



Admission Policy

Admission Policy

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, / eligibility criteria 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) No Change of discipline once admission is confirmed.
- (10) 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.
- (11) A candidate seeking admission on reserved seat should fulfill the general conditions as well as the minimum admission criteria, prescribed for each degree program.
- (12) 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.
- (13) 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.
- (14) 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.
- (15) 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.

- (16) 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.
- (17) Foreign student shall be considered for admission as per policy of Government of Pakistan.
- (18) Whenever needed, the equivalence of academic qualification shall be determined by IBCC /HEC or by relevant bodies.
- (19) 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.
- (20) 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.
- (21) The selected candidates shall pay the fee in vogue according to the approved schedule, failing which the offer of admission shall stand cancelled.
- (22) 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.
- (23) 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.
- (24) 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.
- (25) 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.
- (26) Foreign students (including those from Afghanistan) shall be admitted provisionally till the approval/clearance of relevant Ministries/ Organizations of the Government of Pakistan.
- (27) 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 of Swat Credit Transfer Policy 2018 onwards

1. Short title, commencement and application

This Policy shall be called as “Credit Transfer Policy of University of Swat 2018”.

This policy shall come into force with immediate effect.

2. Definitions

- a. “*University*” means University of Swat;
- b. “*Vice Chancellor*” means the Vice Chancellor of the University;
- c. “*Deans*” means the Dean of the Faculty;
- d. “*Registrar*” means the Registrar of the University;
- e. “*Controller*” means the Controller of Examinations;
- f. “*Provost*” means the Provost of the University;
- g. “*Academic Unit*” means an academic Centre, Institute, or Department of the University;
- h. “*Head*” means the Head of the academic unit;
- i. “*Admission Office*” means Admissions Section of the University;
- j. “*Faculty*” means the faculty of the University;
- k. “*Board*” means Board of Intermediate and Secondary Education;
- l. “*College*” means a constituent or affiliated college with the University;
- m. “*Course*” means a course of study leading to the successful completion of the degree;
- n. “*Grade Point*” means the score of the student obtained in an examination;
- o. “*Grade Point Average*” means the grade point average (GPA);

- p. “*Cumulative Grade Point Average*” means the Cumulative Grade Point Average (CGPA) earned by a student in semesters or in the whole programme of study;
- q. “*Contact hours*” means the number of hours of laboratory/ field/students in the class;
- r. “*Department*” means an Academic Unit of the University;
- s. “*Examinations*” means the semester examinations;
- t. “*Examiner*” means a person appointed to conduct the examination;
- u. “*Fee*” means fee charged from students for any academic activity.;
- v. “*Registration*” means registration number of a students allotted by the examination section of University
- w. “*Credit hour*” one credit hour means one hour of Theory and/or two hours of practical/field work
- x. “*Credit transfer*” means transfer of credit hours of subjects with the equivalent courses credit hours to the host University.
- y. “*Parent University*” means the University from which student(s) wants to transfer
- z. “*Host University*” means the University to which the student wants to transfer
- aa. All other terms will mean the same as given under University of Swat Regulations, 2010 and the statutes made thereunder.

Policy Guidelines

1. A student desirous for transfer of credit due to some valid and verifiable reasons shall apply to office of the Director Admissions through prescribed form (Annex). The form shall be accompanied by copies of all previous transcripts/DMC's, course outlines, a latest photograph, character certificate, duly verified by the Principal/Chairperson/Head of the Department of the Institution/DAI where he/she is currently enrolled.

