



Admission Policy

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1.Title

Framed in pursuance of Section 25.(2)(c) of University of Swat Regulation, 2010 and Section 32(3) of the University of Swat Statutes, 2016, this policy shall be called "Admission Policy of University of Swat".

2.Commencement and Application

This policy shall come into force with effect from the academic session 2018 onwards and shall be applicable to all the Departments/ Institutions/Colleges of the University of Swat.

3. Definitions

- (1) Unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:
 - (a) "Admission" means regular enrolment/entry in the constituent Departments/ Institutes/Colleges, Campuses and affiliated colleges of the University.
 - (b) "Admission office" means Admission office of the University.
 - (c) "Board" means Board of Intermediate and Secondary Education and Board of Technical Education.
 - (d) "Board of Studies" means the approved Board of Studies of a degree program.
 - (e) "Campus" means campus of the University.
 - (f) "Central Admission Committee" means the central admission committee constituted by the competent authority for assistance of the departmental admission committees and solving anomalies arises in the admission process.
 - (g) "Centre" means the constituent Centre of the University.
 - (h) "Competent Authority" means the Competent Authority of the University.
 - (i) "College" means a constituent college or an affiliated college of the University.
 - (j) "Departmental Admission Committee" means the committee or committees constituted by the Competent Authority for scrutinizing the admission forms and the required documents of the applicants received according to the announced schedule by the University.
 - (k) "Department" means a teaching department maintained and administered, or recognized by the University in the manner prescribed.
 - (l) "Director Admissions" means the Director Admissions of the University.
 - (m) "Fee" means the approved fee of the University.
 - (n) "Institution" means the constituent Institution or an affiliated Institution.
 - (o) "University" means the University of Swat.
- (2) All other terms and expression shall have the same meanings as assigned to them under section-2 of the University of Swat Regulation, 2010.

1. Commencement of Admission

- (a) The University shall be open to persons of either sex of whatever religion, race, creed, colour or domicile who are automatically qualified for admission to the courses of study offered by the University, and no such person shall be denied the privileges of the University on the ground only of sex, religion, creed, caste, race, colour or domicile.
- (b) Admissions to all disciplines shall be announced for Fall Semester of each academic session.
- (c) Admissions shall be announced soon after the declaration of Intermediate/Bachelor/Master results. The university will advertise the admissions schedule through print and electronic media for the information of all concerned.
- (d) Admissions shall be purely on merit bases and after scrutiny of all the credentials submitted by the applicant to the Admission office. These applications for admission shall be considered regardless to race, gender, religion, marital status, physical disabilities, and national origin. However, foreign students seeking admission shall be required to submit their admission forms through proper channel.
- (e) Candidates seeking admission shall submit the prescribed form for admission, complete in all respects and accompanied by the attested photocopies of the required certificates/documents; and an undertaking to abide by the statutes, rules & regulations, and instructions issued by the university from time to time.
- (f) Incomplete forms or forms not supported by the required certificates/documents or received after due date fixed for submission of admission forms shall not be entertained. University will not be responsible for late delivery of admission form/documents by postal or courier services. Hence it will be the sole responsibility of the candidate to take up the issue with the postal/courier services.
- (g) University reserves the right to amend admission policy or some clauses as and when required without any prior notice.

2. Admission Procedure

- (1) Pre-admission form complete in all respect shall be submitted to the Admission Office within due date. Merit lists shall be prepared under the supervision of the Director Admissions.
- (2) The departmental admission committees of the respective disciplines will interview the candidates according to merit lists provided by the office of the Director Admissions.
- (3) The candidate(s) selected on merit shall be issued admission form by the concerned department to be filled in by the applicant.
- (4) The departmental admission committee will check the original documents, if found correct, their names will be recommended for provisional admission and for depositing the admission fee. The committee will submit the list of provisionally admitted students to the office of the Director Admissions within two weeks after the completion of admission process. The department concerned will allot class number to all the newly admitted students.
- (5) The academic documents of all the admitted students shall be verified by the Department/Centre/Institute/College concerned and their verification fee shall be borne by the student concerned, preferably will be thus deposited with admission fee.

