BAHRIA UNIVERSITY ADMISSIONS POLICY

Discovering Knowledge

LETTER OF PROMULGATION

1. This document titled Admission Policy is hereby promulgated with effect from Spring 2022 Semester.

2. The document contains 09 Chapters. Master copy of the document is held with the Regulation Cell. In the event of any change desired in the document, an amendment request is to be put up to the Directorate of Admission for processing.

3. This policy shall be read in conjunction with the Academic Rules/Regulations of the university. In matters where this policy is silent, relevant rules, regulations and procedures of BU shall apply. In addition, admission requirements are revised by the HEC from time to time which shall be complied with, and shall take precedence over this policy should there be a conflict.

SHAFQAT AZAD SI(M), S.Bt
Commodore (Retd)
Registrar

Dated: _____ June 2022

FOREWORD

The Admissions Policy contains Admissions related policies, procedures and guidelines. The policy will provide guidance and ready reference to all concerned. Contents of the Admissions Policy are subject to change from time to time, as and when deemed appropriate by the university.

The Admissions Policy applies to all Campuses and Constituent Units of Bahria University except Annual Based Examination System (MBBS & BDS Programs only) for which PMC admission Rules shall be followed.

Copy No _____

RECORD OF AMENDMENTS

Amendment No.	Dated	Articles Amended	Authority
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2nd Edition	**June 2022**	**Revised/ Superseded**	**Registrar**
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Abbreviations & Acronyms

AD	Assistant Director
Admin	Administration
AP	Assistant Professor
ASA	Advisor Students Affairs
ASP	Associate Professor
Asstt	Assistant
BoG	Board of Governors
BU	Bahria University
BUHS	Bahria University Health Sciences
BUO	Bahria University Officer
BUHO	Bahria University Head Office
BUSAS	Bahria University Support& Admin Staff
CE	Controller Examinations
Coord	Coordination, Coordinator
CUs	Constitution Units
DA	Director Admissions
DBOS	Departmental Board of Studies
Dept	Department
DHR	Director Human Resources
DHS	Director Health Sciences
Dir	Director
DIT	Director Information Technology
DQA	Director Quality Assurance
Dir R&D	Director Research & Development
DSA	Director Student Affairs
DRC	Departmental Research Committee
ETS	Educational Testing Services
FM	Faculty Member
FHB	Faculty Hand Book
FRC	Faculty Research Committee
FBOS	Faculty Board of Studies
GAT	Graduate Assessment Test
GMAT	Graduate Management Assessment Test
GRE	Graduate Record Exam
HEC	Higher Education Commission
HEI	Higher Education Institute
HERC	Higher Education & Research Committee
HoD	Head of Department
HR	Human Resources
IO	International Office
IPP	Institute of Professional Psychology
LAT	Law Admission Test
NOC	No Objection Certificate
Ord	Ordinance
ORIC	Office of the Research, Innovation & Commercialization
PEC	Pakistan Engineering
PMC	Pakistan Medical Commission
Prof	Professor
PG	Post Graduate
QA	Quality Assurance
QC	Quality Control
QE	Quality Enhancement
Rep	Representative
Secy	Secretary
SHB	Student Hand Book
SOPs	Standing Operating Procedures
SAT	Scholastic Aptitude Test
Ty	Temporary
TOC	Transfer of Credits
UG	Under Graduate
VFM	Visiting Faculty Member

CHAPTER-1

OVERVIEW - ADMISSIONS POLICY

1.1. Overview

1.1.1 This document lays down BU's Admissions Policy & procedures. In the event of any conflict or difference of interpretation, this document shall hold precedence over all others except the BU Ordinance No.V of 2000, BU Statutes, BU Academic Regulations and BU Academic Rules.

1.1.2 The Admissions Policy for Medical, Dental, Nursing and allied sciences, as promulgated by their respective Regulatory Bodies, shall be issued separately.

1.1.3 These policies and procedures are subject to change from time to time on recommendations of Statutory Bodies of BU.

1.1.4 Admission Policy, Student Handbook (SHB) and Prospectus are available on BU website.

1.2 Vision

1.2.1 To become a knowledge and creativity driven international university that contributes towards development of society.

1.3 Mission

1.3.1 To ensure academic excellence through deliverance of quality education and applied research in a collegiate environment having strong linkages with industry and international community to meet the societal challenges.

1.4 Admissions Policy Framework

1.4.1 BU is committed to ensure that its selection policies and procedures are transparent, followed fairly, courteously, consistently and expeditiously. Information concerning applicants remains confidential between designated parties and that decisions are made by those equipped and authorized to make the required judgments. All decisions are made on the basis of academic judgment and expertise, and all applicants are considered in terms of their eligibility to complete the course successfully.

1.4.2 This policy is intended to provide an overarching framework for University Admissions Policy and procedure. The policy will be kept under constant review with particular reference to emerging best practices and are subject to change from time to time on recommendations of Statutory Bodies of BU. The University is committed to ensure that all admissions and recruitment activity is governed by relevant and up to date policies and procedures that are implemented consistently and fairly. It is not intended to be an exhaustive document and is designed to be read in conjunction with the policies and procedures referenced throughout.

1.5 Admission Policy Statement

1.5.1 Statement

To attract and recruit quality candidates on merit through simple, clear and transparent admission process in order to ensure academic excellence.

1.5.2 Purpose

To provide policy information to enquirers, applicants, parents and advisors about recruitment, selection and admissions at the BU.

1.5.3 Aims and Objectives

The aims and objectives of the Admissions Policy are to ensure that:

a. Applicants are appropriately supported and guided through the admission and recruitment process.

b. Sound decision making by applicants and the University is assured.

c. University's strategic objectives are recognized.

d. Encouraging all who have the ability and motivation to succeed in order to benefit from higher education being offered at BU with the maximum ease and the greatest flexibility.

1.6 Scope of Admission Policy

1.6.1 This policy shall apply to BUHO and its CUs except BUHS. All concerned staff of BUHO and CUs who are involved in recruitment, selection and admissions activity is required to comply with the policies stated in this document.

1.6.2 All instructions, rules, procedures and guidelines pertaining to admissions and approved by the Statutory/ Administrative Bodies of BU/CUs, promulgated through the various publications mentioned below, shall be part of this Policy:

a. Academic Regulations
b. Academic Rules
c. PhD Rules
d. MS/MPhil Rules.
e. Examination Policy.
f. Academic Audit Policy.
g. HEC's/ BU, Plagiarism Policy.
h. HEC's/ BU 'Policy Guidelines against Sexual Harassment in Institutions of Higher Learning'.
j. HEC Disabled Policy.
k. Letter of Pakistan Bar Council for Quota of Lawyers Sons/daughters

1.6.3 Any other document which spells out rules on Admission matters.

1.7 Principles underlying Admission Policy

1.7.1 Principles underlying the Admissions Policy shall be as under:

a. The policy and procedures are transparent, explicit, clear and consistently applied to all students who will be admitted in BU.

b. Entry requirements shall explicitly identify the knowledge, skills and competences required at admission and relating these to content, mode of delivery and outcomes of the award.

c. A commitment to equality in education. Students shall be selected on the basis of their individual merits, abilities and aptitudes.

d. The admission of students is based on the reasonable expectation that the applicant will be able to fulfill the objectives and achieve the standard required for the award for which they are registered.

e. Increase the diversity of BU student population.

f. To offer clear advice and guidance to prospective applicants to enable them to make informed choices and to apply to programs appropriate to their interests, academic qualifications and potential.

g. Admissions in BU shall be subject to the availability of vacancies.

1.7.2 Constant monitoring and review of admissions practices and procedures is necessary to effect improvements as required and to respond to any changes in the institutional mission and external factors including changing patterns in the applicant market.

1.8 ~~Definitions~~[1]

1.8.1 In this document, unless there is anything repugnant in the subject or context, each definition listed below when appearing in the text shall begin with a capital letter to convey its reference to the original word/words it is defining:

1.8.2 **Academic Council.** Means the Academic Council of the University constituted under Section 19 of the Bahria University Ordinance, 2000.

1.8.3 **Admission.** The proclaimed process for identifying applicants eligible to receive an initial offer of enrolment in a program at the University.

1.8.4 **Admission (deferment).** An applicant who receives an offer of admission to a course may apply to defer enrolment in that program for one semester or one academic cycle.

[1] BU Academic Rules 2016, Chapter 1, Clause 1.3, page 1

1.8.5 **Admission Period.** The proclaimed during which applications for admission to program are considered.

1.8.6 **Admission Year.** The year in which the student expects to start the program.

1.8.7 **Academic Program.** A program of studies which leads to the award of a University Degree/Diploma to the students, after successful completion of all of its requirements.

1.8.8 **Bi-Semester.** Academic year format comprising of two semesters of 18-week each, with inter-semester breaks and summer session. The two semesters shall be called Spring (starting in Feb) and Fall (starting in Sep) each year.

1.8.9 **Constituent Unit.** Means the academic institution offering BU approved academic programs under the admin, financial and academic control of BU head Office, as approved by the Board.

1.8.10 **Credit Hour.** The unit measuring educational credit; one Credit Hour would usually mean one weekly period of approximately one hour, lasting 16 weeks. This makes one Credit Hour equal to 16 Contact Hours. For practical/laboratory work, the equivalence is either two times or three times that of theory, that is, one Credit Hour is equivalent to 32 or 48 Contact Hours, depending on the nature of the program.

1.8.11 **Cumulative Grade Point Average (CGPA).** The summation of multiples of Grade Points and Credit Hours of all Credit Courses divided by the total number of Credit Hours taken by a student beginning from his admission till the last examination held.

1.8.12 **Enrolment.** Refers to a period of time in a student's candidature, commencing at the time the student has complied with all the University requirements for enrolment; and unless the student re-enrolls, ceasing at the date on which the University cancels, or the student withdraws from or discontinues enrolment; or the next new enrolment period commences.

1.8.13 **Exemption.** Exemption means a student is not required to take a similar course if he/she has already done it within or outside BU at any HEC recognized University. When granted Exemption, credits for that course earned previously are not counted towards credits or CGPA requirements for the degree. The student shall be required to take another course to make up for the total number of credits or CGPA required to meet the degree requirements.

1.8.14 **Extended/Maximum Program Duration.** Maximum possible duration during which a student must complete the program and meet all the degree requirements, failing which he/ she shall be considered Time-Barred and denied permission to continue studies in the program.

1.8.15 **Grade Point Average (GPA).** The summation of multiples of grade points and Credit Hours of all Credit Courses divided by the total number of Credit Hours taken by a student during a semester.

1.8.16 **Major.** Main field of specialization during graduate or under-graduate studies which will be in addition to and incorporate a core curriculum. BU shall define a framework including a certain number of required courses.

1.8.17 **Migration.** The act of a student leaving one HEC-recognized DAI and joining another. See also Transfer.

1.8.18 **Misconduct.** Conduct prejudicial to good order, or university administrative and academic discipline, or any action unbecoming on part of a student or faculty member, including any act to bring or attempt to bring political or other outside influence directly or indirectly to bear on the University or any employee or student of the University.

1.8.19 **Non-Credit Course.** A course of study which carries no credit but may be a requirement for a degree.

1.8.20 **Plagiarism.** Taking and using the thoughts, writings and inventions of another person as one's own.

1.8.21 **Pre-Requisite.** A course that a student must complete before being registered for a subsequent higher course.

1.8.22 **Qualification.** An academic attainment recognized by the University.

1.8.23 **Regular/Normal Program Duration.** The road mapped duration of a program, without any extension, within which a student is expected to complete the program and meet all degree requirements.

1.8.24 **Semester.** An 18-week academic period, in which one set of courses in each discipline is offered.

1.8.25 **Student.** A person who has registered for a certain number of courses in a regular degree program or a short course offered by BU.

1.8.26 **Summer Session**. A ten-week academic period that is devoted to conduct courses of requisite Credit duration and Contact Hours. The Contact Hours during each week of Summer Session will be doubled to ensure that the Course contents are thoroughly taught. Summer Sessions are arranged for the students to complete their academic deficiencies.

1.8.27 **Transfer.** The act of a BU student leaving one CU of the BU and joining another, or leaving one Department of a CU and joining another in the same CU, or leaving one program and joining another in the same Department. See also Migration.

1.8.28 **Waiver.** Removal of the Time-Bar status for a specific period in terms of regular semesters or time period to enable the student to complete the shortfall in degree requirements.

1.8.29 **Reference to this Document.** Reference to the clauses, sub-clauses, sub-sub-clauses, and Annexes of this document will be made by quoting the designator - “Admission Policy” - followed by the clause, sub- clause, sub-sub-clause, or Annex number/alphabet. For example: “Admissions Policy clause 8.31”etc.

CHAPTER-2

ADMISSION POLICIES

2.1 Fair Admissions

2.1.1 BU is committed to delivering a fair admissions system that recruit and admit students who have the potential and ability to benefit from the University's learning, teaching and research environment. Underlying this strong belief, following factors are key to indicate the likely success of a student:

a. Ability at a certain level in thinking and learning.
b. A foundation of skills from which to extend their study.
c. Motivation and commitment.

