NUML ADMISSION POLICY

National University of Modern Languages

Academics Branch | Admissions for All Campuses

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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

Activity	Timeline
Admission Advertisement	1st / 2nd week of November
Admission Closing Date	1st / 2nd week of December
Entrance Tests / GAT	After 1 week of admissions closing
Interviews	Held in respective departments as per requirement
Final Selection	On merit (previous academic marks, test and interviews)
Start of Classes / Session	1st week of February

1.2 Fall Session Admissions

Activity	Timeline
Admission Advertisement	1st / 2nd week of June
Admission Closing Date	1st / 2nd week of July
Entrance Tests / GAT	After 1 week of admissions closing
Interviews	Held in respective departments as per requirement
Final Selection	On merit (previous academic marks, test and interviews)
Start of Classes	1st week of September

1.3 Summer Courses (5 weeks)

Activity	Timeline
Admission Advertisement	1st / 2nd week of May
Admission Closing Date	1st / 2nd week of June
Interviews	After 1 week of admissions closing
Final Selection	On merit (previous academic marks)
Start of Classes	Last week of June / 1st week of July

2. Admission Eligibility Criteria

Faculty / program-wise admission eligibility criteria are as under:

2.1 PhD Programs

a. MS / MPhil degree (18 years of education with 6 credit hours of research) in a relevant discipline from an HEC-recognized university with a minimum CGPA of 3.0 out of 4.0 under the semester system, **or** 1st Division under the annual system.

b. Selection in the respective program will be subject to availability of seats and merit based on academic qualification, valid GRE International / NTS / NUML-devised GAT-Subject score, and interview.

c. Applicants with a valid GRE International / GAT-Subject from NTS will have to pass the written / subjective portion of NUML GAT-S (as per schedule of the respective Faculties) to secure admission.

d. Candidates qualified for interview will have to submit and present a Statement of Purpose of 1,500–2,000 words (inclusive of title of research, intended field, potential research and passion for the 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 an MS degree with research at Level-7.

2.2 MS / MPhil Programs

a. Master / BS degree (16 years of education) in a relevant discipline from an HEC-recognized university with a minimum CGPA of 2.5 out of 4.0 (2.0 out of 4.0 for MS EE only; PEC registration is also mandatory) or Grade 'B' under the semester system, or 50% marks under the annual system (45% marks under the annual system for Urdu / English programs only).

b. Selection in the respective program will be subject to availability of seats and merit based on academic qualification and a valid GRE International / NTS / NUML-devised GAT-General score.

c. Applicants with a valid GRE International / GAT-General from NTS will have to pass the written / subjective portion of NUML GAT-G (as per schedule of the respective Faculties) to secure admission.

2.3 Candidates with Two-Year BA / BSc Degree (BS Bridging)

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

Faculty / Program	Eligibility
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.
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.

Faculty / Program	Eligibility
Faculty of Languages (BS Bridging in Arabic, Urdu)	BA / BSc with 45% marks and an elective subject in the target language, **or** BA / BSc with 45% marks and a Diploma / Advanced Diploma (preferably Interpretation level) in the language from NUML or equivalent.
Faculty of Management Sciences (BS Economics, Economics & Finance – Bridging) **BBA (Bridging)**	BA / BSc with 45% marks. Relevancy of courses studied at graduation level is mandatory. BA / BSc or 14 years of education with 50% marks.
Faculty of Engineering & Computer Science (BS Mathematics – Bridging)	Bachelor's degree with 50% marks and a combination of subjects: (i) Math-A & B, (ii) Math General & Physics, or Math-B.

2.4 Faculty of Arts and Humanities

Program	Eligibility
BS English	Intermediate with 2nd Division, **or** A-Level with 50% marks, or equivalent.

2.5 Faculty of Languages

Program	Eligibility
BS Chinese Language Teaching and BS in Language Programs	Intermediate with 2nd Division, **or** A-Level with 50% marks, or equivalent.

2.6 Faculty of Social Sciences

Program	Eligibility
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.
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.
B.Ed Secondary (1.5 years)	MA / MSc with 45% marks.