- (6) Admission of a candidate shall be cancelled immediately, if any of his/her documents are found fake/bogus or in case of any other evidence of ineligibility.
- (7) The University reserves the right to rectify any typographic or clerical mistake at any time in the admission lists etc without incurring any liability. The concerned department shall be authorized to take such action under intimation to the office of the Director Admissions.
- (8) In general, three merit/waiting lists shall be prepared subject to the availability of seats in the respective discipline.
- (9) Change of discipline
 - (1) A student can change the discipline within the first week of the commencement of classes subject to:
 - (a) the availability of seat in that discipline,
 - (b) having applied for admission in that discipline,
 - (c) fulfils the eligibility criteria,
 - (d) be on the merit of that discipline,
 - (e) the aggregate marks of the applicant be not lower than the last student admitted in the same discipline,
 - (f) production of No Objection Certificate from the concerned HODs/Chairpersons and upon approval of the competent authority/Dean.
 - (10) In case, more than one applicant are interested to change discipline, the applicant in order of merit will be allowed change of discipline. An additional fee in vogue shall be charged from the student as "change of discipline fee".
 - (11) If a candidate fails to appear before the Admission Committee for Interview/Test at the specified time and venue, he / she shall not be considered for admission and the seat shall be offered to the next candidate on merit.
 - (12) A candidate seeking admission on reserved seat should fulfill the general conditions as well as the minimum admission criteria, prescribed for each degree program.
 - (13) Candidates selected for admission should submit all the requirements within the notified period, failing which their right of admission will be forfeited and the seat(s) will be offered to the next candidate(s) on merit.
 - (14) If the applicant is a regular employee in any government/autonomous organization, he/she shall produce No Objection Certificate (N.O.C) and study leave before the commencement of classes from the concerned employer.
 - (15) University has the right to suspend any particular discipline due to the non-availability of viable number of students or any other administrative hurdles. In such cases, the applicants may be offered admission in any other discipline if he/she qualifies the prescribed eligibility criteria, merit subject to the availability of seats or else he/she may cancel admission.
 - (16) A student once enrolled in a degree program, shall be full time regular student of the university till the completion of degree, and shall not be allowed to take admission in any other degree program of this university or any other university/degree awarding institute simultaneously. In case of dual enrollment, a student will be liable for cancellation of one enrollment of his/her choice otherwise the university will cancel his/her admission.

- (17) If a student fails to attend the classes during the first two weeks of the commencement of the first semester as per announced schedule, his/her admission shall stand cancelled automatically without any notice and the department concerned will notify his/her cancellation of admission and the seat will be offered to the next candidate on merit.
- (18) Foreign student shall be considered for admission as per policy of Government of Pakistan.
- (19) Whenever needed, the equivalence of academic qualification shall be determined by IBCC /HEC or by relevant bodies.
- (20) All candidates selected for admission will be required to submit an undertaking, on a judicial stamp paper of Rs.50, as per specimen annexed in the prospectus before the commencement of classes.
- (21) If a candidate had missed one or more years after the declaration of result, he/she shall be required to submit an affidavit to the effect that during this period he/she had not admitted in any other equivalent degree program in the same or any other university/DAI.
- (22) The selected candidates shall pay the fee in vogue according to the approved schedule, failing which the offer of admission shall stand cancelled.
- (23) After completion of admission preferably within fifteen days of the termination of admission and upon verification of documents from the respective Board/University, the profile of all the newly admitted students along with the recommendations of the departmental admission committee shall be forwarded for approval to the Vice Chancellor/Dean on the prescribed format by the office of Director Admissions. The profile of the newly admitted students shall include their name, date of birth, examinations passed, roll number, obtained marks/CGPA, divisions, percentage, the institution last attended and the course to which he/she has been admitted. At the same time the list of the admitted students along with their Registration forms supported by the relevant documents shall be forwarded to the office of Controller of Examinations for allotment of registration and roll numbers at least two weeks before the commencement of midterm examinations.
- (24) All admissions shall be provisional till the verification of the credentials of the newly admitted students. If any student is found guilty of submitting fake document(s), his/her admission shall be cancelled immediately.
- (25) The Semester Coordinator of the respective degree program shall be responsible to keep semester wise student's file of each of the enrolled student. The student's file shall contain photo copy of admission form along with other relevant documents, complete record of sick leaves, copy of DMCs/Transcripts and any other document such as character certificate, penalty imposed, English proficiency record, reference letter, struck off record and admission cancellation record etc.
- (26) In case of any issue related to student's affairs the department concerned shall present the student's file to the office of the Director Admission.
- (27) Foreign students (including those from Afghanistan) shall be admitted provisionally till the approval/clearance of relevant Ministries/Organizations of the Government of Pakistan.
- (28) If entry test for a discipline/degree program is pre-requisite for admission, the department concerned shall arrange the test for applicants and the test shall be given 10% weightage in preparation of merit list.