2.1.2 Admissions to all programs of BU Campuses and CUs are granted on the basis of merit alone. Candidates from all over Pakistan and overseas can apply.

2.1.3 The policy and procedures in this document shall be used to admit students on merit, with equal opportunity regardless of gender, nationality, race, colour, ethnicity, culture, religion, disability, immigration status or any other ground in para 4 of the EDI Policy. No domicile condition shall apply to admission, except for the quotas in paras 2.22 and 2.27 (Balochistan). The quotas in para 2.21 are positive measures, explained in para 2.21.7.

2.1.4 All BU Campuses and CUs have responsibility for determining the specific entry requirements and selection criteria for their programs of study, keeping in view the HEC and other Regulatory/ Accreditation Bodies defined guidelines.

2.1.5 Abridged version/extracts of this policy document shall also be articulated in the Bahria Profile, SHB, FHB and respective programs prospectuses; the same shall be kept updated in line with the changes /amendments adopted by the Academic Council. The abridged version shall include paras 2.1.3 and 2.21.

2.1.6 Women's Access to Admission. To raise the number of women applicants, especially in subjects where they are under-represented, the University shall:

a. run outreach to girls' schools, colleges and families, and join campaigns with other universities, community groups, government bodies and NGOs;
b. review, for each programme, applications, offers and acceptances by gender under para 4.1.2, and act where women's offer rate is lower than men's;
c. support women's enrolment through the scholarships in chapter 10 of the Academic Rules, hostel places and safe transport; and
d. report the results to the Rector after every cycle, under para 4.1.1(f).

Participation and graduation are governed by para 2.1.7.

2.1.7 Women's Participation and Graduation. After admission:

a. DSA shall monitor women's retention and progression by programme, and provide mentoring under para 12 of the Student Mentoring Framework, scholarships under para 10.9.7 of the Academic Rules, counselling and safe facilities.
b. Each year DSA and the Controller of Examinations shall compare women's and men's graduation rates by programme and entry cohort, and report any gap to the

Rector.

c. Where women graduate at a lower rate, DSA and the Director Campus shall run schemes, each with an owner and a date, report their effect to the Rector, and review this para each year.

2.2 Admission Entry Requirement

2.2.1 HoDs through respective Deans, Principals and Director Campuses shall forward specific entry requirements and selection criteria for their programs of study for all academic courses/programs/degrees being offered to Admissions Directorate of BUHO. Such details for respective programs shall be made available on BU Website and Prospectuses specifying:

a. Academic entry requirements.
b. Program contents and structure.
c. Degrees/ Transcript required for verification.
d. Other accepted experience and/or qualities.
e. Affidavit/ Hope Certificate.

2.3 ~~Class Size/Strength~~[2]

2.3.1 The class size/ strength for UG & PG Programs is as under:

[2]Item No.3641 of 36th ACM.

a. Undergraduates - 20-45

b. Post Graduate - 10-35

c. PhD Programs - Size depends on the availability of supervisory slots.

d. Class size/ strength mentioned above is not applicable to elective courses defined in the road maps of programs.

2.4 Academic Session

2.4.1 Academic Session at Bahria University comprises two regular semesters each of 18 weeks duration:

Fall Semester:	18 weeks (Sep – Jan)
Spring Semester:	18 weeks (Feb – Jun)

2.4.2 Fall and Spring are regular semesters whereas, Summer session (10 weeks from Jun – Aug) is offered for the benefit of those students, who want to improve their grades in any course, provided 10 or more students register for the course.

2.5 Admission Guidelines

2.5.1 Admissions Department of the Campuses/CUs in close coordination with Admissions and IT Directorates of BUHO will conduct admissions into University programs being offered in a Semester. BU Campuses and CUs shall devise Admission Schedule for a particular Semester and submit it to Director Admissions BUHO for approval of Rector.

2.5.2 Admissions will be opened twice a year. At the time of granting new admissions, BU will invite applications through major newspapers and BU Website. Candidates applying for admission to BU are required to submit application complete in all respect. Admission/enrolment in any program shall be limited to the number of students who can be accommodated.

2.5.3 Applicants for admission must meet the relevant academic qualifications needed for the program being applied for before being considered for admission. These qualifications shall be determined by the Academic Council and notified from time to time. Admissions shall be granted purely on merit achieved in the entrance test, or the tests conducted by the NTS i.e GAT, GRE, SAT etc, if so provisioned, academic record and interview. The applicants shall be required to:

a. Apply online, on or before the notified closing date; and

b. Appear in the admission test on the date notified by BU, or produce results of the tests conducted by the specified testing service if so provisioned.

2.5.4 No qualified candidate will be refused admission on the basis of his / her inability to pay BU fees; such candidates are required to apply for Financial Assistance Scholarship and shall meet the criteria for the same.

2.5.5 Candidates who inadvertently select wrong program during his/ her on line application shall be allowed to change the program provided that applicant submits a fresh fee for the new program.

2.5.6 Candidates applying for an admission in a program will have one of the three outcomes:

a. Candidate is successful and gets an offer of admission.
b. Candidate is successful and an offer of provisional Admission is made.
c. Candidate is unsuccessful.

2.5.7 The following guidelines shall be used to determine application outcome:

a. A student who meets all the eligibility and academic requirements, qualifies the admission test and has been successfully interviewed will be offered an admission, subject to availability of vacancy on the program.

b. A student who is awaiting result of tests or examinations, or who needs to undergo tests/assessments to determine whether he/ she meets entry requirements, will be offered a conditional place on their chosen program, subject to availability, if he/ she is predicted to meet the entry requirements or has demonstrated through previous/informal assessment that she/ she is capable of meeting the entry requirements.

c. A student who fails to meet entry requirements or unable to qualify the admission test of the university will be unsuccessful in the attempt and will therefore be advised to re-apply for a program in next Semester.

2.6 Rejection of Application

2.6.1 The University reserves the right to reject any application for admission without assigning any reason.

2.7 Admissions Deadline

2.7.1 The University has set regulations stipulating the period within which an applicant must apply for an admission in a chosen program. The start and end dates of admission session for each Semester shall be promulgated in the Academic Calendar. Where the University deems that it would not be feasible due to late submission of an application, the University reserves the right to make an offer of deferred entry for an alternative commencement date.

2.7.2 The University admission deadline for a given Semester shall be appropriately advertised through print media as well as through University Website. Applicants are therefore advised to submit their applications to BU Campuses or CUs before the stipulated deadline. All applications received by the published and agreed deadlines shall receive equal consideration.

2.7.3 BU Campuses or CUs may request for extension in application deadline in order to attract larger segment of student community and also to synchronize with the academic fraternity of the region/city where the Campus or CU is located. Such

cases of extension shall be processed through Admissions Directorate of BUHO for Rector's approval.

2.7.4 In cases where the candidates having applied online and are unable to get admit card due any reason; campuses admission office shall advise him or her to report to the respective Campus along with the fee challan deposited in the bank. Campuses admission office in coordination with Director Admissions and IT Directorate of BUHO shall take necessary measures to resolve the issue.

2.8 Instructions on Eligibility

2.8.1 Applicants for admission must meet the eligibility requirements set-forth by BU. Candidates are advised to confirm their eligibility prior applying online.

2.8.2 In case of annual system, eligibility will be determined on the basis of result in percentages.

2.8.3 In case of Semester system, eligibility will be determined on the basis of CGPA obtained out of 4.00.

2.8.4 In case the result is shown both in CGPA and percentage, CGPA will be considered.

2.8.5 The candidates awaiting result in HSSC/ Equivalent Part -II can apply for admission after provision of Hope Certificate/ Undertaking. Candidates appearing in A level Part-II/Equivalent exam would be required to submit O & A level IBCC certification for confirmation of admission in BU.

2.8.6 The candidates awaiting result in BS/MS final semester can apply for admission after provision of result of previous semesters and Undertaking.

2.8.7 In case of O & A level / equivalent foreign qualification, those candidates must be in possession of valid O level or equivalent qualification certificate issued by IBCC at the time of applying for admission in BU.

2.9 Eligibility Criteria for Admission

2.9.1 For all programmes, the eligibility criteria for admission will remain one step down. Minimum eligibility criteria for admission in various Undergraduate and Postgraduate Programs offered by BU are as under:

UG Programs:

a. Engineering Programs: 60% in F.Sc (Pre-Engg)/equivalent.
b. Medical Sciences: 60% in F.Sc (Pre-Medical)/equivalent.
c. All other UG programs: Minimum 50% in HSSC/Equivalent.

PG & PhD Programs:

d. MBA / MS/LLM / MPhil programs: CGPA 2.0/4.0 or 50% marks in Masters /Bachelors / equivalent degree.
e. Ph.D programs: CGPA 3.0 / 4.0 or 60% marks in MS / MPhil or equivalent degree in the relevant discipline.

f. GMAT/GRE taken less than 2 Years before the BU admission deadline.

2.9.2 Following are NOT eligible to apply for admissions into BU:

a. Expelled from BU or any other University/ Institute inland or abroad.

b. Having criminal conviction in offences of moral turpitude. (Also see Article 2.26).

2.9.3 Detailed eligibility and academic qualifications needed for different programs are discussed in respective chapters.

2.10 Admissions Test

2.10.1 BU shall conduct own admission test in those UG and PG Programs which are recommended by faculty (Dean and HoD) after soliciting approval of Rector.

2.10.2 BU test shall be at par with NTS and GRE (General and Subject whichever is applicable).

2.10.3 GRE (General & Subject) and NTS-GAT (General & Subject) test shall be accepted by BU for admissions in MS/M Phil & Ph.D Programs as applicable.

2.10.4 HEC shall be consulted on case to case basis for consideration of GAT from relevant specialization for admissions in PG Programs.

2.10.5 Passing the Admission Test (or the test conducted by the specified testing service if so provisioned) shall be mandatory, irrespective of the candidate's performance in the previous certificate/degree program. For BU Admission Test, the pass marks shall be as under:

a. Undergraduate Programs: Passing marks are 33%.
b. Postgraduate Programs: Passing marks will be 50%.
c. Ph.D Test: Passing marks will be 60%.

2.10.6 Admission test score of BU shall remain valid for a period of one year for the purposes of admission, in case a candidate is selected on the basis of his/ her test score but does not join the program, but later on requests for admission on the basis of score attained earlier on. He/she, however, will have to compete with the current batch of students appearing in the entry test on the basis of his/her score/marks obtained earlier to secure a seat for admission.

2.10.7 Students with valid ETS* scores have the option, not to take BU Admission Test and submit scores as mentioned below:

Test	Program
SAT I	Bachelor's Programs (Non-Engineering & Non- Computing)
SAT II	Bachelor's Programs (Engineering & Computing)
GMAT	MBA Programs

GRE/GAT (General)	MS / MPhil or equivalent Programs
GRE/GAT (Subject)	PhD Programs

2.11 Merit List

2.11.1 Final Merit for the admission shall be prepared on the basis of entry test result, academic eligibility, qualification marks (intermediate/ Equivalent or Bachelor's / Equivalent) Admission Test Score, Interview score or performance in a discussion forum (to check verbal skills).

2.11.2 If applicant has taken more than one test, the best score will be considered for application evaluation.

2.11.3 The weightages assigned for each degree program are as follows:

Degree Program	Weightages
Under Graduates	BU Admission Test/ ETS Score: 60%, HSSC: 30% & SSC: 10%[3]
Post Graduates MS/MPhil/ MBA	Admission Test/GRE/GAT/GMAT(For Business Studies): 50%, BS/BA/BSc: 50%,
PhD	Admission Test: 32%, MS/MPhil/ MBA: 48%, Interview: 20%

2.11.4 Admission/enrollment to any program is limited to number of students that can be accommodated. University reserves the right to cancel any program advertised due to insufficient number of applicants.

2.12 Provisional Admission

2.12.1 Applicants who make the merit list but are waiting for the result of the qualifying examination may be granted provisional admission. If so admitted, they shall submit their mark sheets, showing all subjects of the qualifying examination passed and the required aggregate marks achieved, within six weeks of the commencement of the Semester. Failure on any account i.e failure in any subject, failure to achieve the required aggregate marks, or failure to submit the marks sheet within 6 weeks of the Semester start shall lead to disqualification from the program and cancellation of admission. Proforma for Provisional Admission is at **Annex 'A'.**

2.12.2 Applicants, who apply before the announcement of results, shall be re cautioned that, Supplementary in any subject is considered as failing the examination even if the student has obtained the minimum requirement of percentage. Admission of such students will be cancelled immediately.

2.12.3 It is the responsibility of the student to inform the University in case he / she fails to meet the basic eligibility criteria. At times, when students not being eligible, still apply, there are chances that they can be expelled at a later stage once scrutiny of documents is complete.

[3]Item No.3525 of 35th ACM.

2.13 Deferment of Admission

2.13.1 Candidate selected for admissions may defer their admission for one Semester (in case of Engg. programs for two Semesters) after paying the admission fee. The students desiring to do so are required to submit an application to the respective Director Campus for deferment of their admissions within two weeks of commencement of the Semester. Fee deposited by such students will be readjusted in the subsequent Semester.

