

National Defence University, Islamabad

Faculty of Contemporary Studies

Frequently Asked Questions (Admission related)

Q1: I have appeared in the combine exam of HSSC, can I apply for admission?

Ans: Result Awaited applicants appeared in combined examination (1st Year & 2nd Year) are not eligible to apply as merit of result awaited applicants is determined on 1st year result.

Q2: My A' Level result is declared but IBCC equivalence is not issued can I apply in BS admission?

Ans: Yes you can apply, however, NDU will calculate academic merit on the numerical marks determined by IBCC. In case IBCC equivalence is delayed your merit will be provisionally determined on grades equated to minimum numerical ratings of correspondence grades in IBCC conversion formula, which shall not be updated at later stage. IBCC equivalence of O' Level must be provided in any case. You shall be required to submit IBCC equivalence within 4 weeks of commencement of classes failing which your provisional admission will be cancelled.

Actual scores	Grades	Pak. Equivalent Marks
90 – 100	A	80.75
80 - 89	B	71.25
70 – 79	C	61.75
60 – 69	D	52.25
50 - 59	E	42.75
40 – 49	F	38
35 – 39	G/N/P	33.25

Q3: I have 3rd division in HSSC, can I apply for admission?

Ans: No

Q4: I have 3rd division in SSC and 1st division in HSSC can I apply for BS admission?

Ans: No

Q5: What is the percentage of being 3rd division?

Ans: Less than 45% marks

Q6: I have secured 44.8% marks in HSSC, Am I eligible for BS admission?

Ans: No, system do not permit candidate to apply with less than 45% marks.

Q7: Does NDU provide any transport facility?

Ans; Yes, the University has its own fleet of Buses/Coasters for safe, secure and comfortable transportation of students. Kindly check prospectus for available routes and fee

Q8: Does NDU provide any hostel facility?

Ans: No. However, there are good private hostels located in the nearby vicinity of the University.

Q9: What is the Fee Structure for the current academic year?

Ans: Visit https://ndu.edu.pk/fcs/fcs_fee.php

Q10: What degree programs are offered at NDU?

Ans: Visit <https://ndu.edu.pk/fcs/fcs.php>

Q11: What is the duration of the degree programs?

Ans: a. BS programs are of minimum 4-years (08 Semesters) and maximum 6 years (12 semesters) duration.

b. BS (Bridging) programs are of minimum 2.5-years (05 Semesters) and maximum 6 years (12 semesters) duration.

c. Duration of MS/ M.Phil degree requirements shall be 1.5 – 4 years from the date of admission till award of degree. Extension of 7th semester shall be granted by ASRB under extenuating circumstances. No extension beyond 7th semester shall be granted under any circumstances. The 8th semester shall be utilized for processing and evaluation of thesis

d. Duration of PhD degree requirements shall be 3-8 years (theses submission by the end of 12th semesters i.e. 6 years and 4 semesters i.e. 2 years kept for processing and evaluation of theses by the University.

Q12: Can I transfer my credit hours to NDU?

Ans: A candidate desirous of transfer of credits from a public / private sector university duly recognized by HEC **shall first obtained admission through regular process** in one of the BS/ M.Phil programmes offered by NDU and **then apply for transfer of credits**. Credit hours will be transferred only when the following conditions are met:

a. Application for credit transfer will be submitted by the students supported by the following documents. **Transfer request must have the logical and reasons preferably due to shifting from one city to another:**

(1) The course outline and teaching plan of the course that was completed in a different university / institution and which is being considered for credit transfer:

(2) The course contact hours and the name of the faculty who taught the course along with the relevant grades.

b. The course credits will be considered for transfer if the course content is at least 80% similar to the course content at National Defence University,

c. A course exempted elsewhere is not-transferable. Only those courses are transferable which were pursued as a regular taught course.

d. Transferred courses shall not include seminars or audited courses.

e. Transferred courses shall not exceed 50% of the credit courses being offered by the department at NDU as per Department's scheme of instruction.

f. 'B' grade or 65% marks are required for a course to be considered for transfer.

g. The maximum 50% credit hours of total credit hours studied at the parent university shall be transferred. In exceptional circumstances, the Assessment

Committee shall recommend beyond 50% credit hours to Advance Studies & Research Board (ASRB) for approval.