2.7 Faculty of Management Sciences

Program	Eligibility
MBA (with Non-Business Education)	BSCS (4 years), BE (4 years), MBBS, MA, MSc or equivalent qualification with CGPA 2.0/4 under the semester system or 50% marks under the annual system.
MBA Executive	BSCS (4 years), BE (4 years), MA, MSc or equivalent qualification with CGPA 2.0/4 under the semester system or 50% marks under the annual system, with three years of job experience.
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 50% marks under the annual system.
BS Eco & Fin, BS Economics	FSc / ICS / I.Com / FA with 45% marks, or A-Level with 50% marks, preferably having studied any one of: Statistics, Mathematics, Physics, Economics and Computer Science, or Commerce.
BS Accounting & Finance **BS Islamic Banking & Finance** **BBA** **BS Business Analytics** **BS Financial Technologies** **BS Tourism and Hospitality Management** **BS Real Estate Management**	Intermediate (12 years) with minimum 50% marks or equivalent.

2.8 Faculty of Engineering & Computer Science

Program	Eligibility
BS Artificial Intelligence	Intermediate with 50% marks in any one of the following combinations: (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.
BS IT	Intermediate with 50% marks in any one of the following combinations: (1) Maths, Physics and Chemistry; (2) Maths, Physics and Computer Science; (3) Maths, Stats and Computer Science; (4) Maths, Stats and Physics; (5) Maths, Stats and Economics; (6) Maths, Computer Science and Economics; (7) Physics, Chemistry and Biology (Pre-Medical) **OR** Diploma in Associate Engineering examination with at least 60% aggregate marks in the relevant discipline.
BSCS	Intermediate with 50% marks in any one of the following combinations: (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.

Program	Eligibility
BS Software Engineering	Intermediate with 50% marks in any one of the following combinations: (1) Maths, Physics and Chemistry; (2) Maths, Physics and Computer Science; (3) Maths, Stats and Computer Science; (4) Maths, Stats and Physics; (5) Maths, Stats and Economics; (6) Maths, Computer Science and Economics; (7) Physics, Chemistry and Biology (Pre-Medical) **OR** Diploma in Associate Engineering examination with at least 60% aggregate marks in the relevant discipline.
BS Mathematics	FSc with 50% marks, **or** Diploma in Associate Engineering (DAE) with 60% marks (50% marks in Math is mandatory).
BS Electronics	45% marks in Intermediate with Physics and Mathematics, or equivalent degree from an accredited institution.
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 the first two semesters.
BS Computational Mathematics and Artificial Intelligence	50% marks in Intermediate with Mathematics, ICS / A-Level or equivalent with Mathematics. Pre-medical background students will have to pass deficiency courses of Mathematics (06 credits) in the first two semesters.
BS Robotics & Intelligent Systems	50% marks in Intermediate with Mathematics, ICS / A-Level or equivalent with Mathematics. Pre-medical background students will have to pass deficiency courses of Mathematics (06 credits) in the first two semesters.
BS Data Science	50% marks in Intermediate with Mathematics, ICS / A-Level or equivalent with Mathematics. Pre-medical background students will have to pass deficiency courses of Mathematics (06 credits) in the first two semesters.
BS Computer Engineering	60% marks in Intermediate / A-Level or equivalent with Mathematics. Pre-medical background students will have to pass deficiency courses of Mathematics (06 credits) in the 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 the due date will not be entertained.

3.2 Foreign National Students

Requests for admission in the University from foreign national applicants will be entertained on the prescribed format. After processing the forms / documents, a provisional admission offer letter will be issued to the concerned applicant with a 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. 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 procedure below:

3.4 Degree Programs

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

3.5 Functional Courses

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

3.6 Ineligibility for Admission

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

1. Irrelevant degree / certificate, or less percentage than required for admission.
2. Those who are already on the rolls of this University.
3. Those who are enrolled in any other university of Pakistan at the same time.
4. Failure to provide an equivalence certificate from HEC / IBCC.
5. Failure to provide IBCC-verified QR documents.