3. University Fee/dues

- (1) All the newly admitted students shall be required to deposit the university fee in vogue in stipulated time otherwise their candidature will stand cancelled.
- (2) Promoted continuing students of each semester shall pay the university fee/dues within a week of the commencement of each semester failing which he/she will not be allowed to attend the classes and their admission will be suspended. The defaulters of the university fee/dues shall not be allowed to appear in the examination(s) of their respective semester(s).

4. Transfer of Credit Hours

- (1) University of Swat will develop its own criteria for transferring the credit hour.
- (2) No credit hour of a course will be transferred if the grade is less than C for undergraduate and B for graduate.
- (3) In case of transfer of credit hours from University of Swat to any other University/DAI, office of the Controller of Examinations will issue incomplete transcript for the courses taught to the student concerned. The student concerned will deposit the fee in vogue. (vide letter No.UoS/Acad/03-16/106 dated March 21,2016)

5. Eligibility

- (1) The minimum eligibility required for any degree program shall be as.
- (29) For admission to Bachelor Studies(BS) Degree Programs 4 or 5 years: Admission in Bachelor Studies Degree Programs (4 or 5 Years) is open to candidates who have passed the qualifying examination from any recognized Board, by securing at least 45% marks in aggregate or CGPA equivalent to 50% marks.
- (30) For admission to Master Degree Programs(02 years): Admission in Master Degree Programs is open to candidates who have passed the qualifying examination from any recognized university/DAIs, by securing at least 45% marks in aggregate or CGPA equivalent to 50% marks.
- (31) If a degree program (Bachelor and Masters) may have additional admission criteria prescribed in the relevant Board of Studies, such admission criteria shall be considered as final and must be followed in letter and spirit.
- (32) A student should be a full-time regular student, should not be admitted in another institution, and must not indulge in any other activity/paid assignment without prior/proper permission of the university.

6. Documents required to be attached with admission form

(1) Photocopies of the following documents duly attested by a Gazetted Officer (BPS-17 and above) must be attached.

- (a) SSC/HSSC/BA/BSc/BS or equivalent examination.
- (b) Character Certificate from the institution last attended.
- (c) Domicile Certificate.
- (d) Two Passport Size Photographs.
- (e) Migration Certificate (Original for Allotment of Registration and Roll Numbers)
- (f) An undertaking as per specimen appended in the prospectus of University of Swat.
- (g) Computerized National Identity Card (CNIC) or Form-B of the candidate and Father / Guardian.

The above stated documents shall also be attached with the Registration form for allotment of Registration and Roll numbers.

7. Ineligibility.

The following shall be ineligible for admission.

- (1) Applicant's having less than 45% marks in aggregate shall not be eligible for all the discipline irrespective of categories (Open - Reserved)
- (2) Those who have already completed two years' bachelor's degree (for Bachelor Studies programs 4 or 5 years) as regular or those who have already completed Masters degree (2 years) or a professional degree.
- (3) Those who have been rusticated /expelled under disciplinary rules by the University of Swat or any other university/DAIs.
- (4) Those who are already on the roll of the University of Swat or any other university.
- (5) Those who are not qualified according to the admission criteria of the concerned discipline/degree program mentioned in the prospectus.