2.13.2 Whilst the University accepts deferred applications, it cannot guarantee that a course will definitely run in the requested year of entry. Such applications can be made directly at the time of applying. Applicants wishing to defer after resubmitting an application should contact the Admissions Office of the respective Campuses.

2.13.3 Applicants shall normally be allowed to defer their place once only. In exceptional circumstances, a second deferral may be allowed, although a new application form will be required.

2.14 Cancellation of Admission

2.14.1 Admission of a candidate is liable to be cancelled if he / she is found guilty of suppression or misrepresentation of material facts at any stage. The University can further debar him / her from seeking admission elsewhere. Other universities in the country shall also be informed about the same.

2.14.2 The seats of those candidates who, after paying admission dues, do not join the allocated program of study within 15 days of the date of commencement of the program shall be declared vacant and filled up by the candidates next on merit.

2.15 Conversion of Conditional Offers

2.15.1 Conditional offers shall be converted to confirmed offers when an applicant has met the conditions of the offer validated by the Admissions Committee of respective department and Admission office of respective Campus will ensure the compliance of conditions.

2.16 Admission on Migration Basis/Credit Transfer/Advance Placement

2.16.1 Admission in BU on migration basis shall only be allowed from the Colleges, Universities or the Institutions recognized by the HEC and the concerned Regulatory Body. No migration shall be allowed in any one-year program run by BU. However, a student studying in a one-year PG Program at the previous HEI shall be entitled to migration to BU in the same Program if it is of more than one-year duration at the BU. Migration will only be allowed if CGPA of the applicant is above the following minima according to the grading system of BU:

a. BS: 2.5 or above
b. MBA: 2.5 or above
c. MS/MPhil: 3.0 or above
d. PhD: 3.0 or above

2.16.2 Students wishing to migrate to BU shall produce an NOC from their previous HEI. A migration shall be considered as a normal admission and the applicant shall go through the entire admission process; the applicant shall be required to take the BU admission test and make the merit list.

2.16.3 Following procedure shall be adopted for TOCs:

a. In the admission application, the applicant shall attach the prescribed TOC Form and give details of the unfinished Program. The TOC Form shall carry the following mandatory information:

(1) Previous HEI.

(2) Program, its duration, credit hours, semesters attended, credit hours completed and CGPA earned.

(3) Tab BNulated list of courses for which TOC is sought, with grades earned and the percentage ranges of those grades.

b. If the candidate has applied for TOC, the CU shall ensure that:

(1) The prescribed and fully completed TOC Form has been attached as per **Annex 'B'.**

(2) The applicant is not already time-barred in the program;

(3) The applicant shall have sufficient academic time at the BU to complete the remaining Program within the Maximum Program Duration as defined in Table 2 of Academic Rules 2016.

c. A candidate not fulfilling any of these conditions shall not be admitted into the BU, other than as a fresh candidate.

2.16.4 TOCs and Exemptions shall be considered on the basis of course contents, Credit Hours, basic eligibility criteria and a minimum of C+ grade according to the BU grading system in the courses for which TOC or Exemption are being sought. The Equivalence Committee shall make final recommendations on TOC/Exemption to the Director of the Institute concerned. All migration cases shall be entitled to TOC/Exemption up to a maximum of 50% of the total credits in the Program to which transfer is sought.

2.16.5 For migration to and from Medical and Dental Colleges, the PMC& BU rules shall apply.

2.17 Transfer between CUs

2.17.1 The Inter-Campus transfer is allowed after admission and during Semester break. Application for transfer shall be submitted to parent CU/Department at least

four (4) weeks for newly admitted students and eight (8) weeks for existing students before the start of the classes/ semester. The transfer shall be based on following:

a. Merit position number of Campus of transfer.
b. Admission criteria of both Campuses.
c. Vacant seats available.

2.17.2 New CU will allocate fresh Enrolment Number and forward the student's academic record to the Examination Department of BU. University Examination Department will update the Examination database and confirm action to the Institutes and the concerned student.

2.17.3 A student transferring from one CU to another, in the same Program, shall be on the same Transcript as in the previous CU. If the student wishes to join a different Program in the new CU, then he/she shall apply for fresh admission to the new Program and, if selected, shall be entitled to TOCs in all courses in which he/she scored a minimum of C+ Grade.

2.17.4 All cases of transfer between campuses shall be referred to respective Director Campuses under intimation to admissions Directorate of BUHO so that transfer requirements are met in timely manner.

2.18 Intra-Department & Inter-Department Credit Transfers

2.18.1 A student Dropped from a program on academic grounds, or otherwise wishing to change the academic program, shall be permitted to join any other program, in the same Department or another Department, provided he/she takes admission afresh, going through the entire admission process.

2.18.2 A re-admitted student shall be entitled to full transfer of credits in those common courses, or equivalent courses as determined by the Equivalence Committee, in which the student scored a minimum of C+ Grade.

2.18.3 A re-admitted student shall be exempted from payment of the admission fee.

2.19 Undertaking

2.19.1 A student admitted to any program at the University shall give an undertaking to the effect that he/she would abide by the University's Statutes, Regulations and Rules, and the Code of Conduct. The undertaking shall be made on plain paper as per the specimen at **Annex 'C'**.

2.20 Changes to the Program

2.20.1 Where material changes have been made to a published program, those applicants with an offer on that program will be informed of those changes as soon as possible. Such changes may include:

a. A change in the approval status of the program.
b. A program gaining accreditation from a professional body.

c. A major variation to the program fees.
d. A change of location of program delivery.
e. The closure or suspension of a program.

2.20.2 Applicants will have the option of withdrawing their acceptance on the program. Should they wish to be considered for an alternative program their application will then be assessed against the entry criteria for that particular program, provided vacancy exists to accommodate them.

2.21 Admission Quotas

2.21.1 Two percent quota shall be kept for less developed regions of Pakistan.[4]

2.21.2 Two percent quota for disabled candidates.

2.21.3 Five percent for Lawyer's children in LLB program only.[5]

2.21.4 Two percent quota on sports basis.

2.21.5 Five percent for children of Overseas Pakistanis UG program only

2.21.6 One percent quota for Balochistan

2.22 Two Percent Quota for Students from Less Developed Regions

2.22.1 Two percent quota is reserved for students from less developed regions of Pakistan, in BU. The procedure is given in as under:

a. Applicants shall apply online, on or before the notified closing date as promulgated.

b. Applicants shall appear in the admission test on the date notified by BU, or produce results of the tests conducted by the specified testing service if so provisioned.

c. Applicants should fulfill general conditions for admission in BU and must satisfy minimum admission criteria, prescribed for each degree program.

d. IT Department shall generate separate merit list of Candidates, to Admissions Directorate for soliciting approval of Rector.

e. Applicants shall be required to produce duly attested domicile from relevant DASB for admissions.

f. Admission Committee of BU Campuses/CUs shall verify the domicile of the applicant to look for any discrepancies/ shortcoming.

2.22.2 List of less developed regions of Pakistan is placed at **Annex 'D'**.

2.23 Two Percent Quota for Students with Disabilities

[4] BU Strategic Goal 5, Objective 1, Action 1, Target 3.
[5] Admission Policy file BU/AD/51/Admission Policy.

2.23.1 Two percent quota shall be kept for disabled candidates at Bahria University, procedure is as under:

a. Applicants can request admission office of relevant Campus for required facilities during the admission process. All such requests must be supported by documentary evidence.

b. Accessibility Committee will be constituted at each Campus, the CUs are to ensure the provision of appropriate facilities for admission, interview and entrance test processes.

c. The applicant must provide attested copies of disability certificate issued by National/ Provincial Council for the rehabilitation of disabled persons and/or CNIC with disability logo.

d. Applicants who have declared a disability on their application form will be consulted about their needs and given advice on how the Campus will manage their accessibility requirements.

e. If the CUs are unable to provide reasonable arrangements for disabled students to study at their Campus on legitimate grounds, admission may be refused to the student only through decision of the Competent Authority.

f. Upon confirmed admission, students with disabilities will be offered an opportunity to provide additional information and documentation about their accessibility needs.

2.24 Quota for Lawyer's Children

2.24.1 Pakistan Bar Council Legal Education Rules, 2015 have authorized that five percent (5%) Seats in LLB (5 years) Program shall be reserved for the Sons / Daughters of advocates who shall compete for admission in order of merit.

2.25 Procedure / Guidelines for 2% Quota Seats on Sports Based Admission in BU for UG Programs only

2.25.1 **Application Procedure:** Candidates of **UG Programs** after completion of online registration process shall apply and submit the sports quota form along with following documents in their respective campuses in line with less developed & disabled quota candidates:

a. Copy of ID Card/Form B.
b. Copy of Paid Admission Processing fee slip.
c. Sports participation Certificate(s) from relevant authority.

2.25.2 **Eligibility**: Only those candidates will be eligible for admission on 2% sports quota seat who will qualify the BU CBT/ ETS and will meet the minimum eligibility criteria of the program.

2.25.3 **Assessment at CUs Level**: A Sports committee is to be formulated at CUs level for the evaluation of the candidate's performance/ Assessment. The sports committees of CUs will conduct proficiency/ assessment trials of the candidates and submit their performance result to Admissions Dte BUHO for finalization of Sports quota merit list, two weeks prior of commencement of classes.

2.25.4 **Recommended Games:** Following games have been recommended for quota-based applications:

a. Cricket
b. Football
c. Hockey
d. Volley Ball (Smashing)
e. Table Tennis
f. Badminton
g. Basketball
h. Golf
j. Swimming
k. Sailing
l. Boxing
m. Gymnastics
n. Martial Arts
p. Athletics
q. Shooting
r. Snooker
s. Squash
t. Tennis
u. Any other game where the applicant's performance is of district level or above.

2.25.5 **Assessment Criteria by CUs:** Proficiency level and trial assessment criteria of the candidates will be based on following parameters:

International Level	National Level	Provincial Level	Division Level	District Level
50%	45%	40%	35%	30%
Trial/Assessment Score - 50%				

2.25.6 **Weightage Criteria for formulation of Final Merit list**: After receiving assessment score from CUs, following will be the final merit list formulation procedure at Admissions Dte prior approval from Hon'ble Rector as per procedure in vogue as of disabled/less developed regions quota:

a. Initial merit standing (CBT/ETS + HSSC + SSC) 50%
b. Weightage of proficiency and trial assessment 50%.

2.26 Five Percent Quota for the Children of Overseas Pakistanis

For five percent quota reserved for the Children of Overseas Pakistanis in Bahria University (BU), the recommended procedure to be adopted for implementation in all

CUs, is as under:

a. Applicants shall apply online before the notified closing date as promulgated as per eligibility criteria.

b. Applicants shall appear in the Computer Based Admission Test (CBT) on the date notified by BU in relevant CU in Pakistan, or produce/ enter results of the ETS tests conducted by the specified testing services if so provisioned (SAT,GAT& GRE etc).

c. Applicants are to follow all the laid down procedures for admission as per admission policy available on BU website.

d. Applicants are to attach following documents along with application form available on BU website (https://Bahria.edu.pk):

i. Paid Challan Form

ii. Copy of CNIC/ NICOP

iii. Copy of Passport of Parent/ Guardian with valid visa & exit stamp

iv. Proof of residence/ employment abroad of Parent or Guardian as applicable

e. Admission will be purely on merit.

f. Admission Committee of BU Campuses/CUs shall verify the above mentioned documents of the applicant to look for any discrepancies/ shortcoming.

2.27 One Percent Quota for Balochistan

Following procedure is to be adopted:

a. Applicants shall apply online, before the notified closing date as promulgated.

b. Applicants shall appear in the admission test on the date notified by BU, or produce results of the tests conducted by the specified testing service if so provisioned.

c. IT Department shall generate separate merit list of Candidates from Balochistan, to Admissions Directorate for soliciting approval of Rector.

d. Applicants should fulfill general conditions for admission in BU and must satisfy minimum admission criteria, prescribed for each degree program.

e. Applicants shall be required to produce duly attested domicile from relevant DASB for admissions.

f. Admission Committee of BU Campuses/CUs shall verify the domicile of the applicant to look for any discrepancies/ shortcoming.

2.27 Criminal Conviction

2.27.1. Applicants are required to inform BU of any criminal conviction. Full details are to be provided.

2.27.2 The University reserves the right to refuse admission to any applicant with a criminal conviction that may jeopardize the reputation of the University.

2.27.3 Failure to declare any criminal conviction by a student already enrolled in BU shall result in immediate cancellation of his/her admission.

2.27.4 Where admission to the program is denied on the basis of the criminal conviction, the applicant will be notified of the decision in writing by respective Campus/CU.

