



Participant Relations Section (PRS)

Semester Freeze

Policy and Requirements

Policy	Requirements
<ul style="list-style-type: none"> • Freezing of first two semesters is not allowed (for four/five-year degree program) • Freezing of first semester is not allowed (for two years program) • Semester Freeze can be availed for one semester in a two-year degree program • Semester Freeze can be for a maximum period of one year (two semesters in a four/five-year degree program) • Participant may apply for Semester Freeze for medical or other plausible reason • Semester Freeze application can be submitted in PRS before the Add/Drop period for approval • In case a participant needs to freeze the semester after the Add/Drop period under medical emergencies or any plausible reason, the application shall only be accepted before midterm examinations and recommended by the university Medical Officer which shall be submitted to PRS • Participant applying for Semester Freeze after Add/Drop period and before midterm examination shall be charged a processing fee of Rs. 5000/- • During the “freeze period” the applicant shall lose his/her participant status at UMT and shall not be entitled to avail university facilities • Freezing the semester(s) is a matter of choice and such participant shall not qualify for any relaxation in semester course load or maximum time specified for completion of the degree • Participant Student Identity Card shall be deactivated once the request is approved • Leaving more than two semesters without an official approval will lead to suspension of admission • A participant, during the Semester Freeze period will not be liable to pay quarter fee • Semester will only be frozen after clearing the quarter fee and repeat course fee (if any) • Any application submitted after the commencement of midterm examination shall not be accepted • On resuming studies, the SID card will be activated and all university facilities will resume • A participant shall submit semester unfreeze application to resume his/her studies before the start of the next immediate semester and pay dues accordingly 	<ul style="list-style-type: none"> • Online request along with relevant documentary evidence to support the reason must be sent to prshelpdesk@umt.edu.pk • Clearance from Office of Technology Enablement (OTE/IPC), Learning Resource Center (LRC) and Office of the Treasurer (OTR)