidance to the applicants.
- c. Mark the attendance of each applicant.
- d. Ensure that applicants appearing for the entry test have their "Admit Card" with them. v) Maintain discipline at the entry test venue.

iii. **Post Entrance Test**

- a. Input/enter the entry test marks in the CMS (Admission Module) according to the issued schedule/deadlines.
- b. Submit the entry test results (CMS – Report), along with the applicants' answer scripts and attendance records, in their original format by the issued schedule/deadline to the Academics Branch.

4.6. **Passing Criteria for NUML GAT (General/Subject)**

As per HEC’s policy, the following are the minimum qualifying marks (column C below) in GAT test (***This criteria is approved in 24th Academic Council Meeting held on 6th September, 2023***)

Test	
GAT	Pass Marks
General	50
Subject	60

4.7. **Display of Interview Lists**

The merit-wise list of shortlisted candidates (determined by 15% of previous qualification and 75% of entry test scores) will be displayed for interviews based on the requirements received earlier from the departments

4.8. Interviews

Interviews, which carry a weightage of 10 marks, will be conducted by the respective faculty/department according to the schedule. The responsibilities of the faculty/department are as follows:

i. Pre Interviews Tasks:

- a. Prepare the attendance sheets of the selected applicants.
- b. Ensure receipt of the selected applicants' lists, including their qualifications and entry test marks, from the concerned coordinator of the Academics Branch.
- c. Display the schedule of interview panels, including room numbers, floors, and waiting areas, and share it with the Academics Branch

ii. On The day of Interviews

- i) Arrange help desks at the entrance of interview venue for guidance of the applicants as per seating plan.
- ii) Nomination of guides at each floor for further guidance of interview rooms to the applicants.
- iii) Applicants appearing for interview must have "Admit Card" and all required education certificates / CNIC / Form B etc. (in original).
- iv) Maintain discipline at the Interview venue.
- v) Verification of original educational documents i.e. transcript, degree, certificate etc.
- vi) Entries of academic marks in the interviews sheet (manually).
- vii) Ensure the eligibility of the candidate as per the published advertisement.
- viii) Interview marks may be assigned to the candidate starting from the minimum i.e. one (01) onwards.
- ix) As per CMS requirement: -
 - An applicant not eligible may be allotted zero (0) mark (zero mark means that the candidate is not eligible due to reason in the remarks column i.e. behavioral issue, paper awaited, irrelevant discipline, marks forgery, not eligible).
 - An absent candidate may be marked with 'A' (equal to absent) in hard copy and left blank in the CMS.
- x) Result awaited candidates may be entertained for BS programs only as per advertisement subject to provision of roll no. slip / date sheet for HSSC / graduation.
- xi) For MS / MPhil / MPhD Programs:

Complete result / transcript may be ensured before interview of MS/MPhil/PhD programs. Provisional candidate is not allowed to be entertained for interview. Moreover, copy of GAT (NTS) and transcript / degree (terminal) should be provided to Academics Branch along with the result of interview.
- xii) For BS (Bridging) Programs:
 - Class may be started with a minimum of 25 x students.

- Class of less than 25 x students may only be allowed if the courses can be adjusted with other BS program(s).

iii. Post Interviews:

Responsibility of departmental program coordinator:

- i) Input / enter the interview marks in the CMS (Admission Module) as per shared schedule / deadline.
- ii) Submit the interview result (CMS – Report) along with the Interview panel marks entry sheets and attendance.

4.9. Display of Final Merit List

Admission will be subject to selection based on merit and seat availability. Merit lists are displayed on the NUML website according to the departmental intake demand. The merit formula is as follows:

i. PhD programs:

BA/BSc + MA or BS (Hons)	MPhil	Test	Interview
6% (3+3)	9%	75%	10%

ii. MS / MPhil programs

BA/BSc + MA or BS (Hons)	Test	interview
15% (5+10)	75%	10%

iii. BS Bridging programs

Matric	HSSC	BA/BSc + MA or BS (Hons)	Test	interview
4%	4%	7%	75%	10%

iv. BS Bridging programs

Matric	HSSC	Test	Interview
5%	10%	75%	10%

4.10. Fee Submission

As the final merit is displayed on the NUML website, the Campus Management System automatically generates the fee challan according to the program. The same is available to students on the admission portal. Students can print out the challan form and deposit it to their nearest Askari Bank Branch.

4.11. Provisional (Result awaiting) Admission

Students admitted on a provisional basis are required to provide their result card within 7 days of the commencement of classes; otherwise, their admission will be cancelled without further notice or refund. Provisional admissions will not be entertained for MS/MPhil/PhD, MBA, BS Bridging, ADCP, and Functional programs.