4. Admissions Process / Schedule

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

Fig-1: Admission Process Flow (Spring and Fall)

Step	Activity	Responsibility	Timeline
1	Admission demand / intake called from all Departments and Regional Campuses	Academics Branch; Departments / Regional Campuses	1st week of October (Spring) / May (Fall)
2	Advertisement preparation and approval of programs as per demand of departments and regional campuses	Academics Branch	Last week of October (Spring) / May (Fall)
3	Verification of programs (tracks) and their eligibility criteria in ERP as per approval	Academics Branch	Before advertisement
4	Publication of admission advertisement	Academics Branch	Spring: 1st week of November Fall: 1st week of June
5	Activation of the online admission system for receipt of applications	Academics Branch	
6	Applicants' initial scrutiny	Academics Branch	
7	Issuance of admit cards for entry test	Academics Branch	
8	Conduct of entry test	Department	
9	Input of entry test marks	Academics Branch	
10	Verification of entry test marks	Academics Branch	
11	Display of interview merit lists and issuance of interview admit cards	Academics Branch	
12	Conduct of interviews	Departmental Coordinators	
13	Verification / input of interview marks	Academics Branch	
14	Selection of applicants as per departmental demand of intake	Academics Branch	
15	Display of final merit list and issuance of fee challans	Academics Branch	

4.1 Calendar of Admission Activities

After publication of the advertisement, the Academics Branch will prepare the schedule covering the test / interview 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 admission 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 ERP 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 the NUML admission website: **onlineadmission.numl.edu.pk**.
ii. Scanned copies of photograph and other documents are required to be attached as specified in the 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 another faculty, a separate admission form / processing fee will be applicable. Other terms and conditions will remain the same.
v. No priority will be allowed in MS / MPhil / PhD, BS (Bridging) and Functional level programs.

4.2 Instructions for Form Filling

Online Admission

a. Please visit the NUML admission website, **onlineadmission.numl.edu.pk**, and apply online. Scanned copies of photograph and other documents should be attached as specified in the online admission form.
b. An applicant can opt for priorities within the same faculty on 1 admission form. Entry test will be allowed on priority-1, which will automatically be considered for the next priority on merit. In case of priorities in different programs, appearing in the interview of each program is mandatory; in case a student opts for the same program in both shifts, he / she 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 another faculty, a separate admission form / processing fee will be applicable. Other terms and conditions will remain the same.
d. No priority will be allowed in MS / MPhil / PhD / BS Bridging and Functional level programs.
e. **Schedule of GAT / Entrance Test & Interviews etc.:** The calendar of events / instructions for admission will be displayed on the NUML website. The exact date and time of the entrance test will also be intimated through the admit card on the student admission portal. For undergraduate programs, admission will be awarded on the basis of entry test, previous qualifications and interview marks.

NUML GAT Fee: Applicants for MS / MPhil / PhD programs availing the NUML-devised GAT will also have to deposit Rs. 3,000/- as GAT fee. Incomplete applications and applications received after the due date will not be accepted / entertained.

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 test / 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 carries 75 marks for subject tests, with a duration of one hour.

ii. GAT-General and Subjective Test for MS / MPhil Programs

Test time: 180 minutes (3 hours). Qualifying marks: GAT-G 50/100 and Subjective Test 10/25.

Faculty / Program	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

Test time: 180 minutes (3 hours). Qualifying marks: GAT-S 60/100 and Subjective Test 10/25.

Faculty / Program	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 the respective discipline / program from ERP (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 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.
e. Maintain discipline at the entry test venue.

iii. Post Entrance Test

a. Submit the applicants' entry test 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 in the GAT test (**this criteria was approved in the 24th Academic Council Meeting held on 6 September 2023**):

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-Interview 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 the interview venue for guidance of the applicants as per the seating plan.
ii. Nominate guides at each floor for further guidance of interview rooms to the applicants.
iii. Applicants appearing for interview must have the "Admit Card" and all required education certificates / CNIC / Form-B etc. (in original).
iv. Maintain discipline at the interview venue.
v. Verify original educational documents, i.e. transcript, degree, certificate etc.
vi. Enter academic marks in the interview 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 ERP requirement:

- An applicant who is not eligible may be allotted zero (0) marks (zero marks means that the candidate is not eligible due to the reason given in the remarks column, i.e. behavioral issue, paper awaited, irrelevant discipline, marks forgery, not eligible).
- An absent candidate may be marked '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 number slip / date sheet for HSSC / graduation.

xi. **For MS / MPhil / PhD programs:** The complete result / transcript may be ensured before the interview. Provisional candidates are not allowed to be entertained for interview. Moreover, a copy of the GAT (NTS) and transcript / degree (terminal) should be provided to the Academics Branch along with the result of the interview.

xii. **For BS (Bridging) programs:**

- Class may be started with a minimum of 25 students.
- A class of fewer than 25 students may only be allowed if the courses can be adjusted with other BS program(s).

iii. Post Interviews – responsibility of the departmental program coordinator

a. Submit the interview panel marks entry sheets and attendance records, in their original format, by the issued schedule / deadline to the Academics Branch.

