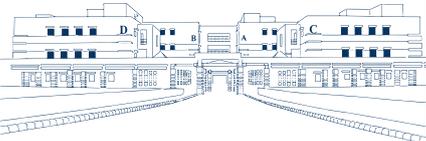




**CAPITAL UNIVERSITY
OF SCIENCE AND TECHNOLOGY**



ADMISSIONS



REGISTRATIONS



SCHOLARSHIPS



ASSESSMENTS



REGULATIONS

ADMISSION POLICY



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1. Purpose

The purpose of the admission policy is to establish a fair and transparent process for selecting students for various undergraduate, graduate, and postgraduate programs. The policy aims to identify talented individuals who demonstrate academic excellence, innovation, and potential for success in their chosen fields. By setting clear eligibility criteria, admission requirements, and procedures, Capital University of Science and Technology (CUST) ensures that students are well-prepared to meet the academic demands of their programs and contribute to the university mission of fostering intellectual growth and development.

The admission policy is designed to promote meritocracy, diversity, and inclusion, providing equal opportunities for students from diverse backgrounds to pursue higher education. The university admission process involves a comprehensive evaluation of applicants' academic records, admission test scores, and other relevant criteria to ensure that selected students have the potential to excel in their chosen programs.

By maintaining high academic standards and rigorous admission procedures, CUST aims to produce graduates who are well-equipped to make meaningful contributions in their respective fields and become leaders in their professions. The university commitment to academic excellence, innovation, and community engagement is reflected in its admission policy, which is designed to attract and retain talented students who share these values.

2. Scope

The policy is to provide a comprehensive framework outlining the eligibility criteria, admission procedures, and requirements for undergraduate, graduate, and postgraduate programs offered in CUST. The policy applies to prospective students seeking admission to CUST's diverse range of programs, including engineering, computer science, management and social sciences, and life sciences. Each program is governed by specific eligibility criteria, as specified by relevant regulatory bodies, the Higher Education Commission (HEC), and admission tests, ensuring a standardized and merit-based admission process.

3. Policy Objectives

The objective of the admission policy is to:

- (a) **Identify and Select Appropriate Talent:** The policy aims to attract and select students who demonstrate academic excellence, potential, and aptitude for their chosen fields.

- (b) **Ensure Merit-Based Selection:** The policy ensures that admissions are granted based on merit, with a transparent and fair selection process.
- (c) **Foster Academic Excellence:** The policy is designed to promote academic excellence, innovation, and critical thinking, preparing students for successful careers and leadership roles.
- (d) **Promote Diversity and Inclusion:** The policy aims to create a diverse and inclusive community of students.
- (e) **Support University Mission:** The policy supports CUST's mission of fostering intellectual growth, development, and innovation, by admitting students who can promote the university values and are committed to achieving academic excellence.

4. Admission Principles

The admission process shall be aligned with the institution's vision, mission, and core values. Here are the key aspects:

- (a) **Equal Opportunities:** CUST is open to all academically qualified candidates, regardless of gender, religion, race, creed, color, or domicile.
- (b) **Diversity:** The University strives to select students from diverse economic and educational backgrounds to enrich the educational experience.
- (c) **Merit-Based Selection:** Admissions are offered based on meeting the minimum standards, including required high school credits.

4.1 Program Offerings

CUST follows a semester-based admission cycle, with intake opportunities in both Fall and Spring semesters. However, admission twice a year shall be allowed if permitted by the relevant regulatory bodies or councils.

4.2 Admission Requirements

- (a) **Minimum Admission Requirements:** CUST comply admission requirements defined by the relevant regulatory bodies or councils in Pakistan.
- (b) **Provisional Admission:** Admission in the university shall remain provisional until provision of academic documents by the candidate duly attested by IBCC/HEC/Educational Ministry whichever is applicable.

- (c) **Application Deadline:** Applications are accepted within a specified timeframe, and late applications are not considered.

4.3 Fees and Payments

- (a) **Tuition and Admission Fee:** Applicants must pay the required fees to confirm admissions, as specified in the offer letter.
- (b) **Changes in Admission Dates:** CUST reserves the right to change admission dates and deadlines, which will be notified on the university website.

4.4 Special Quota

Quota for Persons with Disabilities: In compliance with the ICT Rights of Persons with Disabilities Act, 2020, CUST reserves a quota for persons with disabilities, allocating one seat for every 50 students in the total intake of each program.