4.12. Fee Refund Policy

100% fee refund is available if claimed (only in writing) within the first week, 50% within the second week, and no refund is given after fifteen (15) days from the

commencement of the semester. However, students admitted provisionally (for result awaited only) who fail to obtain the required percentage as per the eligibility criteria advertised will be refunded 100% of the fee if they claim for a refund (only in writing) within 7 days of the declaration/announcement of the result by the concerned board/university.

4.13. Cancellation of Admission

The applicants are advised to confirm eligibility before online processing of admission form. Admission will be cancelled without any refund (Except security fee) at any stage if a candidate/student is found ineligible as per advertisement OR any degree / certificate proves to be fake / unrecognized.

5. Various Reserved Seats / Quotas / Scholarships

Reserved Seats / Quotas / Scholarships is applicable to all NUML campuses located in different regions of Pakistan, including the main campus in Islamabad. All applicants, irrespective of any political, religious, cultural affiliations, caste, colour, creed and gender, will be able to benefit from this policy ***This policy is approved in 19th Academic Council Meeting held on 9th April 2021.***

5.1. Reserved Seats / Quotas:

5.1.1 Categories

- a. FATA & Baluchistan. (As per HEC/Govt. policy)
- b. Army Wards / Shuhada / War wounded. (As per NUML existing policy)
- c. Co-curricular Activities (Provincial/National and International level distinction/participation)

Qirat	Naat	Debates (English, Urdu, Other)
Poetry	Singing	Painting
Calligraphy	Dramatics	

- d. Sports
- e. Students with Special Needs (as per HEC policy) in Undergraduate & Postgraduate Programs.

5.2. SOPs:

- a. These SOPs will apply on undergraduate programs only except for disability quota.
- b. Candidate must fulfil the minimum eligibility criteria of the respective program.
- c. Candidate must have valid certificate in the respective category of reserved seats.
- d. Separate admission fee will be applicable for each co-curricular category (1000/- as processing fee for each category).
- e. In case of tie among applicants applying on the basis of sports and co-curricular activities, selection will be made on the basis of academic qualification merit along with score in each category.
- f. Merit shall be determined separately for the reserve seats in each category and programs subject to certificate and processing fee.

5.3. Reserved Seats and Eligibility:

- a. **Co-curricular activities (Seats: 4 + 3 = 7 per semester):**
 - i. Admission on the basis of co-curricular activities are offered to the candidates with outstanding performance in the following categories. The candidates will have to fulfill the minimum eligibility criteria.
 - ii. **Eligibility:**
 - a) Valid certification at Provincial/National/ International level.

- b) NUML admission schedule must be followed.
- c) Advertised eligibility criteria must be followed.
- d) Full fee would be charged as per NUML fee structure.

Ser #	Category	Sub-Category	No. Seats / Quota
a.	Sports		6
b.	Debate	i. Urdu ii. English iii. Others languages	3
c.	Naat in Urdu		
d.	Qiraat		
e.	Poetry	i. Bait Bazi ii. Poetry Writing	
f.	Singing		
g.	Painting		
h.	Calligraphy		
	Total:		9

- iii. **Selection Procedure:** Selection will be finalized through a designated committee for each category with the following marks distribution by the committees mentioned under para 5.a.iii after display of 1st merit lists in each semester: -

S#	Event	Max. Marks	Obtained Marks	Remarks
1	a. Certification in the Applied Co-curricular category (International)	10 Marks		
	b. National certification/participation	07 marks		
	c. Regional/Provincial certification	05 marks		
2	Trial/demonstration	15 marks		
3	Interview	05 marks		

- iv. **Formation of selection committee**

Ser #	Category	Responsibilities/Formation of Committees	
a.	Sports	Dir Admin + Incharge Sports	
b.	Debate	i. Urdu	HoD Urdu
		ii. English	HoD English
		iii. Others	Dean FOL
c.	Qirat	HoD Arabic	
d.	Naat	HoD Islamic Studies	
e.	Poetry	i. Bait Bazi	Dean FOL
		ii. Poetry Writing	Dean English
f.	Singing	HoDs English and Urdu	
g.	Painting	HoDs Mass. Comm. and Urdu	
h.	Calligraphy	HoDs Mass. Comm. and Urdu	
	Respective Deans will finalize the panel of experts in the respective categories and will ensure the timely submission of the final list to the Acad. branch.		

