



Capital University of Science and Technology

Islamabad Expressway, Kahuta Road, Zone-V, Islamabad

Phone: +92 51 111 555 666, Fax: 92 51 4486705

Email: info@cust.edu.pk, Website: <http://www.cust.edu.pk>

POLICY TO AVOID FRAUDULENT CLAIMS OF DEGREES

A student name can be processed for the award of degree if the following are met:

- a) He/she has completed the required number of credit hours as defined in the respective degree program. The same shall be certified by the respective Head of the Department.
- b) He/she has successfully completed all the requirements including course work, lab work, internship, thesis/ projects etc. as defined in the respective prospectus. A certificate in this respect shall be given by the Head of the Department indicating that the student is cleared for the award of degree.
- c) The student must have completed the degree requirements with the CGPA as defined for the respective degree program. The Controller of Examinations shall ensure the attainability of this criterion.
- d) The name of the student shall be processed for the graduation list if he/she shall have completed 60-65 Hrs. volunteer work and a certificate in this respect has been awarded by the Directorate of VIS.
- e) The student has completed all the degree requirements within the allowed duration as defined in the respective prospectus.
- f) Before allowing the student to be included in the graduation list a certificate by the HoD/Dean shall be issued on the prescribed form mentioning that the student has completed all the codal formalities which are required for the award of the respective degree.
- g) Before clearing the student for the graduation list a student personal file shall be audited by the Controller of Examinations, who will then certify that the student has got all the earlier qualifications completed and a copy of earlier testimonials are available in the student's file.
- h) The student file must reflect that all the original documents of his/her earlier qualifications are seen by the Director Admissions.

- i) The Controller of Examinations can only issue a completion transcript if a certificate in this respect is provided to the Controller office by the respective Head of the Department.
- j) The Controller of Examinations will ensure that the student's data pertaining to registration, grades, are in-tact and available in the University portal.
- k) A degree can be processed only if a student has been tagged in the portal as '**graduated**' student.
- l) The Controller of Examinations is not allowed to change the grade of any student for whatsoever reason unless he is duly authorized by the Vice-Chancellor through written order after the due process.
- m) The Controller of Examinations will maintain a register of all the degrees which have been issued.
- n) All the students who are Alumni of the University must appear in the graduation list which shall be placed on the web and the controller of examinations shall be responsible to ensure the accuracy of the data of the graduation list.
- o) No degree shall be considered as authentic unless it is signed by the Controller of Examinations, Vice-Chancellor and the Chairman of the Board of Governors.
- p) It shall be the responsibility of the Controller of Examinations to keep the blank degrees under lock and key and the record of all the degrees including those who are wasted shall be maintained.
- q) No duplicate degree shall be issued on the request of a student unless an affidavit along with the FIR is submitted indicating that the earlier degree has been destroyed, damaged or lost.
- r) A duplicate degree must be stamped as a duplicate/re-issued degree.
- s) The degrees shall be issued to the concerned graduates in person in the Examination Office. In-case of extra ordinarily circumstances, it can be issued to a blood relation if an affidavit duly signed by the graduate is submitted.



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Degree Completion Form

It is certified that Mr. / Ms. _____

Registration No. _____ has completed the following requirements:

- Core Requirements: _____ Cr. Hrs.
- Elective Requirements: _____ Cr. Hrs.
- General Requirements: _____ Cr. Hrs.
- Specialization Requirements: _____ Cr. Hrs.
- Thesis Requirements: _____ Cr. Hrs.
- Total _____ Cr. Hrs.

- Voluntary Service Completed: Yes No
- Internship Completed: Yes No

for the award of degree in _____

He/she is eligible to participate in the convocation. _____

HoD/Dean

Dated



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MS/MPhil Completion Form

It is certified that Mr. / Ms. _____

Registration No. _____ has completed the following requirements:

- Core Requirements: _____ Cr. Hrs.
- Elective Requirements: _____ Cr. Hrs.
- Specialization Requirements: _____ Cr. Hrs.
- Thesis Requirements: _____ Cr. Hrs.

for the award of MS/M.Phil degree in _____
He/she is eligible participate in the convocation.

HoD

Dean

He / She may be issued transcript in anticipation of BASR approval _____

Dean