2. Request for credit transfer shall be submitted at least 4 weeks prior to the start of a semester. No application shall be considered after the commencement of semester.
3. Transfer of credit shall be granted to those students who have completed at least first semester of study in the parent Institution. Credit transfer shall not be allowed in final year (last two semesters) of the degree program.
4. An applicant desirous for transfer of credit shall be full time regular student in a public sector HEC recognized Institution, paid all the dues/fee, having good character certificate and justified reasons of transfer of credit(s).
5. An applicant desirous to transfer credit from other Universities/DAIs shall be governed under the semester system regulations/by-laws in vogue of the University of Swat. The applicant shall submit an affidavit to the effect that he/she shall abide by the rules/by-laws in vogue.
6. The application for credit transfer may be entertained subject to the availability of vacant seats in the discipline where credit transfer is being sought and shall be only allowed in semester system of examinations.
7. The applicant shall be eligible as per approved criteria for admission of the degree program.
8. The aggregate marks of the last admitted student shall be the minimum bench mark for the applicant in the ongoing session in that discipline.
9. This Credit Transfer policy shall be applicable to the undergraduate (BS 4 or 5 years) degree program only.
10. The applicant shall not be on probation or drop out or rusticated in the parent University from which transfer is being sought and no disciplinary action is pending against the candidate in the parent University.
11. He/she shall have passed all the courses being studied in the parent University.
12. Depending upon the similarity of course outlines/contents and equivalence of the nomenclature of courses, only those credits of courses shall be transferred in which the applicant has obtained at least 70% marks or equivalent grade in undergraduate as per semester regulation in vogue.

13. Credit transfer is not allowed in 1 year program.
14. Credits for only those courses will be transferred for which a course with similar title, standard, duration, credit hours and matching description/contents is available in the relevant academic program of Swat University.
15. The applicant shall provide a clearance certificate/ No Objection Certificate (NOC)/migration certificate from the institution last attended and shall register himself/herself with University of Swat within the stipulated time once credit transfer permission is granted.
16. The applicant must cover the entire deficient course(s) (if any) within the maximum duration for the completion of his/her degree. University will not be responsible for any loss of time and it would be the sole responsibility of the student concerned.
17. Once the application for transfer of credit is approved, the applicant shall deposit the Semester fee / Registration fee and all other fee of the University of Swat in vogue.
18. The cases of transfer of credit shall be forwarded to the office of Controller of Examinations by the Director Admissions after completion of all the formalities.
19. An applicant desirous to transfer of credit to other University/DAI shall be given a transcript (incomplete) of the semesters studied at UoS, on the recommendation of the Head of Department/Dean concerned by the Controller of Examinations, University of Swat.
 - a. Fee for the transcript(incomplete) shall be Rs.1000/-(Non-refundable)
 - b. Such a student shall lose the opportunity of re-admission in vogue.
20. The credits transferred shall be counted towards degree requirements of the student concerned and GPA of transferred credits will not be counted towards the calculation of CGPA, however the word “Transferred” shall be reflected in the transcript against the courses being transferred at the end of successful completion of degree.

21. Course outlines should match minimum 70% with that of the host University and accordingly the nomenclature of the host University.
22. An exemption of course in credit transfer will be allowed based on the grade earned by the students. The student shall deposit all other approved fee of the host University upon acceptance of his/her credit transfer. Fee for transfer of credit shall be Rs. 500/- per course.
23. Transfer of credit to University of Swat will be considered on case to case basis by Credit Transfer/Equivalence Committee and will be authorized to review and approve the equivalence of courses completed at other recognized degree awarding institution(s). The Committee shall forward its recommendations to Dean/Vice Chancellor for approval. After approval, the Director Admissions shall notify the student(s) enrolment in classes with an ongoing batch and forward the case to Controller of Examination for allotment of registration number.

Credit transfer/Equivalence committee

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| 1. Dean of the Faculty concerned/nominee of the Vice Chancellor | Convener |
| 2. Principle/Chairman/Director/HoD of the Department/college concerned | (Member) |
| 3. Subject expert | (Member) |
| 4. Controller of Examinations | (Member) |
| 5. Director QEC | (Member) |
| 6. Director Admission or nominee | Secretary/Member |

24. Application for transfer of credit within affiliated colleges of University of Swat shall be through the University of Swat.