- b. **Special Students: HEC Policy (2 x seats per semester)**

- i. **Scholarship:** The special student will be awarded assistance as per subject policy vide para 15 (ii) f. “full tuition fee waivers, and 50% concessions on other fee components” and para 25 “Fee waivers for the issuance of degree, transcript etc” along with other facilitation as per HEC Disability Policy.
- ii. **Eligibility:**
 - a) A person certified as a differently disabled / special / challenged person from the national/provincial council for the rehabilitation of disabled persons or carrying a computerized CNIC with the disability Logo.
 - b) The policy will be implemented by the university from the session Fall 2020 and maximum 2 x seats per semester (on merit among disabled students) may be reserved for the same.
- c. **High Achievers - Merit Scholarship on Admission (4 x seats per semester)**
 - i. **Scholarship:**
 - a) 1st semester. 100% waive off in tuition fee.
 - b) 2nd and subsequent semesters. 100% waive off tuition fee subject to maintenance of mentioned below CGPA in each semester.
 - ii. **Eligibility**
 - a) Applicants holding positions (1st, 2nd & 3rd) at Board level (required for admission in undergraduate program at NUML) will be eligible to apply for Merit Scholarship through Exams Branch.
 - b) Candidate applying for scholarship will have to provide the certificate (in original) regarding his / her position from the concerned Board as a proof, which will be verified from the concerned Board by the NUML Exams Branch.
 - c) Condition for 2nd and subsequent semesters:-
 - i) Students of Management and Engg & CS programs – minimum marks 85%
 - ii) Students of Social Sciences and Languages programs – minimum marks 80%
 - iii) If the student fails to maintain his / her required CGPA, he / she will be ineligible for scholarship in that particular semester).
 - iv) Student qualifying for Merit Scholarship will generally not be considered for any other University scholarship.
 - v) If a student fails to maintain the above mentioned CGPA / percentage for Merit Scholarship, then he / she may be considered for University scholarship i.e. Internal Semester Position Holder in that particular semester fulfilling all related conditions.
 - vi) 80% mandatory cumulative attendance in the whole semester.
 - vii) There should not be any case of violation of discipline by the concerned student.
 - viii) In case a student is dropped in any course / semester, Merit Scholarship will be ceased.
- iii. High Achievers Scholarships will be effective from the session Spring 2021 in Main Campus, Rawalpindi Branch and Regional Campuses.
- d. **Scholarship for Semester Position Holders:**
 - i. **Scholarship:** This scholarship will be offered to those students who acquire 1st and 2nd position in the respective program in each semester and tuition fee will be waived off 30% and 20% respectively.
 - ii. **Eligibility:**
 - a) The policy will be applicable on BS and MA / MSc (till phasing-out) programs only.
 - b) Scholarship will be for 1st and 2nd position holders only (in case of sharing the scholarship will be applicable maximum up to 2 position holders).
 - c) Positions will be awarded Campus-wise subject to the number of students' ≥ 10 in a program
 - i) Minimum 80% marks in the respective semester.

- ii) Attendance: $\geq 80\%$ in the respective semester.
- iii) Procedure for award of scholarship will be followed as per practice in vogue.

e. **Wards of Shuhada of Armed and Civil Armed Forces (2 seats per semester in undergraduate program) - *This policy is approved in 17th Academic Council Meeting held on 18th April 2019.***

- i. **Scholarship:** 100% tuition fee and allied charges (as per existing policy, approved in 17th ACM held on 18 Apr 2019).
- ii. **Eligibility:**
 - a) Provision of relevant Certificates.
 - b) Selection will be made on merit.
 - c) NUML admission schedule must be followed.
 - d) Advertised eligibility criteria must be followed.
- f. **FATA, Baluchistan (As per Govt./HEC Policy) - *This policy is approved in 17th Academic Council Meeting held on 18th April 2019.***

NUML encourages students from these regions to apply in the regional campuses of NUML in Quetta and Peshawar.

- i. **Eligibility:**
 - a) Applicants belonging to these two regions shall be required to produce domicile certificate.
 - b) NUML admission schedule must be followed.
 - c) Advertised eligibility criteria must be followed.
 - d) Full fee would be charged as per NUML fee structure.
- g. **Army Wards - GHQ, W&R Nominees / War Wounded (02 seats in each undergraduate program) - *This policy is approved in 17th Academic Council Meeting held on 18th April 2019.***
- i. **Eligibility:**
 - a) Nomination must be received from W & R D before start of the session.
 - b) NUML admission schedule must be followed.
 - c) Full fee would be charged as per NUML fee structure.
 - d) All rules of NUML/HEC would be applicable.