CHAPTER-3

ADMISSION PROCESS

3.1 The Admission Cycle

3.1.1 A typical admission cycle in BU and its CUs commences well before start of the Spring or Fall Semester. The Admission Cycle starts with issuance of Academic Calendar and consists of following stages:

a. Preparation of Admission Schedule/ Plan
b. Admissions Advertisement, Media Campaign/Outreach Program.
c. Online Registration of Applicants.
d. Review, preparation and validation of CBT
e. Admissions/Entry Test.
f. Interview.
g. Approved Merit List.
h. New Student Orientation.
j. Registration.
k. Commencement of the Semester

3.2 Admission Plan/Schedule- BUHO

3.2.1 All planning with respect to admissions for UG and PG Programs shall be centralized with Director Admissions, who shall:

a. Seek inputs from stake holders on admission intakes, new programs to be offered, changes to the prospectuses for the following Semester and proposed MCQs with answers. This task shall be completed by S-19 weeks, where 'S' is the Semester start date.

b. Make an Admission Plan, charting out the admission schedule and intakes for the next Semester, based on the inputs from the Campuses and CUs.

c. Promulgate the Admission Plan for implementation by respective Campuses/ CUs, by S-15 weeks.

d. Review the prospectuses during the period S-15 to S-13 weeks, send them for print by the S-11 weeks, and dispatch them to the CUs by S-9 weeks.

e. Review advertisement requirement. If combined advertisement for all campuses is required, then advertisement shall be given in print media by S-10 weeks.

3.3 Admission Plan/Schedule- Campuses/ CUs

3.3.1 To implement the admission plan, following actions shall be undertaken by respective Campuses/CUs.

a. Review prospectuses, forecast admission intakes, forecast the admission schedule. Provide the following inputs to the Director Admissions by S-17 weeks:

(1) Changes to Prospectuses.
(2) Proposed admission intakes.
(3) Proposed Admission Schedule.
(4) New programs to be offered along with NOC details.
(5) Submit 150 MCQs through respective departmental paper setting committees.

b. Advertise, by S-10 weeks, the admission schedule in accordance with Admission Plan, making minor adjustments only for local environments and without change to Semester start date. There shall be no change to the Semester commencement date as promulgated by BUHO.

c. Keep Director Admissions at BUHO informed of response to each admission program. Admissions state indicating forecast intake, number of applicants applied and processing fee deposited shall be forwarded to Director Admissions on weekly basis till admissions deadline. Show applicants by group under para 4.1.2.

d. Conduct the admissions CBT as directed in the Admissions Plan. Be responsible for all the aspects of the CBT.

e. Disseminate/ display/upload approved entry test result for each Program.

f. Promulgate interview schedule of the candidates. Coordinate conduct of interviews of the candidates by the respective faculty members and indicate interview test dates.

3.4 Admissions Advertisement and Media Campaign

3.4.1 BU endeavors to offer appropriate information and support to both potential and actual applicants, enabling them to make informed choices and decisions at the relevant stages of the admissions process through advertisement utilizing a variety of media. BU shall provide accurate and up-to-date material on its academic and support services (e.g. Accommodation, Library and IT provision) requirements, inclusive of entry requirements, fees and student regulations, to all enquirers and applicants at key stages in the admissions cycle. Director Campuses in coordination with Admissions Directorate shall ensure that alterations made to offers and/or programs upon which offers have been made, are communicated to prospective students at the earliest opportunity.

3.4.2 In order to increase BU popularity among potential aiming target audience, a comprehensive Media Plan shall be prepared by Marketing Dte prior start of each Semester. The plan shall aim at effectively utilizing various modes and to bring synergy in BU media campaign. The Plan shall cover the following modes of media:

a. **Newspapers Advertisements (Print Media)**

(1) Admissions shall be advertised by BUHO only in daily English, Urdu, regional languages etc. After 15 days of publication of 1st Insertion of advertisement, the 2nd insertion will be sent for printing. The advertisement shall be error free, imaginative and should offer courses/programs which are duly approved by BU Academic Council and HEC.

(2) Advertisements given in print media shall also be uploaded on BU Website by Admissions Directorate/ Campuses/ CUs through Director IT.

(3) SOP for advertisement is placed at **Annex 'E'**.

b. **Social Media**. Leveraging social media to attract prospective students is increasingly becoming an important tool for an effective media campaign. To this effect, social medial avenues such as Facebook page, Twitter, etc shall be exploited to advertise BU Admissions.

c. **Radio.** The benefits of using radio for advertising are many, ranging from its effectiveness to its low cost. Admissions announcements by respective Campuses/CUs shall be made on FM Radio as per marketing Dte approved Media Plan.

d. **BU Web TV.** BU Media House is to facilitate admissions drive by making video ads showcasing Campus life and departmental strengths which are to be broadcasted on BU Media House Channels including BU TV. This video content would also be used on social media platforms.

e. **Outreach Program (College visits & BU Campus Tour).** As per the Strategy devised by Directorate of Marketing.

f. **Orientation Sessions.** A Committee is to be formed to define Program outline of Orientation sessions, comprising of Director Campus, Director Admissions, Director Marketing, Director International Office and Director Leadership Development Center.

3.5 Online Application Submission

3.5.1 BU Online Application System is a centralized integrated application for conducting the online admission for all its Campuses whereas; step by step guide to BU Online Application System shall also be made available on the admission portal by DIT. When applications for admissions are invited, candidates shall be first required to get registered by providing valid email address. On provision of registration number, the candidate is required to fill up the online admission form and deposit specified processing fee. Upon depositing fee admit card is issued to the candidate.

3.6 Computer Based Admissions Test

3.6.1 Admissions tests in all BU Campuses for all programs shall be fully automated computer based.

3.6.2 Candidates shall have the option to select test date and session of test from the available schedule after depositing application processing fee.

3.6.3 The result of BU Entry Test shall remain valid for one academic year.

3.7 Preparations of CBT

3.7.1 Computer-based test shall be designed in accordance with the internationally practiced system. It shall be easy to attempt with minimal practice. Instructions to attempt computer-based entry test and sample test shall be made available on BU Website for guidance.

3.7.2 Every Semester, fresh CBTs shall be prepared as per following procedure:

a. Formulation of Paper Setting Committees for each Program in the **months of Oct for Spring** and **May for Fall** semesters through respective Deans. Names of nominated FMs who will design questions for each department shall be forwarded to Admissions Directorate BUHO. For MS/MPhil and PhD programs, the committee shall comprise 2-3 PhD faculty members of relevant discipline and one of them be preferably from outside the university.

b. Paper setting committees comprising the nominated FMs shall forward 150 MCQs for each subject to Admissions Directorate BUHO by **30thNovember** for Spring Semester and **30thJune** for Fall Semester. Paper setting committee members shall enter questions into the CBT databank through online questionnaire entry module.

c. Difficulty level shall be **50% Easy, 30% Moderate and 20% Difficult**. Guidelines to design an MCQ are at **Annex 'F'.**

d. Formulation of Question Papers along with Validation & Reliability by a Committee by First Week of **December** for Spring Semester and First Week of **July** for Fall Semester. The validation and reliability committee shall be headed by Director Admissions and shall comprise Director PGP and 3-4 FMs nominated by Respective Deans/ Director Campuses. The Validation Committee shall verify validity and reliability of the CBT modules/papers prepared.

e. Conduct of CBT in all CUs as per schedule approved by Competent Authority.

f. BUHO IT Directorate shall generate the results of CBT conducted at a given Campus and intimate results to Director Admissions immediately. Necessary coordination with IT Deptt of respective campuses shall be made by D(IT)for smooth conduct of CBT.

g. IT Directorate in coordination with Director Admissions and Director Post Graduate Program shall prepare merit lists of the entry test. The merit list after approval of Rector shall be forwarded to Campuses.

h. Mock test for practice by candidates shall be made available on the BU website by IT Directorate.

j. Director Admissions and Director Post Graduate Program shall review admission test questions attempted vs difficulty level and shall update CBT data bank for every semester.

3.7.3 BU shall intimate composition of the paper setting committee to QA Division, of HEC within one month of its constitution. Moreover, any changes in the composition of the Committee shall also be intimated to HEC by D PGP in light of instructions of **Annex 'G'**.

3.7.4 Director (IT) shall provide login ID and password to members of paper setting Committee for online entry of questions into CBT databank. These login ID & password shall be issued to the BU members of the Committee against their official emaili.e@bahria.edu.pk. External Committee members may prepare their questions and securely share with local Committee members who may enter the questions on their behalf.

3.8 Entry Test, Interview and Final Merit List

a. Applicants must appear in the CBT (except those opting for SAT/ETS Scores etc.) on the scheduled dates as advertised in the press or indicated on the BU Website.

b. Admissions test organized by the Admissions Directorate shall be conducted at concerned Campuses under supervision of Director Campuses.

c. Selected CBT for conduct of Admission Tests shall be indicated by Admissions Directorate through IT Dept BUHO to the respective Campuses.

d. Invigilation shall be done by Campuses. Procedure for the same shall be covered in detailed instructions to be issued by Director Campuses prior each Admission Test.

e. After the test, merit list for interviews shall be announced and posted at concerned campuses and website www.bahria.edu.pk.

f. Original documents are to be produced at the time of interview by the candidates, the copies of which shall be submitted along with application forms.

3.9 Registration and Generation of Enrollment Numbers

3.9.1 The selected candidates shall be required to register on or before the date given in the offer letter, failure to do so shall result in cancellation of admission. Upon fee submission Director/ DD (Academics) office of respective campuses shall

generate enrollment numbers of candidates, subsequently Campuses; Deputy Director (Examinations) will undertake registration of enrolled students.

3.10 New Student Orientation

3.10.1 Orientations are designed to provide fresh students with information regarding University services, policies and procedures, student responsibilities and faculty expectations etc. Orientation shall take place prior to start of Semester and shall include development of learning, study skills and development of computing skills. All new students shall be required to attend orientation session just before commencement of semester.

3.10.2 All fresh students shall be provided with soft copy of the SHB at the time of orientation. It is students' responsibility to obtain the handbook and adhere to the stipulated Academic Rules and University policies. Whenever any amendment to this book is notified on website, students are to amend their copy. Campuses/CUs shall ensure that the SHB is issued to each registered student.

3.10.3 In addition to SHB, all fresh students shall be issued with following documents during orientation by respective Campuses:

S.No	Documents
a.	Prospectus (Soft Copy)
b.	Student Hand Book (SHB) (Soft Copy)
c.	Academic Calendar
d.	List of key personnel on Campus
e.	Bus route (university/contractor), if routine available.
f.	Foreign collaboration of BU
g.	Departmental Information
h.	Medical proforma and blood group slips
j.	Rules for the BU Library
k.	Brochure on Student Support Center events and clubs
l.	Bugle (Soft Copy)
m.	Student ID Cards

3.11 ~~Digitization of Student Record~~[6]

3.11.1 Following procedure is to be followed for digitization of new student's record by all CUs:

a. Prior issuance of enrolment numbers, respective Campus Admission Department is to ensure scrutiny of each student's credentials and verify that respective program admissions criteria has been complied.

b. Upon completion of all pre-requisites for admission at BU, the new student is to be issued the Enrollment Number through CMS by the Campus Admission Department, thereby creating his/ her profile in CMS.

[6] Registrar Notification No.74 dated 1st October 2019.

c. Each student is to immediately Login his/ her CMS profile and upload the scanned copies of all testimonials (educational documents) through media resources portal. However, it is to be ensured that said action is completed latest by 4 weeks prior the mid-term exams of 1st semester.

d. All uploaded documents should be scanned in PDF format only, with a resolution of 150-300 dpi. Mobile Camera pictures of the documents are not allowed due to their printing / visibility issues.

e. Once the student has uploaded his/ her academic documents, the file containing this data is to be treated as 'un-verified'. Campus Admission Department is to 'Verify' each document through physical comparison of the uploaded documents with their respective original hardcopies. In case a document is not clearly scanned or has incorrect format, the same is to be replaced by the Admission Department by either uploading the re-scanned document, or deleting the affected file(s) from CMS/ student's profile to enable fresh uploading by the student.

f. After completion of verification process, uploaded documents in the student's profile will be visible to BUHO Exams Dte through CMS, for shifting into its own database after the student has graduated/ discontinued studies at BU due to any reason (which will be formally intimated by respective CU to BUHO Exams Dte).

g. Uploaded document files of each student are to be maintained in CMS as a single file for each page, in a folder named as per student's Enrollment No.

h. Thereafter, BUHO IT Dte is to convert digitized documents folder of each new student into single PDF file, with its nomenclature compatible to the Exams Dte records.

3.11.2 Enrolled students are to ensure the uploading of their academic credentials as per the procedure described in para 1.a to g above. Admission Department of respective Campus is to facilitate the same.

3.11.3 Educational record/ documents required to be scanned for Undergraduate/ Postgraduate/ MPhil, PhD Programs of all CUs including BUHS are listed in ensuing clauses:

3.12 List of Educational Records to be Digitized - Undergraduate Programs

3.12.1 Following Educational documents of the undergraduates shall be kept on digital record:-

a. Passport size colored Photograph
b. CNIC/Form 'B'

c. SSC Marks Sheet
d. SSC Certificate
e. General Certificate of Education from (Cambridge) (O Level)
f. O-level Equivalence Certificate from IBCC.
g. HSSC Marks Sheet
h. HSSC Certificate
j. General Certificate of education from (Cambridge) (A Level)
k. A-Level Equivalence Certificate from IBCC.