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 Programs (Regular)

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

> **Note**
>
> For the Bachelor of Business Administration (BBA) program, admission will be granted only to those candidates whose final merit aggregate is 40% or above.

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 at 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

Claim made (in writing only)	Refund
Within the first week of the semester	100% fee refund
Within the second week of the semester	50% fee refund
After fifteen (15) days from commencement of the semester	No refund
Provisionally admitted students (result awaited only) who fail to obtain the required percentage per the advertised eligibility criteria – claim within 7 days of declaration / announcement of the result by the concerned board / university	100% fee refund

4.13 Cancellation of Admission

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

5. Various Reserved Seats / Quotas / Scholarships

5.1 Introduction and Scope

Reserved seats / quotas / scholarships are applicable to all NUML campuses located in different regions of Pakistan, including the main campus in Islamabad. All applicants, irrespective of any political, religious or cultural affiliation, caste, colour, creed and gender, will be able to benefit from this policy.

5.3 Reserved Seats / Quotas

5.3.1 Categories

a. FATA and Balochistan (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 and Postgraduate programs.

5.4 SOPs

a. These SOPs will apply to undergraduate programs only, except for the disability quota.
b. The candidate must fulfil the minimum eligibility criteria of the respective program.
c. The candidate must have a valid certificate in the respective category of reserved seats.
d. A separate admission fee will be applicable for each co-curricular category (Rs. 1,000/- as processing fee for each category).
e. In case of a 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 reserved seats in each category and program, subject to certificate and processing fee.

5.5 Reserved Seats and Eligibility

a. Co-curricular Activities (Seats: 6 + 3 = 9 per semester)

Admission on the basis of co-curricular activities is offered to candidates with outstanding performance in the following categories. The candidates will have to fulfil the minimum eligibility criteria.

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. of Seats / Quota
a.	Sports	–	6
b.	Debate	i. Urdu ii. English iii. Other languages	3 (collectively for categories b to h)
c.	Naat in Urdu	–	–
d.	Qiraat	–	–
e.	Poetry	i. Bait Bazi ii. Poetry Writing	–
f.	Singing	–	–
g.	Painting	–	–
h.	Calligraphy	–	–
		Total	**9**

Selection Procedure

Selection will be finalized through a designated committee for each category, with the following marks distribution, after display of the 1st merit lists in each semester:

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

Formation of Selection Committees

Ser #	Category	Sub-Category	Committee
a.	Sports	–	Dir Admin + AD Sports
b.	Debate	i. Urdu ii. English iii. Others	HoD Urdu HoD English Dean FOL
c.	Qirat	–	HoD Arabic
d.	Naat	–	HoD Islamic Studies
e.	Poetry	i. Bait Bazi ii. Poetry Writing	Dean FOL Dean English

Ser #	Category	Sub-Category	Committee
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 timely submission of the final list to the Academics Branch.

b. Special Students: HEC Policy (6 seats per semester)

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 the HEC Disability Policy.

Eligibility

a. A person certified as differently abled / special / challenged by the national / provincial council for the rehabilitation of disabled persons, or carrying a computerized CNIC with the disability logo.

c. High Achievers – Merit Scholarship on Admission (4 seats per semester)

Scholarship

a. **1st semester:** 100% waiver of tuition fee.

b. **2nd and subsequent semesters:** 100% waiver of tuition fee, subject to maintenance of the CGPA / percentage mentioned below in each semester.