5.4. Disclaimer: NUML reserves the right to offer/not offer admission in any of the reserved seat and their categories listed above.

6. Migration / Credit Transfer Hours from other Universities

1. Students of different Universities approaching NUML for migration / credit transfer hours in different programs. As a policy matter the following cases may not be entertained (***This policy is approved in 22nd Academic Council Meeting held on 6th September, 2022.***)
 - a. Migration / credit transfer hours from any affiliated / private institute / sub campuses is not allowed.
 - b. Intra city migration / credit transfer is not allowed (twin cities are considered as Intra city).

- c. In case of gap of one or more semester/s.
 - d. Discipline case/s in previous university.
 - e. Ceased students.
2. The following conditions may also be imposed:
- a. Migration / transfer of credit hours will only be accepted in case of posting/ transfer of parents or shifting of family with requisite documentary proofs.
 - b. NOC / recommendations of previous university
 - c. Minimum required CGPA for transfer of credit hours: 3.00 / 4.00 for MS / MPhil / PhD /equivalent and 2.5 /4.00 for undergraduate programs.
 - d. Only transferable cases be accommodated in afternoon shift.
 - e. Completion of 50% course work from NUML as per HEC policy.
 - f. The applicant who apply for migration at least one month before the start of semester will be entertained.
 - g. Character Certificate
 - h. If seat is available in the requested program.

7. Transfer of Students within NUML Campuses

This policy is approved in 13th Academic Council Meeting held on 18th January 2017.

- a. No transfer be accepted in 1st semester
- b. No transfer will be allowed to individuals involved in disciplinary activities.
- c. Transfer from one regional campus to another and similarly from main to regional campus is allowed subject to approval by the competent authority.
- d. Transfer from a regional campus to main campus can only be considered on the basis of transfer of father/husband/guardian which necessitates move of family from one station to another with the following conditions: -
 - i. Evidence of transfer father/husband/guardian on letter head pad duly signed & stamped by the parent department.
 - ii. Student will only be accommodated in **afternoon shift at main campus**, provided he/she meets the minimum merit in the relevant discipline of the main campus.
 - iii. Request for transfer must be forwarded on prescribed proforma to this effect.
 - iv. No transfer case will be entertained without prior due scrutiny as stipulated by the main campus NUML. RDs will scrutinize and forward the case with clear and justified recommendations to NUML main campus for decision and transfer. Once the decision is conveyed implementation will be accordingly affected.
 - v. Cases will be moved for consideration well in time. Departure formalities and movement of the applicant will only be affected once approval has been communicated.

8. Indian Occupied Kashmir Students will be treated as Pakistani

(This policy is approved in 17th Academic Council Meeting held on 18th April 2019)

It is suggested that Indian Occupied Kashmiris' (IOK) may be treated as Pakistani students and their fee should be charged as per local students from the session Fall 2019.

9. Re-admission (Struck off / Ceased)

9.1 Re-admission (Struck off)

Following re-admission procedure for struck off students shall be followed (***This policy is approved in 22nd Academic Council Meeting held on 11th October, 2018***).

- a. After absence of 7 x days, department should inform the student/guardian. If this absence prolongs more than 10 x days, case may be initiated to strike off the name of student from university roll.
- b. After approval, name may be struck off and copy of the same should be sent to all concerned.
- c. Individual/piecemeal cases for approval of regularization of missing period may be discouraged at all levels.
- d. Re-admission fee of Rs. 10,000/- be fixed for the struck off student.

9.2 Re-admission (Ceased)

Following re-admission procedure for students who have been ceased due to the reason (accidents, chronic illness, ceased in studies, rejection in final via voce, etc.) and cannot continue their regular studies and suffer from financial/academic loss and depression when they see no hope for resuming their studies (***This policy is approved in 19th Academic Council Meeting held on 09th April 2021***).

SoPs

A ceased or Absent-ceased student may seek re-admission only once for a degree program subject to following conditions:

- i. Re-admission is granted in a subsequent semester only.
- ii. Re-admission is granted with minimum CGPA:
 - All Bachelors/Master degree programs (16 years):
 - All MS/PhD degree programs:
- iii. The student has to pay prescribed Re-admission fee in addition to regular semester fee.
- iv. The re-admitted student can request for exemption of his previously passed courses. However, she/he has to repeat minimum 40% of their previously studied courses.