- h. The courses accepted for transfer shall be relevant to approved courses / curriculum of the department concerned.

Q13: What is fee refund policy of the University?

Ans: Candidates desirous to refund their fee after admission can apply as per following timelines:

% of Tuition Fee	Timeline for Semester/Trimester System
Full (100%) Fee Refund	Up to 7 th day of convening of classes
Half (50%) Fee Refund	From 8 th -15 th day of convening of classes
No Fee (0%) Refund	From 16 th day of convening of classes

Q14: How NDU calculate the merit of the candidates?

Ans: Visit https://ndu.edu.pk/fcs/admission_merit.php for details of merit criteria.

Q15: What is the passing percentage of NDU Entry Test?

Ans: 50%

Q16: I have filled the online application form, what is the Next Step?

Ans: When you successfully submit the online application, Print challan form and submit it to any HBL branch. After deposit the fee dispatch the admission form along with all documents as per checklist mentioned on the admission form to Admission Office, National Defence University (NDU), Sector E-9, Islamabad.

Q17: Is there any age limit for application for admission at NDU?

Ans; There is no age restriction for seeking admission to any degree program at the University.

Q18: Does NDU provide financial assistance or scholarships to needy students?

Ans: NDU has established the Financial Aid Office under Public Relation & Student Affairs (PR&SA). However to avail scholarship you need to secure admission after regular procedure.

Q19: I have completed my BA in Pakistan Studies am I eligible for BS bridging in Leadership and management Studies?

Ans: Yes, an applicant holding BA/BSc or its equivalent 14 years' degree from an accredited Board/ institution, with at least a second division or its equivalent grade, shall be eligible for admission to any of the BS bridging programs at Faculty of Contemporary Studies offered by the University. It will be the candidate's own responsibility to get the equivalence established through Inter Board Chairman Committee of respective Boards and HEC.

Q20: What are the class timings for M.Phil program?

Ans: Classes for M.Phil program start at 1600 hrs, however depends on the specific timetable of each department.

Q21: What are the class timings for PhD program?

Ans: Classes for PhD program start at 1600 hrs, however depends on the specific timetable of each department.

Q22: I study in International Islamic University Islamabad can I do migration?

Ans: Kindly see the answer of Q12

Q23: I applied in NDU, I got selected on merit and I paid the required Fee. Now I want to refund my Fee. What is the procedure?

Ans: You shall be required to write an application to Director Finance within due dates as per policy defined under Q13.

Q24: I want to change my department, please guide.

Ans: You can apply for change of department on the prescribed performa available in your respective department within orientation week. Following conditions must comply for the change of department:

- a. Recommendations of both Head of Department
- b. Your secured merit is higher than the closing merit of the department you wish to shift.

Q25: I have been selected in BS-LMS on my 2nd choice; can I shift to IR department?

Ans: Kindly see the answer of Q24

Q26: I have been selected in M.Phil-LMS can I shift to M.Phil-IR department?

Ans: If you applied for M.Phil-IR at the time of admission as 2nd choice than you can apply for the change of department on the prescribed performa. Following conditions must comply for the change of department:

- a. Recommendations of both Head of Department
- b. Your secured merit is higher than the closing merit of the department you wish to change.
- c. Your background relevancy must match.

Q27: Can I freeze my 1st semester?

Ans: No, 1st semester cannot be freezed. You will be required to apply again in next admissions.

Q28: I have cleared subjects of A-1 of A' level's and appeared in the subjects of A-2. Can I apply in BS programs?

Ans: Kindly see the answer of Q2.

Q29: If I have already passed the USAT, do I still need to appear for the NDU Entry Test?

Ans: No, You only need to submit and upload your USAT Result while applying in our Online Admission System.

Q30: If I have cleared the USAT and uploaded the result, Do I still need to pay the Entry Test Fee?

Ans: No, You do not have to pay the fee, instead you need to only upload the Test Result while applying in our Online Admission System.