8. Determination of Merit

Merit shall be determined as;

- (1) Marks obtained by the candidate in qualifying examination in the current academic year i.e. Intermediate or equivalent for BS (4 or 5 Years) while BA/BSc (14 years)/BBS or equivalent for M.A/M.Sc (02 Years) degree programs. In case of passing the qualifying examination in the preceding year, 10 marks shall be deducted per year from the obtained marks of the qualifying examination".
- (2) Ten marks shall be deducted from the obtained marks of the candidate who availed chance for improvement of division in his/her qualifying examination mentioned in para-8(1)

- (3) Twenty marks shall be added for Hafiz-e-Quran. A test for the aforesaid purpose shall be conducted by the university.
- (4) In case of tie of marks occurred, the elder will be given preference for admission only. In case of same age, the decision shall be made on the basis of marks obtained in Secondary School Certificate examination.
- (5) Instructions for applicants**
- a. The applicants should fill the admission form and opt for the given choices carefully. An applicant can opt for a maximum of three choices. Form once submitted, the discipline or choice shall not be changed.
 - b. The choices of a discipline/degree program shall remain intact till the applicant gets admission against his/her first choice or finalization of the admission process whichever is earlier.
 - c. If found incorrect/misleading information or concealment of facts, the university shall have the right to refuse/cancel her/his admission and expel the applicant (student) from the university.
 - d. Afghan refugees seeking admission shall be required to submit their application form through Afghan Commissionerate /Ministry of Education. Their admission shall be over and above the maximum number of seats and will be dealt with as per policy of the government of Pakistan.
 - e. All the newly admitted students will be required to attend orientation session before the commencement of classes. This orientation session will include the information regarding the university's academics, Semester System, administrative policies, procedures, facilities, services, responsibilities and student's code of conduct.
- (6) Age Limit**
- a. Maximum age limit for admission to BS(4 or 5 Years) degree programs is 22 years. However, the Vice Chancellor may grant age relaxation to a maximum of 3 years.
 - b. Maximum age limit for admission to Master (02 Years) degree programs shall be 30 years. However, the Vice Chancellor may grant age relaxation to a maximum of 3 years.
 - c. Age limit for female candidates is waived off.

(7) Responsibilities of Departmental Admission Committee.

- a. The Departmental Admission Committee shall be responsible for checking of the original documents, pre-requisite of the degree program, Interview the candidates and recommending the eligible candidates for admission strictly according to the merit lists provided by the Office of the Director Admissions. The admission forms shall be signed by all the members of the departmental admission committee. After depositing the fee, the admission forms and the list of the admitted students shall be sent to the office of the Director Admissions for record.
- b. Candidates on merit list from serial No.1 to 40 at the first choice will be considered as first merit list and will have to confirm their admission on or before the date fixed by the university.
- c. In case of vacant seat(s) in any degree program after the due date fixed for first merit list, admission shall be offered to the candidate(s) who have opted as first choice on waiting list of the respective discipline. Candidate(s) on waiting list will deposit fee within due date.
 - Waiting list 1 Fee submission last date as per the schedule announced
 - Waiting list 2 Fee submission last date as per the schedule announced
- d. Waiting list shall be displayed by the admission committee of the respective discipline.
- e. A candidate qualified for admission on the basis of 1st choice will not be allowed to avail 2nd or 3rd choice of admission.
- f. If a candidate was unable to secure admission in a discipline of his/her 1st choice, he/she will be given the opportunity of admission in his/her 2nd choice subject to the availability of seat and the aggregate marks be not lower than the last student admitted in the same discipline.
- g. A student if qualified on the basis of his/her 2nd choice for admission will not be allowed to avail 3rd choice of admission.
- h. If a candidate was unable to secure admission in a discipline of his/her 1st & 2nd choice, he/she will be given the opportunity of admission of his/her 3rd choice subject to the availability of seat and the aggregate marks be not lower than the last student admitted in the same discipline.

(8) Important Note:

- a. Collection and returning of merit lists and admission forms (original) from the admission office will be the sole responsibility of departmental admission committee.
- b. Before leaving admission office the committee will verify the file consisting of;
 - (a) Merit lists of concerned program.
 - (b) Admission procedure.
 - (c) Admission forms in original by counting the total number of forms received.
 - (d) Copy of admission advertisement.

- (e) List of overage prospective students.
- (f) Open merit and quota seats allocation.
- c. The Departmental Admission Committee shall return the list of admitted students(s) who have deposited fee, on the closing date/time of the merit/waiting list along with the form of the candidates.
- d. The Departmental Admission Committee will observe the open merit and quota seats as per approved allocation of seats and consult the Central Admission Committee in case of any confusion or issue in the admission process.
- (9) In case of any issue related to admissions or admission policy the decision of the competent authority shall be deemed final.