3.12.2 For BUHS Students in addition to above

a.	SAT II Score	(-"-)
b.	Wealth Statement	(-"-)
c.	Income Tax Return	(-"-)
d.	Insurance Certificate	(-"-)
d.	Undertaking	(-"-)
e.	PMC Registration Form	(-"-)
f.	Acceptance Form	(-"-)
g.	Confidential Form	(-"-)
h.	Medical Report	(-"-)

3.12.3 For BUHS Undergraduate students of DPT/MLT only.

a. SAT II Score
b. Undertaking
c. Acceptance Form
d. Confidential Form
e. Medical Report

3.13 List of Educational Records to be Digitized - Postgraduate Programs

3.13.1 Following Educational documents of the Postgraduate shall be kept on digital record:-

a. Passport size colored Photograph
b. CNIC
c. SSC Marks Sheet
d. SSC Certificate
e. General Certificate of Education from (Cambridge) (O-Level)
f. O-level Equivalence Certificate from IBCC.
g. HSSC Marks Sheet
h. HSSC Certificate
j. General Certificate of education from (Cambridge) (A-Level)
k. A-Level Equivalence Certificate from IBCC.
l. Bachelor's Degree (2 years)
m. Bachelor's Transcript (4 Years)
n. Bachelor's Degree (4 Years)
p. Master's Marks Sheet (2 years MA, MSc, M. Com)
q. Master's Degree (2 Years)
r. Foreign Transcripts
s. Foreign Degree
t. HEC Equivalence Certificate for Foreign Degree.

3.13.2 (For BUHS Students in addition to above)

a. Degree MBBS/ BDS (-"-)
b. PMC Registration Certificate (-"-)
c. House Job Certificates (-"-)
d. Interim Transcript (Five Years) (-"-)
e. Consolidated Transcript (-"-)
f. GAT Score (-"-)
g. Undertaking (-"-)
h. Acceptance Form (-"-)
j. Confidential Form (-"-)
k. Medical Report (-"-)

3.14 List of Educational Records to be Digitized - M Phil/PhD

3.14.1 Following Educational documents of the MPhil/ PHD shall be kept on digital record:-

a. Passport size colored Photograph
b. CNIC
c. SSC Marks Sheet
d. SSC Certificate
e. General Certificate of Education from (Cambridge) (O-Level)
f. O-level Equivalence Certificate from IBCC.
g. HSSC Marks Sheet
h. HSSC Certificate
j. General Certificate of education from (Cambridge) (A-Level)
k. A-Level Equivalence Certificate from IBCC.
l. Bachelor Marks Sheet (2 Years BA, BSc, B. Com)
m. Bachelor's Degree (2 years)
n. Bachelor's Transcript (4 Years)
p. Bachelor's Degree (4 Years)
q. Master's Marks Sheet (2 years MA, MSc, M. Com) & MBA (3.5 Yrs)
r. Master's Degree (2 Years/3.5 Years)
s. Master (MS/M.Phil) Transcript.
t. Master (MS/M.Phil) Degree
u. Foreign Transcripts
v. Foreign Degree

13.14.2 HEC Equivalence Certificate for Foreign Degree.

CHAPTER- 4

ROLES AND RESPONSIBILITIES

4.1 Director Admissions

4.1.1 Admissions Directorate shall be responsible for the overall conduct, control and monitoring of the admissions process for all the disciplines being offered by the BU. The Admissions Director shall:

a. Prepare and release admission schedules of various programs, and coordinate the University entry tests.

b. Coordinate with the CUs on all matters related to admissions.

c. Provide input to the management on the intake of candidates in different academic disciplines for future planning.

d. Coordinate with Director Campuses / Deans for nomination of paper setting Committee's and paper validation committees for UG & PG and PhD Programs.

e. Preparation/ Validation of entry test questionnaires for all disciplines where applicable.

f. Analyze the admission process and admission results after every admission cycle in coordination with Director Academics and Director IT, and present them formally to the Rector.

g. Revise/update, vet and print the University prospectuses encompassing all disciplines and distribute them to the CUs.

h. Act as a member of the Academic Council of the University.

j. Perform any other duty assigned by the higher authority.

4.1.2 Tracking of Access. With the applicant's consent, the online application form and the CMS shall record each applicant's gender, disability, family income or request for financial assistance, ethnic or religious minority, refugee or newly settled status, entry as a mature or other non-traditional applicant and, only as the law permits, transgender status. Campuses shall return these figures with the weekly state in para 3.3.1(c) and the record in para 4.7.1(a). After every cycle the Director Admissions shall report to the Rector, as part of para 4.1.1(f), applications, offers and enrolments by group and programme, with women's application, offer and entry rates for each programme.

4.2 Director Post Graduate Program

4.2.1 The Director Post Graduate Programs shall:

a. Devise strategies to continuously enhance enrolment in MS/MPhil & PhD Programs in line with practices followed by research-led universities.

b. Work and participate proactively with the Director Admissions, Deans & HODs during the admissions of MS/MPhil & PhD Scholars.

c. Act as member of Validation and Reliability Committee for verifying contents of CBT question papers.

d. Liaise with Deans and HODs for obtaining MCQs for PhD CBTs.

e. Analyze the admission process and admission results after every admission cycle in coordination with Director Admission and D(IT).

f. Coordinate with Deans for nomination of paper setting Committees and paper validation committees for PhD Programs.

g. Arrange interviews of PhD candidates with Honorable Rector in coordination with Director Admissions.

4.3 ~~Director Information Technology (IT)~~[7]

4.3.1 D(IT) shall be responsible for the development and maintenance of an integrated network-web based system which shall provide IT services in support of admissions operations at the BU. Specifically, the D(IT) shall:

a. Upload Advertisement for Admission on BU website as provided by Admissions Directorate/ Director Campuses.

b. Maintain and safeguard CBT Data Bank of admissions/entry Tests.

c. Arrange familiarization training to departmental paper setting committees for entering questions into BU main portal.

d. Provide CBT result to Director Admissions immediately on completion of the test.

e. Conduct CBT mock test in coordination with Director Admission and respective Campuses/CUs Admission Offices & IT Dept.

f. Generate merit list for UG & PG Programs in coordination with Director Admission.

g. Prepare & display seating plan for CBT 48 hours in advance on BU website.

h. Resolve candidate queries pertaining to admission profile, fee challan, and admit slip.

j. Upload the merit result on BU website when requested by respective BU Campuses and CUs.

4.4 ~~Director Marketing~~[8]

4.4.1 The DM shall prepare an effective media plan prior start of every admission cycle. The department shall be responsible for:

a. Undertaking effective marketing strategies for the University's Admission Programs.

b. Identifying newspapers for publishing BU Admissions advertisement.

[7] Registrar Notification No.68/2017 dated 13 Dec 2017.
[8] BU Marketing Policy 2019.

4.5 Admissions Committee

4.5.1 Admissions Committee shall be constituted by the Director Campus comprising at least three faculty members/research staff holding PhD degree and headed by the HOD.

4.5.2 The Admissions Committee shall be responsible for ensuring:

a. Determining/assessing the suitability of MS/MPhil/PhD candidates through written test/interview.

b. Scrutinizing the documents according to eligibility criteria required for admission in respective program including the GAT/GRE/ own university admission test results and equivalency certificate of all foreign degrees/ certificates issued by the HEC.

c. Examine the statement of purpose of the research work submitted by the PhD candidate along with the admission application for its relevance and strength.

d. Forwarding the case of recommended candidates through HoD and Director Campus to the Director Admissions/ DPGP for Rector's approval.

4.6 Head of Departments (HoDs)- Campuses/CUs / Principal of School

4.6.1 The HoD/ Director/ Principal shall be responsible:

a. Formulation of paper setting committees and submission of MCQs

b. Nomination of faculty members after consultation with respective Deans for Validation and Reliability Committee of CBT Test Papers.

c. Detail faculty members if required for invigilation duties during CBTs.

d. Promulgate interview schedule of the candidate.

e. Keep close liaison with admission department and other stakeholders to meet the forecasted intakes in respective programs.

f. Prepare detailed program in consultation with Campus Admission department for orientation sessions and conduct the same as per admission schedule.

g. Provisional admission form filled by the Admission Committee is forwarded to the Admission Office of Campus for further verification and validation of candidate's documents and eligibility.

h. Prepare draft advertisement for any new program being offered by the department in coordination with DM. Draft Advertisement along with HEC NOC and course roadmap shall be forwarded to Director Academics/ Director Campuses for obtaining permission of Competent Authority through Director Admissions.

j. Prepare list and files of the candidates being called for interview.

k. Promulgate interview schedule of the candidates.

4.7 Admissions Office (Campuses/CUs)

4.7.1 The Admission office of each campus shall:

a. Maintain an updated record of all candidates who have applied online on daily basis. Forward updated status to BUHO on regular basis. After admissions dead line, forward a finalized list to BUHO for perusal of Competent Authority. Show applicants by group under para 4.1.2.

b. Ensure necessary arrangements for conduct of CBT.

c. Liaise with Admissions Directorate BUHO for arranging copies of prospectuses, etc. accordingly.

d. Ensure safe custody of the admissions related material.

e. Supervise and coordinate conduct of Entrance Test / CBT at Campus.

f. Coordinate conduct of interviews of the candidates by the respective faculty members nominated by the HODs.

g. Promulgate list of finally selected candidates.

h. Verification of degrees / transcript of candidates.

4.8 Deputy Director Admission (Campuses/CUs)

4.8.1 DD Admissions of every campus shall:

a. Coordinate with the Director Admissions at the BUHO in all matters pertaining to admissions.

b. Prepare forecast/schedule for intakes in all programs.

c. Prepare and publish advertisements in newspapers in case separate advertisement for the Campus/CU has been approved by the Competent Authority.

d. Process applications.

e. Ensure registration of fresh students.

f. Prepare and maintain students' personal files.

g. Forward merit lists of all programs to respective Departments/ HoDs upon receipt from BUHO Admission Dte.

h. Monitoring of merit lists on daily basis.

4.9 Applicants Responsibility

4.9.1 The University expects applicants to be aware of their responsibilities in support of the effective operation of the application and admissions process. Applicants to the University should make themselves familiar with the relevant regulations, process and timescales associated with each stage of admission to the University. Applicants shall be made aware of the obligations placed upon them at each stage of the admissions process through BU website, prospectuses etc.

4.9.2 It is applicants' responsibility to:

a. Provide accurate information against all relevant data fields of their initial application.

b. Respond to any additional requests for information required to support the University in reaching its decision or assessing an applicant's fee status promptly and/or within any timescales indicated in the University's request(s).

c. Ensure that the University is informed of any changes to their contact details or personal circumstances, as relevant to their application (e.g. a change to immigration status or a relevant conviction).

d. Supply any evidence of qualifications certificated or the attainment of other conditions of offer promptly.

e. Ensure that their course registrations and course changes meet their degree requirements.

f. Ensure that they complete the registration process and submit payment with the specified deadlines.

g. Inform BU of any criminal conviction. (Article 2.26also refers)

CHAPTER- 5

ADMISSION PROCESS- PhD

5.1 Eligibility for Admissions

5.1.1 To be eligible for selection to a program, an applicant must meet both the University's general entry requirements and the program entry requirements, and apply via the approved admission process. Meeting the eligibility requirements does not guarantee admission to a Program.

5.1.2 **PhD Program Entry Requirements**

Requirement	Description
Academic Qualification	17.5/18 years of education (as applicable to the particular PG Program) with Masters/MS/ MPhil/equivalent degree from an HEC-recognized university with a minimum CGPA of 3.00/4.00 (semester system) or 60% marks (only where CGPA is not given/available).The only exception to the 17.5/18 years' education rule shall be a letter from the HEC authorizing a candidate with less than 17.5/18 years' education in unambiguous terms for admission into a PhD program.
Attestation	HEC's attestation on the candidate's local degrees (on the back of the original degrees).
Equivalency	HEC's equivalency certificate for the candidate's foreign degrees.
Aptitude Test	NTS-GAT-General, or GRE(Subject Test) passed with minimum 60% marks or BU Admission Test (CBT) passed with min 70% marks). Result be submitted at the time of application.
Statement of Purpose	A statement of purpose (Maximum 2,000 words) to be evaluated by the Admission Committee.