10. Conduct of Entrance Tests, Role and Responsibility of Departments / Branches

The role and responsibilities of Departments / Branches are attached as Annex-A

11. Role and Responsibilities of Academics Branch, Course Coordinator

The role and responsibilities of Academics Branch, course coordinator are attached as
Annex-B

NATIONAL UNIVERSITY OF MODERN LANGUAGES
(ACADEMICS BRANCH)

ML.2-15/22/Adms/Acad

Dated: 18 July 2022

Subject: **Conduct of Entrance Tests, Role and Responsibility of Departments / Branches**

Meeting in DG's office on the subject dated 18 July 2022 refers.

1. Following administrative measures are required to be made on the days of entrance tests (20, 26 & 27 July 2022) as per admission schedule already circulated:-

a. **Administration Branch**

- i. Waiting Areas for Visitors (parents / guardian) in front of Ghazali and Adjacent to Ibne Khuldoun Block.
- ii. Shamianas / chairs, Fans and drinking water etc. in waiting areas.
- iii. Shuttle Service may be provided to bring candidates from 7 Up Chock to NUML main gate No.1.
- iv. Administrative (clerical staff) may be detailed with Academics Branch staff to guide /facilitate the applicants / visitors.
- v. Uninterrupted supply of electricity. Generator operator may be made available on the days of tests.
- vi. 6 x Tables with white clothes for help / information desks.
- vii. Washroom Cleanliness in the designated blocks
- viii. Necessary Covid related arrangements

b. **Security Office**

- i. Security arrangement inside / surroundings the campus.
- ii. Local Police may be informed for necessary security cover outside Campus.
- iii. Smooth flow of traffic from 7up chowk to NUML.
- iv. Proper parking of vehicles in student parking area.
- v. Separate entry of Male and Female applicants.

c. **Technical Branch**

- i. To ensure uninterrupted supply of electricity.
- ii. Generator operators may be made available on the days of tests.
- iii. Provision 4 x lead extensions for help desks (Computer, Printer and network devices etc.)

d. **ICT Branch**

- i. Provision of 3x Computers and 2x Printers for help desks.
- ii. Network facility of all help desk stations.
- iii. 1 x IT supporting Staff may be detailed.

(Prof. Dr. Nadeem Talib)
Director Academics

Distribution:-

Director Administration

Director ICT

Director Technical

Security Officer

Role & Responsibilities of Course coordinator (Academics Branch)

Pre-Admission (Tasks):

- Responsible for the distribution/ record of all kind of letters initiated regarding the admission to the assigned faculty/departments/ Rawalpindi branch / All regional Campuses.
- Follow-up to the assigned faculty/departments/ Rawalpindi branch / All regional Campuses if the required information not submitted in time.
- Record of the reminders (if distributed).
- Maintain record of admission requirements (programs) of assigned faculty/departments/ Rawalpindi branch / All regional Campuses.
- Maintain record of the intake requirement of the assigned faculty/departments/ Rawalpindi branch / All regional Campuses.
- Re-Checking of (eligibility) already created tracks in CMS of the assigned faculty/departments/ Rawalpindi branch / All regional Campuses.
- Creating summery of the new required tracks with eligibility of the assigned faculty/departments/ Rawalpindi branch / All regional Campuses.
- Check and verify the newly created tracks the assigned faculty/departments/ Rawalpindi branch / All regional Campuses.
- Check and verify the opening of tracks a day prior to the admission advertisement.

During Admission Process (tasks):

Course coordinator (Academics Branch) will be responsible for following tasks: -

- Verification of all applicants of the assigned faculty/departments as per advertised eligibility criteria.
- To reply the enquiry email regarding admission the assigned faculty/departments/ Rawalpindi branch / All regional Campuses.
- Distribution of admission entry test cards to the verified applicants of the assigned faculty / departments.
- For the preparation and distribution of the lists of entry test (attendance) and interview marks entry list / attendance list of the assigned faculty / departments.
- For the verification of the entry test marks entered by the departmental coordinator.
- Responsible of sending of interview cards to the selected applicants of the assigned faculty / departments.
- For the verification of the interview marks entered by the departmental coordinator.
- Preparation of lists to get approvals for interview call / final merit list of the assigned faculty / departments (program wise).
- Keep track of entry test / interview marks update (if any) of the assigned faculty / departments (program wise).
- Prepared / Maintain complete admission file of the respective program / courses including (1st, 2nd and 3rd merit list, summary of merit break down, list of accepted and rejected applicants along with their (SSC, HSSC, Entry Test marks and interview marks etc.) of the assigned faculty / departments (program wise).
- Prepare / update the fee deposit record of the assigned faculty / departments (program wise).

Fig-1