5. Eligibility Criteria

5.1 Undergraduate Programs (BS)

The eligibility criteria for admission in an undergraduate program shall be as follows:

- (a) **Intermediate Certificate:** Successful completion of 12 years of education with required percentage and relevant subjects.
- (b) **Admission Test:** Qualifying in university admission test (exemption possible with valid HEC-approved test score).
- (c) **Foreign Qualification:** Equivalence certificate from Inter Board Committee of Chairmen (IBCC) required.
- (d) **Associate Degree:** If a candidate with Associate Degree applies for a 4 years degree program in the same discipline, he/she may be admitted in 5th semester with the approval of the concerned department, and shall complete all the courses and labs from 5th semester onwards.

5.1.1 Selection Criteria

Criteria for selection - Undergraduate Programs

| Sr. | Degree | Weightage |
|-----|----------------------------------|-----------|
| 1. | Matric/Equivalent | 10 % |
| 2. | FSc. /Equivalent | 50 % |
| 3. | Admission Test/HEC Approved Test | 40 % |

NOTE: Candidates securing at least 50% aggregate will be considered for admission

6. Graduate (MS/MPhil) Programs

6.1 Admission Requirements

- (a) Bachelor Degree: Successful completion of 16 years of education with required percentage and relevant subjects.
- (b) Eligibility: Minimum 2.00 CGPA out of 4.00 (semester system) or 50% marks (annual system) for MS/MPhil programs.
- (c) Admission Test: Qualification in university admission test (exemption possible with valid HEC-approved test score).
- (d) Foreign Qualification: Equivalence certificate from Higher Education Commission (HEC) required.

6.2 Selection Criteria

Criteria for selection - Graduate Programs (MS/MPhil)

| Sr. | Degree | Weightage |
|-----|------------------------------------|-----------|
| 1. | BS/Bachelors (16 Years)/Equivalent | 40 % |
| 2. | Admission Test/HEC Approved Test | 60 % |

NOTE: Candidates securing at least 50% aggregate will be considered for admission

7. PhD Programs

The eligibility Criteria for admission in a PhD program shall be as follows:

- (a) MS/MPhil in relevant discipline with minimum CGPA 3.0/4.0 (semester system) or 60% marks (annual system).

- (b) HEC Approved Test (HAT)/CUST Admission Test
- (c) Statement of purpose
- (d) Interview

7.1 Selection Criteria

Criteria for selection of successful candidates - PhD Program

| Sr. | Degree | Weightage |
|-----|---------------------|-----------|
| 1. | HAT(General) | 60 % |
| 2. | Selection Committee | 40 % |

NOTE: Candidates securing at least 70% aggregate will be considered for admission in PhD

8. Result Awaiting Candidates

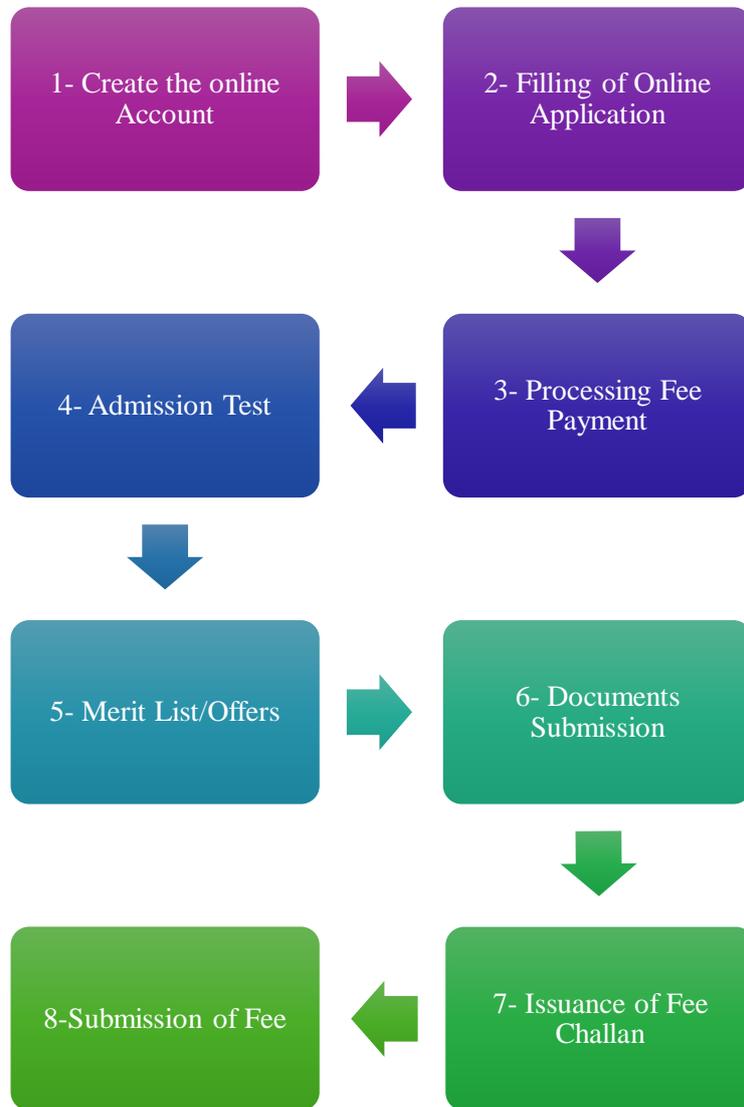
Candidates who have completed their final exams but are waiting for result can apply for the admission as result-awaiting candidates. To do so, they must certify that:

- (a) Appearance in Final Exam: They have appeared in the exam on which their admission is based.
- (b) Meeting Admission Requirements: They have to meet the required percentage for admission; otherwise, their admission may be canceled or they may need to transfer to another discipline as per the eligibility.
- (c) Result Submission: They are required to submit their results, on or before the 7th academic week of the semester. Failure to provide the result within the prescribed time or not meeting the required percentage will result in cancellation of admission.

9. Admission Process

CUST follows a clearly defined and time-bound admission cycle. Admissions commence with public announcements in selected newspapers and through official social media channels. The online application form is made available on the University's admission portal. Candidates wishing to apply for admission must create an account on the portal and complete the online application form. Once submitted, the application form becomes final and cannot be edited by the candidate.

Upon submission, the processing fee challan becomes available for download. The Application processing fee may be paid through various methods, including credit/debit card, online transfer, or at any branch of the Bank of Punjab. Once payment is confirmed, a Test Letter is uploaded to the candidate's portal, specifying the date and time of the admission test.



CUST Admission Process

Candidates who already possess a valid HEC-approved test result are issued Test Exemption Letters. After the admission test is conducted, the merit lists are prepared in accordance with the University's admission criteria and successful candidates are offered admission by attaching an admission offer letter to their online portals. The letter provides complete information that the candidate may require at this point in time. It invites the candidates to submit copies of their past academic record and other personal documents/photographs by a certain date. After careful scrutiny of documents, the semester fee challans are issued. The challans include any

scholarship for the candidate may be eligible.

10. Transfer of Credits and Equivalence of Course

The University accepts transfer credits from HEC-recognized institutions, subject to the following conditions:

10.1 Eligibility Criteria

- (a) **Recognized Institution:** Credits earned from HEC-recognized Pakistani or foreign universities are eligible for transfer.
- (b) **Original Transcript:** Original transcript issued by the concerned university is required.

10.2 Transfer Conditions

- (a) **Course Similarity:** Transferred course must be similar in content and scope to a CUST course or conform to the same competency level.
- (b) **Grade Requirement:** Only courses with a minimum grade of C+ for undergraduate and B for graduate programs or higher are eligible for transfer.
- (c) **Relevance to Degree Program:** Transferred courses must be part of the applicant's chosen degree program.

10.3 Transfer Process

- (a) **Case-by-Case Evaluation:** Each credit transfer case is evaluated on its merit by the Admission Department in consultation with the respective Head of Department (HoD).
- (b) **Transcript Notation:** Accepted credit hours appear on the transcript without grades.

10.4 Limitations

- (a) **Maximum Credits:** Transferred credits cannot exceed 50% of the total credit hours required for the degree program.
- (b) **Expulsion:** Applicants expelled from other institutions are not eligible for credit transfer.

10.5 Final Decision

Departmental Discretion: The department has the exclusive right to accept or reject any request for transfer of credits.

11. Scholarships and Financial Assistance

CUST is committed to supporting deserving and talented students through various financial assistance mechanisms including:

- (a) Merit-based Scholarships
- (b) PGC Scholarship
- (c) Need-based Financial Assistance
- (d) Sports Scholarships
- (e) Special Scholarships for Differently Abled Students
- (f) Other Scholarships

Note: For comprehensive criteria, types, and application procedures, please refer to the official CUST Scholarship Policy available at www.cust.edu.pk

12. Refund Policy

- (a) CUST adheres strictly to the Refund Policy notified by the Higher Education Commission (HEC) Islamabad, applicable to all programs.
- (b) Refunds are processed based on the percentage deductions corresponding to withdrawal timelines as per HEC guidelines. The refund form and procedure are available at the Admissions Office.

13. Review and Updates

This policy shall be reviewed annually by the Admissions Committee. Updates will be submitted for approval by the Vice Chancellor and Academic Council.

14. Implementation

The Admissions Office shall be responsible for the operational implementation of this policy. All academic units are required to fully comply with this policy.

DISCLAIMER: Capital University of Science and Technology reserves the right to change, amend, replace or annul any part or whole of this document without any notice.