Eligibility

a. Applicants holding positions (1st, 2nd and 3rd) at Board level (required for admission in an undergraduate program at NUML) will be eligible to apply for the Merit Scholarship through the Exams Branch.

b. A candidate applying for the scholarship will have to provide the certificate (in original) regarding his / her position from the concerned Board as proof, which will be verified from the concerned Board by the NUML Exams Branch.

c. Conditions for 2nd and subsequent semesters:

- Students of Management and Engineering & CS programs – minimum marks 85%.
- Students of Social Sciences and Languages programs – minimum marks 80%.
- If the student fails to maintain the required CGPA, he / she will be ineligible for the scholarship in that particular semester.
- A student qualifying for the Merit Scholarship will generally not be considered for any other University scholarship.
- If a student fails to maintain the above-mentioned CGPA / percentage for the Merit Scholarship, he / she may be considered for a University scholarship, i.e. Internal Semester Position Holder in that particular semester, fulfilling all related conditions.
- 80% mandatory cumulative attendance in the whole semester.
- There should not be any case of violation of discipline by the concerned student.
- In case a student is dropped in any course / semester, the Merit Scholarship will cease.

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

Scholarship

This scholarship will be offered to those students who acquire the 1st and 2nd position in the respective program in each semester; tuition fee will be waived by **30%** and **20%** respectively.

Eligibility

a. The policy will be applicable on BS and MA / MSc (till phasing-out) programs only.
b. The scholarship will be for 1st and 2nd position holders only (in case of sharing, the scholarship will be applicable to a maximum of 2 position holders).
c. Positions will be awarded campus-wise, subject to the number of students being ≥ 10 in a program:
   - Minimum 80% marks in the respective semester.
   - Attendance ≥ 80% in the respective semester.
   - The procedure for award of the 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 programs)

Scholarship

100% tuition fee and allied charges (as per existing policy, approved in the 17th ACM held on 18 April 2019).

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, Balochistan (as per Govt. / HEC Policy)

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

Eligibility

a. Applicants belonging to these two regions shall be required to produce a 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)

Eligibility

a. Nomination must be received from W&R Dte before the 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.

5.6 Supplementary Quotas, Scholarships and Fee Concessions

The following reserved seats, scholarships and fee concessions are offered by NUML under its admission advertisement and Scholarships page, in addition to those in Sections 5.3 to 5.5. Items already covered above are cross-referenced rather than repeated.

5.6.1 Additional Reserved Seats (Special Quota)

Reserved Seats	Quota	Conditions
War-wounded personnel of Armed / Civil Forces	5% of seats in each BS program	All NUML rules are applicable. Minimum eligibility criteria is admissible. Test / interviews as per NUML schedule. **No fee concessions.**
Balochistan	10% of seats in each BS program	Same conditions as above (no fee concessions).
Children of Overseas Pakistanis	5% quota	Same conditions as above (no fee concessions).

5.6.2 Additional Scholarships and Fee Concessions

Concession	Benefit	Eligibility	Applicable To
Sports Quota Scholarship	100% fee waiver and free hostel accommodation	Candidates selected on the sports quota (Provincial / National / International certificate holders); Rs. 1,000/- processing fee applies	Undergraduate programs
High Achievers – Regional Campuses	50% tuition fee waiver	Students at Regional Campuses who achieved 80% or above marks at HSSC level, subject to prevailing institutional conditions	Undergraduate programs (Regional Campuses)
Afternoon Shift Concession	10% tuition fee concession	Students opting for the afternoon shift	Undergraduate programs
NUML Alumni Waiver	25% tuition fee waiver	NUML alumni with a CGPA of 3.0 or above seeking admission to MS / MPhil / PhD	MS / MPhil / PhD (Level-7 and Level-8)
Need-Based Scholarship	Tuition fee and monthly stipend	Selected / deserving students	As per scholarship call
Other scholarship programs	As per terms of each program	HEC Need Based Scholarship Program; Pakistan Bait-ul-Mal (PBM) scholarships; NUML Support Fund; NUML Merit Scholarship – see the NUML Scholarships page for current calls and deadlines	As per each program

Concession	Benefit	Eligibility	Applicable To
Students with Disabilities	Facilitation under the NUML Disability Policy for Differently Abled Students	Certified students with disabilities (see also 5.5 b); Disability Coordinators, Advisor Student Affairs (Male / Female), Ext. 2021	All programs

Related facilities (not fee concessions): limited hostel accommodation is available at Main Campus Islamabad (application form from the office of Director Students Affairs after submission of semester / course fee); transport is available for specific routes in Rawalpindi / Islamabad and Wah / Taxila on payment.