5.2 Selection, Admission & Registration Procedure

5.2.1 The candidates for PhD admission shall undergo following process:

a. The eligible candidate shall appear in BU Entry Test/GAT/GRE (Subject) test as applicable.

b. Admission application on the prescribed form, supported with relevant documents mentioned in the application form, shall be submitted to the Admission Office of the Campus/Constituent Unit.

c. Applications shall be scrutinized by the Admission Committee of the Department along with all documents including equivalence certificate for the foreign certificates/degrees issued by the HEC, to determine eligibility of the candidates for admission.

d. The Admission Committee shall interview the eligible candidates and evaluate their research proposals to assess their suitability for the PhD program. Any further selection procedure, including test, may also be used to assess the suitability of the candidates.

e. The Admission Committee shall also examine the statement of purpose of the research work submitted by the candidates along with the admission application for its relevance and strength. Admission committee along with statement of purpose will check consent/availability of relevant supervisor.

f. Names of the candidates recommended by the Admission Committee for admission to the PhD program shall be forwarded by the HOD to the DPGP through the Director Campus, which shall process the case for approval of the Rector.

g. List of approved candidates with complete data is to be forwarded to Director Admissions by Director PGP. In case a faculty member has applied for PhD, approval of Competent Authority is to be indicated in the list.

h. Admission letters to the selected candidates shall be issued by the Directorate of Admissions on the prescribed format (**Annex - 'H'**) with copy to the Dean, DPGP, Director Campus, and the concerned HODs.

j. The selected candidates shall be required to register on or before the date given in the offer letter, the failure to do so shall result in cancellation of admission.

5.3 Verification of Certificates/ Degrees

5.3.1 Candidates shall be required to bring following documents in original along with two sets of attested copies:

a. Attested copy of Marks Sheet of SSC/equivalent.
b. Attested copy of Marks Sheet of HSSC/equivalent.
c. Attested copy of Marks Sheet of Bachelor's Degree.
d. Attested copy of Marks Sheet of Master Degree (minim CGPA 3.0/4.0).
e. Attested copy of National Identity Card.
f. GRE or Equivalent HEC Test Score.
g. Work experience proof (where required).
h. Copy of GAT/GRE (Subject) scores are to be attached as / passing BU Admission test as applicable.

5.4 Exemption and Transfer of Credits

5.4.1 The FRC, on the request of the DRC, may approve Transfer of Credits or Exemption of Courses in respect of any PhD Program course(s) provided that:

a. The scholar has obtained a minimum GPA of 3.0/4.0 or 60% in the course(s) applied for as well as CGPA of 3.0/4.0 or 60% aggregate in the Coursework at the time of migration into the BU.

b. The Exemptions/TOCs do not exceed the total coursework Credit hours of the PhD Program offered at the BU.

5.4.2. The scholar shall apply for TOC/Exemption on the prescribed format (**Annex – 'B'**) and pay the TOC/Exemption processing fee as per the BU Policy.

5.5 Fee Refund for Cancellation of Course(s) or Program and Drop Cases

5.5.1 Full amount of tuition fee shall be refunded to the scholars if the courses after being offered are cancelled by the University for any reason.

5.5.2 In case a program is cancelled, the entire charges including admission fee shall be refunded to the scholar.

5.5.3 A scholar dropped from the degree program after grant of admission on hope certificate for the reason of not meeting the admission requirements, shall be refunded all charges except admission fee.

5.5.4 Refund claims shall normally be entertained up to a maximum period of one year after the date of leaving. The BU shall not entertain any claim or refund after this period.

5.6 CBT /Admission Test Subjects

5.6.1 For PhD admission test (equivalent: NTS-GAT-General), there shall be 100 MCQs in a CBT. Each question shall be presented with four answer options. Only one of which shall be correct. The test shall carry 100 marks and time allowed shall be 120 minutes.

5.6.2 The test shall comprise three sections, (1) Verbal Reasoning (2) Quantitative Reasoning and (3) Analytical Reasoning. However, the actual percentage of each subject shall vary as shown below for following programs.

Category	Test Type	Verbal Reasoning	Quantitative Reasoning	Analytical Reasoning	Total
Test A	Business & Engineering Students	35%	35%	30%	100%
Test B	Humanities & Social Sciences Students*	50%	30%	20%	100%
Test C	Biological & Related Sciences Students	45%	35%	20%	100%

CHAPTER- 6

ADMISSION PROCESS- MS/MPhil/LLM/MBA Programs

6.1 Eligibility for Admission

6.1.1 To be eligible for selection to MS/MPhil/LLM/MBA program, an applicant must meet both the University's general entry requirements and the program entry requirements, and apply via the approved admission process. Meeting the eligibility requirements does not guarantee admission to a program.

6.1.2 **MS/M.Phil/LLM/ MBA Programs Entry Requirements**

Requirement	Description
Academic Qualification	16 years of education with Masters/Bachelors/ equivalent degree from an HEC-recognized university in the relevant discipline/field of study with a minimum CGPA 2.0/4.0 or 50% marks where CGPA is not given.
Attestation	HEC's attestation on the candidate's local degrees (on the back of the original degrees). Obtain Affidavit from students in case degree is delayed.
Equivalency	Equivalency certificate from IBCC for foreign (O/A level) qualification is required.
Aptitude Test	GAT (Gen)/GRE (General) passed with minimum 50% marks or BU test (50% minimum passing marks). Result is to be submitted at the time of application in case of GAT (General) or GRE (General) or as prescribed by the University.

6.2 Selection, Admission & Registration Procedure: Every candidate shall undergo following process:

a. The candidate shall having satisfied him/herself will appear in BU Entry Test / GAT (General) test as applicable.

a. Admission Test Merit List shall be prepared by Admission Directorate in coordination with IT Directorate.

b. Admission Test Merit List shall be submitted for Rector's approval.

c. Approved Merit List shall be forwarded to Respective Campuses or CUs by Admission Directorate for uploading on BU Website through IT Directorate.

e. Director Campuses/Director Academics shall forward Approved Merit List to concerned HODs for making candidates interview list which shall be displayed on websites along with date and time of the interview.

f. Admission Committee(s) consisting of at least three faculty members headed by Associate Professor/Senior Assistant Professor for interviewing candidates shall be constituted.

g. During the interview, original educational documents etc. (SSC/HSSC/BS/BSc/Masters or equivalent, ID cards and Affidavit in case result of /BS/BSc/Masters level is awaited) are thoroughly checked and eligibility requirements are verified and validated.

h. Deficiency courses are to be assigned by the Admission Committee of each department as per the approved roadmap of the concerned program.

j. Admission evaluation form **Annex J** filled by the Admission Committee is forwarded to the Admission Office of Campus for further verification and validation of candidate's documents and eligibility.

k. Final Verification and Validation of documents and eligibility from Admissions Office of Campus.

l. Submission of Admission evaluation Form to Fee's Office of the campus by the candidate for issuance of fee voucher.

m. Submission of fee in Bank by the candidate.

n. Second merit list and subsequent lists shall be displayed on website by concerned HOD if seats are available for admission after fee deadline.

p. After filling up of all seats of admission in the specific program, Manager (Accounts) is to generate final list of candidates who submitted fee for the program.

q. Final list of candidates is verified and validated by HOD with original merit list.

r. Office of the Dir (Academics)/ Head of Admission Cell of respective campuses shall generate list of candidates with enrollment numbers for registration purpose and shall forward it to concerned HOD.

s. Concerned Student's Advisor registers candidates in the first semester.

t. Upon final selection of students in each program, respective HODs are to forward list of candidates, (consolidated) through Director Campus/ Academics within 05 days of start of the semester.

6.3 Exemption and Transfer of Credits

6.3.1 The FRC, on the request of the DRC, may approve Transfer of Credits or Exemption of Courses in respect of any MS/MPhil program course(s) provided that:

a. The student has obtained a minimum GPA of 3.0/4.0 or 60% in the course(s) applied for as well as CGPA of 3.0/4.0 or 60% aggregate in the coursework at the time of migration into the BU.

b. The Exemptions/TOCs do not exceed the total coursework credit hours of the MS/MPhil Programs offered at the BU.

c. The final transcript of the student shall be endorsed as follows:

d. TOCs: In the result column, the words "Credits Transferred" shall be endorsed against the TOC course(s).

e. Exemption(s): A foot-noted list, titled "Additional Courses Completed" shall be added.

6.3.2 The student shall apply for TOC/Exemption and pay the TOC/Exemption processing fee as per the BU policy.

6.3.3 The DRC shall constitute a three-member Equivalence Committee from its own members to ascertain equivalence of the course(s) applied for TOC/Exemption with the course(s) applied against. The Equivalence Committee shall process the case and give its findings. Based on the findings of the Equivalence Committee, the DRC shall make recommendation to the FRC.

6.4 Verification of Certificates/ Degrees

6.4.1 Candidates are to bring following documents in original along with two sets of attested copies of the same:

a. Attested copy of Mark Sheet of SSC/equivalent.
b. Attested copy of Mark Sheet of HSSC/equivalent.
c. Attested copy of Mark Sheet of Bachelor's Degree.
d. Attested copy of Mark Sheet of PMD or Master Degree.
e Attested copy of National Identity Card.
f. Work experience proof (where required)
g. Copy of GAT/GRE scores are to be attached where applicable.

6.5 CBT /Admission Test Subjects

6.5.1. For all MBA/MS/LLM/MPhil Programs, there shall be 100 MCQs in a CBT. Each question shall be presented with four answer option. Only one of which shall be correct. The test shall carry 100 marks and time allowed shall be 120 minutes.

6.5.2. The test shall comprise three/four sections, (1) Verbal Reasoning (2) Quantitative Reasoning and (3) Analytical Reasoning. However, the actual percentage of each subject shall vary as shown below for following programs.

Category	Test Type	Relevant Subject	Verbal Reasoning	Quantitative Reasoning	Analytical Reasoning	Total
MS Test A	Business & Engineering Students	-	35%	35%	30%	100%
MS Test B	Humanities & Social Sciences Students*	50%	25%	10%	15%	100%
MS Test C	Biological & Related Sciences Students	50%	20%	10%	20%	100%
***For Admission in MS Media Studies**		50%	20%	15%	15%	100%

CHAPTER- 7

ADMISSION PROCESS- UNDERGRADUATE PROGRAMS

7.1 Eligibility for Admission

7.1.1 To be eligible for selection to a program, an applicant must meet both the University's general entry requirements and the program entry requirements, and apply via the approved admission process. Meeting the eligibility requirements does not guarantee admission to a program.

7.1.2 **Undergraduate Programs Entry Requirements**

Requirement	Description
Academic Qualification	a. Engineering Programs: 60% in F.Sc (Pre-Engg.) or equivalent as per IBCC equivalence. b. Medical Sciences: 60% in F.Sc (Pre-Medical) or equivalent. c. All other programs: Minimum 50%
Attestation	HEC's attestation on the candidate's local degrees (on the back of the original degrees).
Equivalency	a. For O-Level & A-Level students IBCC equivalence certificate will be require at the time of Interview Documents verification. b. HEC's equivalency certificate for the candidate's foreign degrees.
Aptitude Test	BU test (33% minimum passing marks)

7.2 Selection, Admission & Registration Procedure

7.2.1 The Candidates for undergraduates Programs shall undergo following process:-

a. The candidate shall having satisfied him/herself will appear in BU Entry Test or SAT (General) test as applicable.

b. Admission Test Merit List shall be prepared Admission Directorate in coordination with IT Deptt.

c. Admission Test Merit List shall be submitted for Rector's approval.

d. Approved Merit List shall be forwarded to Respective Campuses or CUs by Admission Directorate for uploading on BU Website through IT Directorate.

e. Director Campuses/ Director Academics shall forward approved Merit List to concerned HODs for making candidates interview list which shall be displayed on websites along with date and time of the interview.

f. Admission Committee(s) consisting of at least three faculty members headed by Associate Professor/Senior Assistant Professor for interviewing candidates shall be constituted.

g. During the interview, original educational documents etc. (SSC/HSSC or equivalent, ID cards and Affidavit in case result of HSSS/'A' level is awaiting) are thoroughly checked and eligibility requirements are verified and validated.

h. Provisional admission form filled by the Admission Committee is forwarded to the Admission Office of Campus for further verification and validation of candidate's documents and eligibility.

j. Final Verification and Validation of documents and eligibility from Admission's Office of Campus.

k. Submission of Provisional Admission Form to Fee's Office of the campus by the candidate for issuance of fee voucher.

l. Submission of fee in Bank by the candidates.

m. Second merit list and subsequent lists shall be displayed on website by concerned HOD if seats are available for admission after fee deadline.

n. After filling up of all seats of admission in the specific program, Manager (Accounts) generate final list of candidates who submitted fee for the program.

p. Final list of candidates is verified and validated by HOD with original merit list.

q. Office of the DD (Academics) of respective campuses shall generate list of candidates with enrollment numbers for registration purpose and shall forward it to concerned HOD.

r. Concerned Student's Advisor registers candidates in the first semester.

s. Upon final selection of students in each program, respective HODs are to forward list of candidates, (consolidated) through Director Campus within 05 days of start of semester.

t. Transfer of candidates from one merit List to another may be done if the CBT subjects are relevant.

7.3 Admission O/A Level Candidates

7.3.1 Number of subjects required to be completed by O/A level candidates seeking admission in BU shall be as under:

a. Complete O-levels with 8 subjects.

b. Complete A-levels with 3 subjects.

c. Three complete A level subjects (Physics, Math, Chemistry or Computers) if applying for Engineering programs.

7.3.2 O/A level candidates shall be required to bring following documents for verification:

a. Equivalence Certificate of O-levels from IBCC (Inter Board Committee of Chairman)

b. Equivalence Certificate of A-levels from IBCC.

c. If A-levels result is awaited, then have to submit a Statement of Entry of A-levels along with other documents.

