



# National University of Modern Languages

## Academics Branch

### (Student Guidelines)

#### SOPs for Semester Freeze

#### 1. Undergraduate Programs

- a. Semester freeze of up to two regular semesters (in entire program) during course work (within the minimum duration of a program) is allowed to students facing extraordinary circumstances / valid reasons subject to approval of the Rector on recommendations of Dean/HoD. Penalties associated with relegation will not be applied to a semester freeze.
- b. In case semester freeze is requested within first 30 days of commencement of a semester, the student will pay 25% of the total tuition fee and allied charges. If the request is made after 30 days of commencement of a semester but before start of the Midterm Examination, the student will have to pay 50% of tuition fee and allied charges.
- c. In case an emergency/illness occurs after the midterm examination, the semester freeze may be allowed but no fee will be refunded at this stage.
- d. **Continuation Fee for BEEE Students.** The intake of students in BEEE program is allowed once a year as per PEC rules. If a student is dropped in a semester, he has to wait for one semester to repeat the same semester. BEEE students during wait period of one semester will pay a nominal fee of 5% (of semester fee and allied charges) to maintain registration. However, if a student enrolls in a course(s) during this semester then he will have to pay fee as per university rules. The rule will also be extended to other programs where admission is done only once a year.
- e. Semester freeze in 1<sup>st</sup> semester of a program is not allowed.

#### 2. MS/MPHIL / PHD PROGRAMS

MPhil/MS students are allowed to freeze only one semester during entire course work duration. Freeze of first semester is not allowed.

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