1- Applying to the College

i. Applications for Master’s and Doctoral by research shall be accepted throughout the year.

ii. Applications submittal and registration deadlines for postgraduate study by courses or by courses and dissertation shall be announced through available means.

iii. Two (02) passport size photographs should be attached with the form.

iv. The original copies authenticated by the Ministry of Higher Education with copies therefrom must be attached. Original copies will be returned to applicant, after being duly verified by the college registrar.

v. Applicant who holds a foreign certificate shall attach an evaluation certificate issued by the Foreign Certificates Equivalency Committee at the Ministry of Higher Education and have it authenticated by the concerned authorities.

vi. Applications must be legibly completed and submitted along with the required documents (Academic certificates, ID card, notarized copies of passport and citizenship certificate), to the College registrar for review.

2- Admission Requirements

2.1 Postgraduate Diploma Degree

vii. Obtaining a bachelor’s degree (General) with a minimum rating of “Good” from SUST or a recognized equivalent from an accredited institution.

2.2 Master’s Degree by Courses and Dissertation

i. Obtaining at least a second class bachelor’s degree from SUST or a recognized equivalent from an accredited institution.

ii. Obtaining a postgraduate diploma with a minimum rating of “Good” from SUST or a recognized equivalent from an accredited institution.
iii. The Research Council at the respective college may consider the admission of a student who obtained a third class bachelor’s degree from SUST or a recognized equivalent from an accredited institution, with a minimum of three (3) years working experience.

iv. The Research Council at the respective college may consider the admission of a student who obtained a postgraduate diploma with a grade of “Satisfactory” from SUST or a recognized equivalent with a minimum of one (1) years working experience.

v. The Research Council at the respective college may compel the student to sit for qualifying examinations to meet the requirements of some courses whose total load does not exceed nine (9) credit hours as a prerequisite for admission.

vi. The Research Council at the respective college may compel the student to sit for a preliminary examination in some courses whose total load does not exceed fifteen (15) credit hours as a prerequisite to admit a group of students in one semester.

2.3 Masters Degree by Courses Only

i. Obtaining at least a second class bachelor’s degree from SUST or a recognized equivalent from an accredited institution.

ii. Obtaining a postgraduate diploma with a minimum rating of “Good” from SUST or a recognized equivalent from an accredited institution.

iii. The Research Council at the respective college may consider the admission of a student who obtained a third class bachelor’s degree from SUST or a recognized equivalent with a minimum of three (3) years working experience.

iv. The Research Council at the respective college may compel the student to sit for qualifying examinations to meet the requirements of some courses not exceeding nine (9) credit hours in total as a prerequisite for admission.

v. The Research Council at the respective college may compel the student to sit for a preliminary examination in certain courses not exceeding fifteen (15) credit hours in total as a prerequisite to admit a group of students for one semester.
2.4 Doctoral Degree by Courses & Research
i. Student pursuing doctorate degree must have obtained a master’s degree from the University or a recognized equivalent from an accredited institution.
ii. Program’s conditions must have been met.

2.5 Masters & Doctoral Degree by Research
i. Student pursuing doctorate degree must have obtained at least a BA degree (with Lower second-class honors) from SUST or a recognized equivalent from an accredited institution, or,
ii. A postgraduate diploma with a minimum rating of “Good” from SUST or a recognized equivalent from an accredited institution.

2.6 Doctoral by Research
i. Student pursuing doctorate degree must have obtained a master’s degree from the University or a recognized equivalent from an accredited institution.

3- Nomination for Admission
Application shall be sent to the respective college, which in turn shall refer the same to the respective department or school to evaluate the applicant’s qualifications, enter the required information in the relevant portion of the application and make the required recommendation. The relevant department or college shall forward the applications to the Chairman of the Research Council at the respective college along with one of the following recommendations attached with every application:

3.1 Candidate acceptance.
Admission to master’s degree may be approved provided that the dissertation requirements are satisfied which hours shall not exceed one third (1/3) the program’s credit hours – having passed them successfully, or admission to pre master’s degree in the event the credit hours exceed one third (1/3) the program’s credit hours).

3.2 Rejection:
i. Forms shall be returned to the college for approval.
ii. The names of successful candidates who applied for admission shall be posted on the bulletin board.

4- Registration Procedures

i. The College will announce a certain time period for registration in each course.

ii. The student will be registered for admission to the relevant program in the college after payment of the prescribed tuition fees.

iii. Lists of enrolled students will be sent to the Chairman of the research council at the respective college.

iv. No student shall be allowed to register for more than one academic degree at a time.

v. Re-registration for any academic degree by research is not allowed if the student has failed to pass it before, regardless the type of discipline.

vi. ID shall be issued to student following the completion of registration procedures, and shall be presented upon request for verification purposes. The student shall renew his ID card at the beginning of each academic year.

vii. Student shall not be permitted to register after the elapse of four (4) weeks from the beginning of the study by course.

4.1 Keeping Opportunity Alive for the Student (Freezing the student’s status for valid reason)

i. The opportunity for each separate semester shall be kept with the previous semester’s result, provided that the student whose opportunity was kept in a previous semester will not be enrolled for the subsequent semester.

ii. Student, whose opportunity has been kept, shall begin his studies with the next batch, if any, after payment of full tuition fees for the relevant semester.

iii. The opportunity shall be kept alive two (2) times only throughout the study period, and shall be counted with the maximum period of study, following which the registration shall be cancelled, noting that the College shall not incur any financial or administrative obligation arising out of this action whatsoever.
4.2 Cancellation of Registration

The College shall have the right, in the following cases, to cancel the student’s registration, without being liable for any financial or administrative obligations:

i. If the registration has been done according to incorrect information.

ii. In the event the student has failed to attend classes after the elapse of one (1) month from the beginning of study.

iii. If the student has not completed the study of courses after the elapse of three (3) academic years.

iv. If the student has failed to submit his dissertation within two (2) years from the date of final examinations.

v. In the event the student has not started his study by research within three (3) months following the date of registration.

vi. The registration of the student registered for a master’s degree by research will be cancelled after the elapse of four (4) years from the date of registration.

vii. The registration of the student registered for a doctoral degree by research will be cancelled after the elapse of five (5) years from the date of registration.

viii. The registration will be cancelled if it violates any of the provisions set forth in these regulations.