

## Participant Relations Section (PRS)

### Program Change

#### Policy and Requirements

Policy	Requirements
<ul style="list-style-type: none"> <li>• Program change shall only be allowed for a participant who meets the admission criteria of the program in which he/she wants to transfer and that program is also offered in that semester</li> <li>• Participant may change program on the approval of Dean/Director of both parent and destination School/Institute</li> <li>• Credit transfer with less than 2.0 CGPA in undergraduate, 2.5 CGPA in MS/MPhil or equivalent programs and 3.0 CGPA in PhD will not be allowed as per policy</li> <li>• Any scholarship/fee waiver being availed by the participant shall stand cancelled</li> <li>• All policies and fee structure will be applicable as per new program</li> <li>• Any previous paid fee will be adjusted in the fee of the new program as per policy</li> <li>• The Equivalence Committee of the university will evaluate whether the earned courses can be transferred to the desired program in light of their content</li> <li>• Program change will not be allowed in case the participant is on “Last Probation”</li> <li>• Program change request can be entertained only once. However, the participant’s request for the change of program for the second time can be processed on the approval of the competent authority followed by the CGPA of the participant which should be 3.00 or above</li> <li>• Rs. 15,000/= will be charged as program change fee the 1<sup>st</sup> time</li> <li>• PKR. 25,000/= will be charged as program change fee the second time</li> <li>• Original SID card must be submitted at PRS once the program change is done</li> </ul>	<ul style="list-style-type: none"> <li>• Duly filled Inter School Program Change Form must be submitted at PRS Helpdesk, 1<sup>st</sup> Floor, Admin Building or send request to <a href="mailto:prshelpdesk@umt.edu.pk">prshelpdesk@umt.edu.pk</a></li> <li>• Attested copies of all previous academic credentials, degrees and certificates (mark sheets not acceptable)</li> <li>• Student ID Card (original)</li> <li>• Participant CNIC (copy)</li> <li>• 2 passport size pictures (with white background)</li> <li>• Clearance from Office of the Technology Enablement/IPC, Learning Resource Center (LRC), Office of the Registrar and Office of the Treasurer</li> </ul>