5.7 Consolidated Summary of Reserved Seats, Scholarships and Fee Concessions

The table below consolidates the provisions of Sections 5.5, 5.6 and 8 for quick reference. In case of any difference, the detailed provisions and the current admission advertisement prevail.

Category	Seats	Benefit	Level	Reference
Co-curricular (Qirat, Naat, Debates, Poetry, Singing, Painting, Calligraphy, Dramatics)	3 per semester (shared)	Full fee as per fee structure	UG	5.5 a
Sports	6 per semester	Full fee under 5.5 a; **100% fee waiver and free hostel** under 5.6.2	UG	5.5 a; 5.6.2
Students with special needs (HEC policy)	2 per semester	Full tuition fee waiver; 50% concession on other fee components; fee waivers for degree / transcript	UG and PG	5.5 b
High Achievers – Board position holders (1st–3rd)	4 per semester	100% tuition fee waiver (continuing semesters subject to 85% / 80% marks)	UG	5.5 c
High Achievers – Regional Campuses (80%+ HSSC)	–	50% tuition fee waiver	UG	5.6.2
Semester position holders (1st / 2nd)	–	30% / 20% tuition fee waiver	BS, MA / MSc	5.5 d
Wards of Shuhada of Armed and Civil Armed Forces	2 per semester	100% tuition fee and allied charges	UG	5.5 e
Army Wards – GHQ W&R nominees	02 per UG program	Full fee; no fee concessions	UG	5.5 g
Balochistan	10% of each BS program	Full fee; no fee concessions	BS	5.5 f; 5.6.1
War-wounded personnel of Armed / Civil Forces	5% of each BS program	Full fee; no fee concessions	BS	5.5 g; 5.6.1
Children of Overseas Pakistanis	5%	No fee concessions	BS	5.6.1
Afternoon shift	–	10% tuition fee concession	UG	5.6.2
NUML alumni (CGPA 3.0+)	–	25% tuition fee waiver	MS / MPhil / PhD	5.6.2
Need-based scholarship	–	Tuition fee and monthly stipend	As per call	5.6.2

Category	Seats	Benefit	Level	Reference
Indian Occupied Kashmir students	–	Treated as Pakistani; fee charged as per local students (from Fall 2019)	All	Section 8

5.8 Disclaimer

NUML reserves the right to offer / not offer admission in any of the reserved seats and their categories listed above.

6. Migration / Credit Transfer Hours from Other Universities

Students of different universities approach NUML for migration / credit transfer hours in different programs. As a policy matter, the following cases may not be entertained:

a. Migration / transfer of credit hours from all recognized universities / institutions, including sub-campuses / affiliated institutions, is allowed.
b. Intra-city migration / transfer of credit hours is allowed (twin cities are considered as intra-city).
c. In case of a gap of one or more semesters.
d. Discipline case(s) in the previous university.
e. Ceased students.

The following conditions may also be imposed:

a. NOC / recommendations of the previous university.
b. Minimum required CGPA for transfer of credit hours: 3.00 / 4.00 for MS / MPhil / PhD or equivalent, and 2.5 / 4.00 for undergraduate programs.
c. Only transferable cases be accommodated in the afternoon shift.
d. Completion of 50% coursework from NUML as per HEC policy.
e. Applicants who apply for migration at least one month before the start of the semester will be entertained.
f. Character certificate.
g. If a seat is available in the requested program.

7. Transfer of Students within NUML Campuses

a. No transfer will be accepted in the 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 the main campus can only be considered on the basis of transfer of father / husband / guardian, which necessitates the move of the family from one station to another, with the following conditions:
    i. Evidence of transfer of father / husband / guardian on letterhead pad, duly signed and stamped by the parent department.

ii. The student will only be accommodated in the **afternoon shift at the 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 the prescribed proforma.
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 effected accordingly.
v. Cases will be moved for consideration well in time. Departure formalities and movement of the applicant will only be effected once approval has been communicated.