Note: The transfer of Credit Hours form can be downloaded from University of Swat Website.

4. 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).

5. Eligibility

- (1) The minimum eligibility required for any degree program shall be as.
- (28) 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 or Second Division or CGPA equivalent to 50% marks.
- (29) 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 or Second Division or CGPA equivalent to 50% marks.
- (30) 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.
- (31) 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 Second Division 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 year) as regular or those who have already completed Masters degree (2year) or a professional degree may be eligible for admission for BS and Master programs. Provided that, those applicants who sought admission in BS programs and have passed Bachelor degree (2 year), 05 marks per year to a maximum of 10 marks shall be deducted from the "obtained marks of HSSC". Such a student will continue his studies on the same registration number and new registration number shall not be allotted to him/her if he has passed Bachelor degree from University of Swat.
- (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 Year) while BA/BSc (14 year)/BBS or equivalent for M.A/M.Sc (02 Year) degree programs. In case of passing the qualifying examination in the preceding year, 05 marks shall be deducted per year from the obtained marks of the qualifying examination. Moreover, in case the candidates who had missed more than one years / availed more than one improvement chances, the limit of maximum marks deduction shall not exceed 10 marks". Provided that, if a candidate is full filling the basic eligibility criteria as per clause 05 (amended): so he/she will be included in the merit list. In case the candidate has missed year(s) or has availed improvement chance(s), so marks will be deducted from the candidate "obtained marks" after his/her inclusion in the merit list.
- (2) Twenty marks shall be added for Hafiz-e-Quran. A test for the aforesaid purpose shall be conducted by the university.
- (3) 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.

(9) Instructions for applicants

- (9.1) The applicant may apply for multiple disciplines / degree programs at a time in the chosen order of preference through online application form.
Provided that a student interested in applying to more than one disciplines / degree program shall be required to deposit Rs. 200/- for each additional choice.
 - a. The applicant should fill the admission form and opt for the given choices carefully. Form once submitted, the discipline/degree program chosen shall not be changed.

- b. The candidates on merit list as per specified numbers of allocated seats (merit / quota based) shall be considered as first merit list and shall confirm their admission(deposit admission fee) on or before the due date specified by the University.
- c. In case of vacant seat(s) in any discipline / degree program after the expiry of due date for the 1st merit list, admission shall be offered to candidate(s) on waiting list, who have opted the specified discipline / degree program as 1st choice in the admission form. The selected candidate(s)from the waiting list shall deposit admission fee on or before the due date specified by the University.
- d. Waiting list shall be displayed by the departmental admission committee of respective discipline/degree program.
- e. An applicant qualified for admission on the basis of his/her 1st choice of discipline/degree program will not be allowed to avail the opportunity of admission in his/her 2nd, 3rd, 4th or 5th choice of discipline/degree.
- f. If an applicant is unable to secure admission in a discipline/ degree of his/her 1st choice, he/she shall be given the opportunity of admission in his/her 2nd choice, subject to the availability of seat and the aggregate marks not lower than last student admitted in the respective discipline/degree program on the basis of 1st choice.
- g. If an applicant qualified for admission on the basis of his / her choice i.e. (2nd, 3rd or 4th) discipline / degree program will not be allowed to avail the opportunity of admission in his/her subsequent choice of discipline / degree.
- f. If an applicant is unable to secure admission in a discipline/ degree of his / her choice i.e. (2nd, 3rd, 4th) he/she shall be given the opportunity of admission in his /her subsequent choice, subject to the availability of seat and the aggregate marks not lower than the last student admitted in the respective discipline / degree program on the basis of preceding choice of that student.

(10) Age Limit

There is no age limit for admission to BS (4 or 5 year) and Master (2 year) degree programs.

(11) 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 34 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.

(12) 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.

- (13)** In case of any issue related to admissions or admission policy the decision of the competent authority shall be deemed final.