7.3.3 Candidates with A's results of GCE shall be reminded that A's result is considered equivalent to 1st year (Intermediate).

7.4 CBT /Admission Test Subjects

7.4.1 BU Entrance Test of Undergraduate Programs for Management Sciences & Earth & Environmental Sciences shall be based on pattern of SAT-I and for Engineering Programs on SAT-II. For all UG Programs, there shall be 100 MCQs in a CBT. Each question shall be presented with four answer options. There is no negative marking. Only one of which shall be correct. The test shall carry 100 marks and time allowed shall be 120 minutes.

7.4.2 Department of Computer Sciences, Electrical Engineering, Software Engineering and Computer Engineering the test consists of following 4 sections.

a. Verbal ability
b. Quantitative Reasoning
c. Analytical Reasoning
d. Physics and Maths

7.4.3 Departments of Management Sciences/ Studies, Business Studies, Media Studies, Humanities & Social Sciences except BS (English) Program, Maritime Sciences and Legal Studies, the test shall consist of following 4 sections:

a. Verbal ability
b. Quantitative Reasoning
c. Analytical Reasoning
d. General Knowledge

7.4.4 Department of Earth & Environmental Sciences the test consists of following 5 sections:

a. Verbal ability
b. Quantitative Reasoning
c. Analytical Reasoning
d. Biology or Maths
e. Chemistry and Physics

7.4.5 For BS (Psychology) and BS (English) the test shall consist of following 3 sections:

a. English
b. General Knowledge
c. Verbal Reasoning

7.4.6 For semester based Medical Sciences (DPT & MLT etc) the test shall consist of following 4 sections:

a. Verbal Ability
b. Physics
c. Chemistry
d. Biology

7.5 Exemption and Transfer of Credits

7.5.1 See details in Chapter 2 Clause 2.17 of this BU Admission Policy.

7.6 SOP for merit lists implementation – UG Programs

7.6.1 Admissions/ IT Dte shall prepare merit lists of UG Programs based on academics and test %ages as per weightage formula.

7.6.2 Discipline wise merit lists shall be generated purely on merit with choices mentioned against each candidate.

7.6.3 The merit lists shall be forwarded to respective CUs for completion of admissions formalities.

7.6.4 Overall Result of Merit Gazette shall not be displayed on website. However, IT Dte is to enable visibility of all choices of the merit positions on website to individual candidates only.

7.6.5 The respective CUs shall display merit lists as per target intake of each discipline on BU website (without marks).

7.6.6 The CUs shall offer the admissions to the candidates as per their merit positions of the programs, irrespective of the candidates' choices. At the time of interview, candidates shall be given option (only one) to decide his/ her final choice from all lists and only one fee challan with due date (not more than 3 working days) shall be issued to each candidate.

7.6.7 CUs shall strictly follow the due dates and no extension in this regard shall be given to any candidate.

7.6.8 Upon expiry of fee submission due date next candidate shall be given admission. The candidate who fails to submit the fee will automatically drop down to the bottom of the merit list. However, the candidates applying for student study loan are to be accommodated accordingly.

7.6.9 Admissions of a particular program shall be closed upon meeting the target intake.

7.6.10 For additional admissions prior approval of BU-HO is required to be obtained.

7.6.11 The changeover program option shall only be exercised upon completion of admissions and within one week after the commencement of semester as per policy.

7.6.12 If merit of candidate's 1st choice drops due to availability of seats in a particular program, all those candidates who opted for 2nd / 3rd choice to secure admission are to be offered as per merit position of their program of 1st choice prior giving admission to a candidate at lower position. Admissions cells of relevant CUs are to inform the candidate regarding the fresh merit position/ situation as per procedure in vogue. If a candidate voluntarily opted for **2nd/3rd choice**, he/she/X is not to be given this option.

CHAPTER 8

INTERNATIONAL STUDENTS' ADMISSION[9]

8.1 Background:

8.1.1 Admission of International Students is in line with the Strategic Plan of Bahria University to meet the strategic goal of Excellence in Global Reach. International Accreditations and ranking are highly dependent upon the number of international students on campus. Senior officials of Higher Education Commission Pakistan are also suggesting inclusion of number of international students on campus as one of the criteria for ranking Pakistani Universities.

8.2 Definition of International Students

8.2.1 All those candidates will be considered under the category of International Students, who hold foreign citizenship by birth, including dual nationals.

8.3 Admission Procedure

8.3.1 The applications of international students shall be dealt separately from the admission of national students that requires compilation of merit list.

8.3.2 The admission cycle of international student shall be completed prior finalizing merit lists for national students to have clear visibility on available seats for national students and allow sufficient time for visa processing. International Students may also be admitted after this timeline, where possible and required by the department, while ensuring entry requirements of the relevant program.

8.4 Submission of Application form

8.4.1 The application forms once received by international office shall be sent to the relevant academic departments for evaluation & decision on provisional admission.

8.5 Provisional Admission/ Rejection

8.5.1 The Provisional Admission/ rejection Letter shall be forwarded to International Office for further processing by Admissions Directorate.

8.6 Final Admission

8.6.1 The student on arrival to Pakistan shall be given ***time period till one semester*** after the commencement of semester to obtain necessary equivalence certificates from IBCC and HEC.

8.6.2 For postgraduate students, requiring NTS/GAT score; a student on arrival to Pakistan shall be given time period of up to one semester to appear for

[9]Item No. 3417 of 34th ACM.

NTS/GAT/BU test and obtain minimum required score. NTS/GAT/GRE will only be compulsory at time of provisional admissions for PhD students.

8.6.3 The result of student for the 1st semester shall not be declared unless the admission requirements of the program have been met completely. Consequently the students shall not be registered for the 2nd semester and would not be able to continue studies till completion of requirement.

8.7 Fee/ Financial Charges

8.7.1 To encourage International Students to apply, following financial charges will apply to international students:

a. There shall be no application fee charged from international students for submitting online application.
b. The fee of International Students will be the same as National Students.

8.8 Submission of Documents

8.8.1 The International students interested in seeking admissions at Bahria University shall apply online, while submitting following documents (to be uploaded online):

a. Statement of purpose or Research plan for PhD Students
b. Scans of degrees and transcript of all post-secondary degrees (with English translation where required).
c. Latest passport size photographs with blue background *(Required for NOC from HEC).*
d. Scan of valid passport.
e. Three copies of the Student Information Sheet, which will be made available with application form *(Required for NOC from HEC).*
f. Evidence showing proficiency in English Language (IELTS minimum score 5.0 band or TOEFL minimum score 70) or English proficiency certificate from the last attended institution.

8.9 Others

8.9.1 International Students bring a diverse experience in class that is not only helpful for the university but also for the fellow students who interact and engage with them. Such cross culture interactions are believed to instill important values, apart from academic gains, including tolerance, respect for other people's point of view and adaptability.

CHAPTER- 9

FEE

9.1 Timely Payment of Fee

New students shall deposit their fee on or before the date notified by BU failing which the candidature for admission in BU shall stand cancelled.

9.2 Refund Period

Refunds will normally be made up to a maximum period of one year after the date of leaving. BU shall not entertain any claim of refund after this period.

9.3 Refund/Readjustment of Tuition Fee and other Allied Charges

9.3.1 **Migration/Discontinuation of Studies.** Students who wish to migrate or discontinue studies at the BU, fee shall be refunded according to the following rules:

a. Admission fee shall not be refunded in any case.

b. A percentage of the tuition fee shall be refunded along with the security fee and the degree fee, depending on the following timeline, as per the HEC Rules amended from time to time.

Table 1: Fee Refund Percentages & Timelines

%age of Tuition Fee	Timeline for Semester System	Timeline For Annual System
Full (100%) Fee Refund	Up to 7thdayof commencement of classes	Up to 15thdayof commencement of classes
Half (50%) Fee Refund	From 8thto 15thdayof commencement of classes	From 16thto 30thdayof commencement of classes
No Fee (0%) Refund	From 16thdayof commencement of classes	From31stdayof commencement of classes

c. There fund application date shall be the date on which the University officially acknowledges/ receipts the student's application for migration/discontinuation of studies.

d. **Freezing of Semester.** Fee will be refunded as per Table1. There fund application date shall be the date on which the University officially acknowledges/ receipts for the student's application to freeze the semester.

9.3.2 Withdrawal of a Course (Regular Semester). Fee will be refunded as per Table 1. There fund application date shall be the date on which the University officially acknowledges/ receipts the student's application for withdrawing a course.

9.3.3 Summer Session. No fee will be refunded once the student has registered for a course in the Summer Session.

9.3.4 Cancellation of a Course/ Program. Full tuition fee will be refunded to the students if the course after being offered is cancelled by BU for any reason. In case a program is cancelled, the entire charges including admission fee will be refunded to the student.

9.3.5 Refund to Result Awaiting Students on being Dropped from the Program. Students dropped from the degree program after grant of admission on Hope Certificates for the reasons not meeting the prerequisite qualifications will be refunded fee in accordance with prescribed rules. For the purpose of timeline, the date of the declaration of the result shall be deemed to be the timeline start date provided the student informs the University of the declaration of the result which the University officially acknowledges/ receipts for. This shall mean the following:

Table 2: Fee Refund to Result Awaiting Students on being Dropped

Time Elapsed since Declaration of the Result when the Student informs BU officially	%age of Tuition Fee
Within 7 days	Full
After7 days but within 15 days	Half
After15 days, or the Student does not inform at all	Nil

9.4 Late Fee

Enrolled students shall pay the fee on or before the date notified by the University. A fine of Rs 50 per day shall be charged for the first 7 days, Rs 100 per day for the next 15 days and Rs 200 per day for the next 7 days. Upon expiry of this period, the registration of the student may be cancelled. In case of re-admission, the student shall pay the full admission fee.

9.5 Conflict Resolution in Fee Refunds

In case of any conflict or interpretation of the afore mentioned rules on refund of fee and other charges, the matter will be referred to the Rector through the Registrar whose decision will be considered final.

Annex - A

PROVISIONAL ADMISSON FORM

S.No. _____ **Date:** _____

APPLICATION NO: _____ **APPLICANT'S NAME:** _____

PROGRAM APPLIED FOR: _____ **Department:** _____ **Campus:** _____

PERVIOUS BU REGISTRATION NO. (If any): _____

Eligibility Criteria Check	**Percentage**
Obtained Percentage in the following Examinations: a. SSC / O Level	
b. HSSC / A Level ☐ Part-I ☐ Part-II ☐ Awaiting Result	

Note: As per policy the following eligibility criteria is to be met by the candidate:

HSSC/A level with minimum marks % as aggregate.

☐Pre-Engineering ❑ Pre-Medical ❑ Computer Science ❑ General Science

☐Other _____

Applicant's Signature

APPLICANT SHOULD NOT WRITE ANYTHING BELOW THIS LINE

PRELIMINARY VERIFICATION BY DEPARTMENTAL ADMISSION COMMITTEE

The following documents of the candidate were checked and verified.

a.	SSC / O level with Science	☐ Yes	☐ No
b.	HSSC / A Level at least _____% marks	☐ Yes	☐ No
c.	Affidavit (If result of HSSC/A level is awaited)	☐ Yes	☐ No
d.	TOC Case	☐ Yes	☐ No

Signature _____

Faculty Name _____

DEPARTMENTAL ADMISSION COMMITTEE

Selected ☐ Rejected ☐

If rejected, then mention reasons for rejection: _____

Selected Candidate

The candidate has been interviewed for the admission in _____ Program. Fee slip to above mentioned candidate may please be issued. Fee deposit date cannot be extended / amended by account section. **Last date for fee submission is** _____. Extension is fee submission date is not allowed.

Signature _____ Signature _____

Faculty Name _____ Faculty Name _____

FINAL VERIFICATION BY ADMISSON OFFICE OF CAMPUS

Stamp	Signature _____ Name _____ (Admission Office Staff)

Manager (Accounts) Issued By _____

Annex - B

Application for Transfer of Credits / Exemption
(Clause 2.17.3)

Department: _____Campus: _____
Students Name: _____
Programme Applied for: _____Disciplines: _____

S. No	TOC/ Exemption of Courses at BU	Courses applied for TOC/ Exemption	Name of University	Grade/ Marks Obtained

I have read the rules for TOC/Exemption carefully as given in relevant rules, and have attached all the required documents given in the checklist given below.

Receipt of fee of Rs _____Paid on _____vide Challan No _____is attached.

Signature of Students: _____ Date: _____

Check List

a) Attested copy of Transcript.
b) No Objection Certificate (NOC) or Migration Certificate from the parent University.
c) Receipt of Processing Fee.
d) Copies of outlines of the courses applied for TOC/Exemption.
e) Grading policy of the previous university/institute.

Annex - C

UNDERTAKING

1. I, ……S/D/W/O …… Application No ……. do understand that my admission in …… Program …… at the …… Campus/Institute is provisional. It has been offered to me on the basis that I will be able to meet and achieve the minimum academic eligibility requirements of admission as specified in the Prospectus of Bahria University. In case I fail to prove my eligibility in due course of time the University reserves the right to cancel my admission at any time thereof.

