



Participant Relations Section

Semester Freeze:

Process & Requirements

- Semester freeze request through prshelpdesk@umt.edu.pk
- Clearance from (OTS, LRC and OTR)
- Supporting Documents as evidence for semester freeze
- Student Identity Card (SID) Original
- Approval from Batch Advisor/CoD/Dean
- Participant may apply for semester Freeze for medical or other plausible reason
- Semester Freeze can be for a maximum period of one year (two semesters in a four/five-years degree program)
- Semester Freeze can be for one semester in a two-years degree program
- Freezing of first two semesters is not allowed (for four/five year's degree program)
- Freezing of first semester is not allowed (for two years program)
- Semester Freeze application must be submitted through prshelpdesk@umt.edu.pk at least fifteen days before the Add/Drop period for approval
- In case a participant needs to freeze the semester after the Add/Drop Period under medical emergencies, the application shall only be accepted before midterm examinations and recommended by the University medical officer which shall be submitted to prshelpdesk@umt.edu.pk
- Such participant shall be charged a processing fee of PKR. 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 towards maximum time specified for completion of the degree
- A participant shall rejoin in the next semester after freeze period by paying semester fee
- A participant must submit semester unfreeze application at prshelpdesk@umt.edu.pk at least two weeks before the start of next semester
- The right to use all university facilities shall be resumed upon rejoining and UMT SID card would be available from PRS
- Leaving more than two semesters without an official approval will lead to the suspension of admission
- Participant can only resume the program by paying re-admission fee subject to meeting the academic criteria and completion of degree requirements in prescribed time line. However, a letter of warning shall precede admission cancellation
- A participant, during semester freeze period may not be liable to pay quarter fees
- Semester may only be frozen after clearing the fees (Quarter wise only).
- After midterm examinations, semester cannot be freeze