8. Indian Occupied Kashmir Students Will Be Treated as Pakistani

It is suggested that Indian Occupied Kashmiri (IOK) students 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)

The following re-admission procedure for struck-off students shall be followed:

a. After an absence of 7 days, the department should inform the student / guardian. If the absence prolongs beyond 10 days, a case may be initiated to strike off the name of the student from the university roll.
b. After approval, the name may be struck off and a copy of the same should be sent to all concerned.
c. Individual / piecemeal cases for approval of regularization of the missing period may be discouraged at all levels.
d. A re-admission fee of Rs. 12,000/- be fixed for the struck-off student.

9.2 Re-admission (Ceased)

> **Note**
>
> Re-admission of ceased students will be permitted only from the 5th semester onwards across all faculties and campuses from Spring-2025.

SOPs

A ceased student may seek re-admission only once in the same degree program, subject to the following conditions:

a. Applicants must submit a re-admission application along with their transcript immediately after the declaration of results, through the respective departments. The student will apply for re-admission in a regular semester.
b. The department shall review the transcript to identify and indicate the semester eligibility for re-admission.
c. The prevailing scheme of studies must be considered when determining which courses with D and F grades need to be repeated.

d. The student will be exempted from the entry test. In case of MPhil / PhD admission, the student will be exempted from GAT General / Subject, if already qualified.
e. The student will pay the re-admission fee as per university rules.
f. The student's existing ID and registration number shall remain unchanged.
g. The student will apply for exemption of courses as permissible, in case the maximum degree duration has not expired.
h. Re-admission is subject to the remaining courses (after exemption) being coverable within the maximum duration.
i. All re-admission applications must be processed within two weeks from the start of the semester.
j. Re-admission of ceased students will be permitted only from the 5th semester onwards across all faculties and campuses from Spring-2025.
k. **Exemption of courses:** ceased students will be granted exemption of courses passed with Grade C or above for undergraduate programs, and Grade B or above for MPhil / PhD scholars, on re-admission in the same program.

10. Role and Responsibilities of Academics Branch, Course Coordinator

The role and responsibilities of the Academics Branch, Course Coordinator are attached as Annex-A.

Annex-A: Role and Responsibilities of Course Coordinator

Pre-Admission Tasks

- Responsible for the distribution / record of all kinds of letters initiated regarding admission to the assigned faculty / departments / Rawalpindi branch / all Regional Campuses.
- Follow up with the assigned faculty / departments / Rawalpindi branch / all Regional Campuses if the required information is not submitted in time.
- Maintain a record of the reminders (if distributed).
- Maintain a record of the admission requirements (programs) of the assigned faculty / departments / Rawalpindi branch / all Regional Campuses.
- Maintain a record of the intake requirement of the assigned faculty / departments / Rawalpindi branch / all Regional Campuses.
- Re-check the eligibility of already-created tracks in CMS of the assigned faculty / departments / Rawalpindi branch / all Regional Campuses.
- Create a summary of the new required tracks with eligibility of the assigned faculty / departments / Rawalpindi branch / all Regional Campuses.
- Check and verify the newly created tracks of 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

The Course Coordinator (Academics Branch) will be responsible for the following tasks:

- Verification of all applicants of the assigned faculty / departments as per the advertised eligibility criteria.
- Replying to enquiry emails regarding admission for the assigned faculty / departments / Rawalpindi branch / all Regional Campuses.
- Distribution of admission entry test cards to the verified applicants of the assigned faculty / departments.
- Preparation and distribution of the lists of entry test (attendance) and interview marks entry list / attendance list of the assigned faculty / departments.
- Verification of the entry test marks entered by the departmental coordinator.
- Sending of interview cards to the selected applicants of the assigned faculty / departments.
- 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).
- Keeping track of entry test / interview marks updates (if any) of the assigned faculty / departments (program-wise).
- Preparing / maintaining the complete admission file of the respective program / courses, including the 1st, 2nd and 3rd merit lists, summary of merit breakdown, and list of accepted and rejected applicants along with their SSC, HSSC, entry test and interview marks, etc., of the assigned faculty / departments (program-wise).
- Preparing / updating the fee deposit record of the assigned faculty / departments (program-wise).