2. Furthermore, I do here by also understand and undertake that on being enrolled as a student I shall abide by the following:

a. That during my stay in the Campus/Institute, I have to diligently apply myself to acquire and develop the skills, necessary for the practice and advancement of the field of study in which I am being enrolled.

b. That I am to participate fully and whole heartedly in co-curricular activities such as participation in quiz competitions, seminars, presentations, sports, etc, as would be required from time to time.

c. That I will ensure a minimum attendance of 75 percent of contact hours in each course and that if my absences exceeded 25 percent of the total class meetings in a course for any reason, I will not be permitted to sit in the final examinations of the particular course. I also understand that student missing any paper for any reason what so ever will not be given another chance to appear in that paper. All such students who improve their CGPA are not eligible for any academic awards.

d. That it is my own responsibility to keep track of my attendance in different courses throughout the semester and my cumulative grade point average (CGPA) at the end of each semester.

e. I am aware and understand all the rules, regulations and instructions given in the Prospectus, Students Handbook, Academic Rules and Bahria University's official website and that I will be liable to dismissal from the Campus in case I am unable to maintain the requirements as per these rules. I also understand that Bahria University reserves the right to amend and modify these rules and to apply these rules retrospectively.

f. That I shall maintain my identity as a student of the Campus/Institute by wearing the dress prescribed by the Campus/Institute and will not involve myself in immoral activities and illicit relations.

g. That I will never use violence or threat of violence or pressure, and in the event of any dispute with others will resort to peaceful methods. Further, I am to put the same into the notice of the authorities concerned.

h. That in disputes, if any, with fellow students or teachers, or employees of the Campus I shall accept the judgment of the authorities constituted by the Campus for decision or settlement of disputes.

j. That I accept all provisions of the Statutes, Regulations and Rules enforced in the Campus. I shall accept the judgment of the authorities of the university/Campus/Institute.

k. That refund of any fees paid to the University will be as prescribed per rules.

I. That in case of any dispute, academic or administrative, decision of the Director/University Authorities will be final and binding on all concerned.

3. Further I do hereby undertake to refrain from:

a. Doing anything which may cause injury or insult to Head of the Campus/Institute, members of the Faculty or Staff of the Campus / Institute, and fellow students. I will abide by the code of conduct of BU.

b. Holding a gathering, or taking out processions in any part of the Campus/Institute other than those approved and specified by the Campus/Institute authorities.

c. Indulging in any kind of unfair means, malpractice in the examinations, and coercion by any means.

d. Allowing or abetting the entry to the premises of Campus / Institute of expelled students, and social elements or other groups whose presence on the Campus / Institute could cause conflict amongst the students.

e. Bringing into the Campus/Institute, consuming or encouraging consumption of alcohol or its related products, drugs, narcotics or tobacco products, and indulging in acts of moral turpitude.

f. Bringing or keeping any type of weapon within the Campus/Institute premises.

g. Using or occupying any room or part of any building of the Campus/Institute without lawful authority.

h. Damaging any Campus property, including building equipment, vehicles etc, in any manner.

j. All such acts and deeds (including uploading sharing of material on social media) as might bring disgrace and bad name to the Campus/Institute.

k. Behaving in a disorderly manner; committing any criminal, immoral or dishonorable act (whether committed within the CU or outside) or any act which is prejudicial to the interests of BU and its CUs; and

l. Committing an act of sexual harassment, as defined in the HEC's document '*Policy Guideline against Sexual Harassment in Institutions of Higher Learnin*g'.

4. I do fully understand that non-compliance of the above said rules and regulations will result in disciplinary action against me and shall make me liable to be expelled from the Campus / Institute.

5. I understand that I will not be granted extension in my maximum period of the degree program and I have to complete all degree requirements including Internship Project / Thesis within the prescribed timeframe, otherwise I shall not be entitled for the Final Transcript / Degree.

6. I do also hereby undertake to deposit within the prescribed time the amount of all fee and other dues of the Campus as and when the fee bills are issued to me.

7. Certified that I fully understand all the undertaking, I have given in previous paragraph and shall abide by these in their true letter and spirit. I also declare on oath / affirm that I shall not challenge any penalty imposed on me by the Competent Authority for violating any of the above instruction.

Signature of Witness:
.....Name:
.....
Address:
.....
Date: …….

Signature of Student:
.....
Name:
…….....
Application No: …….....
Date:.....

I, ……. Father/Mother/Guardian/Husband of ….....do hereby state on solemn affirmation that I bind myself responsible to the above declaration signed by my Son/Daughter/Ward/Wife. I further certify that I am financially capable of fully meeting the expenses of my Son/Daughter/Wife in respect of education at the Bahria University, ... Campus/Institute.

Date: .....

……

(Signature of Parent/Guardian)

Annex - D

LIST OF LESS DEVELOPED AREAS OF PAKISTAN

Provinces	Districts (114)
Balochistan	Kalat,Mastung,Khuzdar,Awaran,Washuk, Kharan/Rakhshan , Lasbela, Ketch , Gwadar, Punjgur , Nasirabad, Jaffarabad ,JhalMagsi,Bolan, Quetta, Urban, Quetta Rural,Pishin , Killa Abdulla ,KillaSaifullah,Barkhan, Musa Khel, Loralai, Sheerani ,Zhob ,DeraBugti ,Kohlu , Ziarat, Harnai, Sibi,Nushki ,Chagai(Dalbandin), Turbat
Gilgit/Baltistan	Hunza–Nagar, Gilgit, Skardu, Ghanche, Ghizar, Diamir, Astore
Azad Jammu & Kashmir	Bhimber, Kotli, Mirpur, Muzaffarabad, Hattian, Neelam, Poonch, Haveli, Bagh, Sudhnoti
FATA	Bajaur, Khyber ,Kurram, South Waziristan, North Waziristan, Mohmand, Orakzai Frontier Regions (Peshawar , Kohat, Bannu, Lakki , D.I. Khan, Tank)
Interior Sindh	Thatta, Badin, Tharparkar, Umerkot, MirpurKhas, TandoAllahyar, NaushahroFeroze, Tando Muhammad Khan, Sanghar, Khairpur, Benazirabad/NawabShah, Dadu, QambarShahdadkot, Larkana, Matiari, Ghotki, Shikarpur, Jacobabad, Sukkur, Kashmore, Jamshoro
South Punjab	Bahawalpur, Rahim Yar Khan, Bahwal Nagar, Multan, Lodhran, Khanewal, Vehari, Dera Ghazi Khan, MuzaffarGarh, RajanPur, Layyah
Khyber Pakhtun Khwa(selected Districts)	Chitral, Lower Dir, Upper Dir, Swat, Buner, Shangla, Malakand, Kohistan, D.I.Khan, Tank, LakkiMarwat, Batgram, Kala Dhaka/Torghar, Kohat, Bannu, Hangu, Karak
Punjab	Attock,Khushab, Mianwali and Bhakkar

Annex - E

BU Admissions Advertisement SOPs

1. The contents of all admissions ads are to be finalized by Dir Admissions in consultation with Campuses/Directors.

2. Finalized contents are to be sent to Marketing Office for reviewing of content and/ or editing as per marketing standards & for designing ads, at least 20 working days before publishing date.

3. Director Marketing is to process final Advertisement & financial approval from Rector at least 07 working days before publishing date.

4. Release of advertisement to approved Media is to be undertaken by Director Marketing.

Annex -F

GUIDELINES FOR MCQs PAPER SETTERS

Multiple choice questions (MCQ) are a great way to test a student's comprehension level of a particular subject matter. Here are some ideas to utilize when constructing multiple choice test questions:

a. Don't use excessive wording when creating the test question stem. Be clear and concise in your word and phrase choices.

b. Make sure that there is only one clearly correct answer from the options given to the student.

c. Provide between 3-5 plausible choices for the student to select from as their answer

d. Minimize the use of 'all of the above' or 'none of the above' question answers.

e. Equally and distribute the correct answer options i.e. A, B, C, D (25% each) etc so that there is no clear pattern that becomes obvious to the student in each section.

f. Be sure to use test questions that test knowledge, application, comprehension, analysis and evaluation throughout your test to get the best overall sense of the student's understanding and mastery of a subject matter they have passed last.

Annex - G

ہائیر ایجوکیشن کمیشن
HIGHER EDUCATION COMMISSION
Sector H-9, Islamabad (Pakistan) Exchange: (051) 9040000
Tele: (051) 90801109 Fax: (051) 90802753
E-mail: smemon@hec.gov.pk

Sanaullah Memon
Assistant Director (Quality Assurance)

No. 1-3/AD-QA /HEC/NQAC (21)/2016/52
Date: March 18, 2016

Subject: Constitution of Committee to Prepare/Conduct the Test at Par with GRE (General) & GRE (Subject) for Admission in MS/MPhil & PhD or Equivalent Programs

Dear Sir/Madam,

In continuation of HEC letter no. -340/A&C-Law/HEC/2014 dated May 27, 2014, I am directed to inform that National Quality Assurance Committee (NQAC) in its 21st meeting held on January 13, 2016 approved the following mechanism for constitution of committee and test pattern if a University/DAI desires to conduct the test at its own;

- The test should be at par with GRE (General) and GRE (Subject), as applicable
- The university should constitute a committee and notify on its own
- The committee should include; 2-3 PhD faculty members of relevant discipline and one of them be preferably from outside the university
- The University should intimate the composition of the committee to QA Division, HEC within one month of its constitution. Moreover, any change in the composition of the committee should also be intimated to HEC, accordingly.

With kind regards

Sanaullah Memon

DORIC
Reference
L 24/3

REGISTRAR OFFICE
Inward No. 2115
Date 24/3/16
Sig No. 34

he Registrars
ll Public/Private Sector Universities/DAIs

opy for Information:
The Director QECs, All Public/Private Sector Universities/DAIs
The E.S to Chairman, HEC Islamabad
The E.S to Executive Director, HEC Islamabad
The P.S to Advisor (HRD), HEC Islamabad
The P.S to Advisor (R&D), HEC Islamabad
The P.S to Consultant (QA), HEC, Islamabad
The APS to Director General (QAA), HEC Islamabad
The APS to Director General (Academics), HEC Islamabad
The APS to Director General (A&A), HEC Islamabad
Office Copy

Annex - H

Response to Admission Request

_____(
Candidate's Name and Address)

Dear Applicant
With reference to your application for admission in our _____ programme being offered by the Department of at _____ Islamabad/Karachi/Lahore Campus, the Admission Committee has discussed your case on merit and has reached the following decision:

- You have been granted admission. Please complete the required admission formalities latest by _____, after which the admission will be offered to the next Candidate in the merit list.
- Have been granted provisional admission, subject to the fulfillment of the following requirements:

  _____
  _____
  _____
  _____
  _____
  _____

- It is regrettably informed that you do not qualify for admission with respect to the standards set for the admission in the given program at this university at present. Please re-apply in future when you meet admission requirements.

Date: _____ _____

(Director Admissions)

Copy to:
Director Campus ISB/KCHI/LHR
Director PGP
Director Examinations
Dean
HoD

Note: Strike out which is not applicable and mark (√) which is applicable.

Annex – J

MS–1A
Provisional Admission Form
(MBA/MS/LLM/MPhil Programs)

SEMESTER:_____ Date: _____

S.NO. _____ APPLICATION NO: _____PROGRAMME APPLIED FOR**:** _____

DEPARTMENT_____CAMPUS _____

APPLICANT'S NAME: _____

PREVIOUS BU REGISTRATION No (IF ANY): _____

PRELIMINARY VERIFICATION BY DEPARTMENTAL ADMISSION COMMITTEE

Eligibility Criteria Check:

CGPA/%age in Masters/Bachelors/ equivalent degree_____

The following documents of the candidate were checked and verified.

a. CNIC ☐ Yes☐ No

b. SSC / O level (IBCC equivalence) ☐ Yes ☐ No

c. HSSC / A Level (IBCC equivalence) ☐ Yes ☐ No

d. Masters/Bachelors/ Equivalent (HEC Verified) ☐ Yes ☐ No

e. Affidavit (If result of Masters/Bachelors or Equivalent final semester is awaited) ☐ Yes ☐ No

Signature _____

Faculty Name _____

☐ Selected ☐ Rejected

If rejected, please mention reasons: _____

Deficiency Courses (if any) _____

The candidate has been interviewed for the admission in _____ Program. Fee slip to above mentioned candidate may please be issued. Fee deposit date cannot be extended/ amended by account section. **Last date for fee submission is** _____. Extension in fee submission date is not allowed.

Signature _____ Signature _____

Faculty Name _____ Faculty Name _____

Signature_____

Head of Department

FINAL VERIFICATION BY ADMISSON OFFICE OF CAMPUS

Stamp	Signature _____ Name _____ (Admission Office Staff)

Manager (Accounts) Issued By _____

Note:

Only admissions department of CU is authorized to extend/amended the fee deposit due date.

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