

# **The University of Haripur Admission Policy**

## **(For Undergraduate Programs)**

### **1. Salient Features of Admission Policy for Undergraduate Programs**

- A. The admission shall be open to all as per Khyber Pakhtunkhwa Universities (Amendment) Act (2016) including for those as per quota approved by the competent authorities from time to time, provided that the approved eligibility criteria for the program are met.
- B. The University will ensure to provide academic, personal and, where appropriate, financial support to the admitted students for successful completion of their study.

### **2. Announcement of admissions**

Advertisement for admission in undergraduate Programs will be initiated by relevant undergraduate office with the prior approval of competent Authority.

### **3. General Conditions for Admission**

- A. The Applicants/Candidate shall;
  - i. Apply online or submit application by hand/by post for Admission or as per prescribed procedure determined by the University
  - ii. Pay the required processing fee (non-refundable/non-adjustable).
  - iii. Students have to appear in entry test as detriment by the University.
  - iv. Provide “Equivalence Certificate(s)” issued by Competent Forums, like HEC, IBCC etc. in case of holding certificate/degree issued by a non-Pakistani Educational Board/University.
  - v. Meet the minimum eligibility requirements for the opted degree program/discipline.
  - vi. After securing admission, provide an affidavit/undertaking (as per specimen given on Annexure-I on a plain paper) ensuring no intention to participate in political activities in the University premises/hostels/centers/programs managed by the University including assurance about abstaining from any criminal act/activities (as per law put into operation by the government). Furthermore, student have to certify that they will not be involved in any kind of drug abuse (bringing/selling into the University as well as in the hostels/centers/programs manage by the University, consuming or encouraging consumption of drugs and narcotics substances) or the unlawful use of tobacco products at the university as well as in the hotels/centers/programs managed by the university.
- B. Candidates will be offered provisional admission subject to the fulfillment of fundamental perquisites for the program.
- C. University of Haripur reserves the right not to entertain:
  - i. The applications which are incomplete or missing the required documents
  - ii. Have not submitted the application within the stipulated deadline,
  - iii. Have not submitted the required documents in hard-form after securing admission.
  - iv. Have not followed the prescribed procedure.

### **4. Eligibility/Ineligibility**

Eligibility for admission to Bachelor Program shall be F.A/F.Sc, or an equivalent certificate/diploma from any recognized institution, with at least ‘a second division (45.00% in annual system)’ or ‘its equivalent grade based on minimum 50.00% marks for other than annual system, as per semester rules. Subject to the condition that it’s not in contrary to the requirement of relevant accreditation council.

**Ineligibility:** The following shall not be eligible for admission:

- Those who have been expelled once from the University of Haripur for a misconduct.
- Dropped twice from the role of University of Haripur.
- Holding bad character certificate issued by institute previously attended

## **5. Admission Procedure in the University**

- Admission application form completed in all respects must be submitted online or in hard as announced by the university.
- Appear in entry test on given date and time as determined by the University. Under special circumstances university may exempt entry test; in such a case merit will be calculated based on marks obtained in Matric (SSC/equivalent) and Intermediate (HSSC/equivalent) or as determined by the University uniformly.
- The candidates selected on merit/quota will be issued Fee Challan and provisional offer letter.
- Student have to submit all the documents in the first week of commencement of semester and if all the documents are not submitted in given time then admission may be cancelled.
- A candidate may apply for admission for more than one discipline, however, admission will be offered in order of preference.
- A candidate with other than first preference/option will be placed in the last of merit list for admission in a department even having higher marks than the selected candidates in a degree program with first preference/option.
- Form(s) are invariably accepted from all candidates, which shall be subsequently scrutinized to sort out the eligible candidates.
- Students who did not applied within deadline during the admission announcement will not be considered for admission in lateral stage.

## **6. Merit Criteria**

Merit for admission will be determined as following:

- Weightage of the marks obtained in Matric (S.S.C or Equivalent) = 30%
- Weightage of the obtained marks in Intermediate (F.A/F.Sc or Equivalent) = 40%
- Weightage to the marks obtained by the candidate in ENTRY TEST = 30%

### **Merit Calculations**

Matric Weightage	=	Obtained Marks (SSC) X 0.3 X 100 / Total Marks (SSC)
F.Sc Weightage	=	Obtained Marks (F.Sc) X 0.4 X 100 / Total Marks (F.Sc)
Test Weightage	=	Obtained Marks (Test) X 0.3 X 100 / Total Marks (Test)
Aggregate (Merit) Weightage	=	Matric Weightage + F.Sc Weightage + Test Weightage

***Result awaiting students shall provide the requisite result before the display of merit list.***

**In case University decides not to take admission test:**

Weightage of academic marks:

- FA/FSc or equivalent OR Part-I\* = 70%
- Matric or equivalent = 30%

*\*If university decides to calculate the merit on the basis of Part-I result only.*

- d. In case, it proved at any stage that a student has provided false information and/or submitted fake record/documents; he will loss the right of admission and obtaining transcript(s) and Degree(s), as well as disciplinary/legal proceedings may be initiated against him/her being guilty of gross misconduct & a criminal act on part him/her.
- e. If a student has already submitted semester fee in a particular program but that program could not be started by the University (for instance, due to less number of students etc.) or admission committee rejects his/her application (due to some deficiencies like 3<sup>rd</sup> division, etc.) then his/her full semester fee (including Tuition fee and all other charges) will be refunded without any deduction.

## **7. Admission/Entry Test**

The University will arrange an admission/entry test. It will be general ability test composed of inter level subjects. The purpose of the Admission Test is to evaluate candidates for their quantitative and analytical capabilities, logical reasoning, communication skills, reading comprehension, lexical resource, grammatical range, and capacity for the desired degree program. Under special circumstances university may exempt entry test. In such case merit will be based on Matric and FA/FSc marks only or as determined by the University.

## **8. Display of Merit list**

Merit list of the successful candidates after the entry test will be displayed on university website and/or on the notice boards of respective department. All the students other than on merit list will be considered on waiting according to their calculated merit.

If a student falls in merit list of more than one programs then student have to choose only one program for fee submission in due time. Once a student submit fee in program of his choice, his right of admission in program/s of lower option will be seized and cannot claim right of admission in that programs. However, if student appears in the subsequent merit list of higher choice program then applicant will be considered for higher choice.

## **9. Selection Procedure in department**

After the display of merit list, the successful students have to get/print the Semester fee challan and submit it in the designated bank/operator within given deadline. If a student fails to submit the semester fee within due date and time, he will loss the right of admission in that particular program.

After fee submission, student has to submit copy of all the documents (mentioned in Section 11) to HoD/Departmental Admission Committee along with all original documents/credentials within first week of commencement of the semester. Original documents will be returned after the verification.

The Admission Committee will verify that Matric and FA/FSc marks entered on application form/ERP are the same as reflected on original transcripts. The committee will also verify/crosscheck the copy of submitted documents with original documents, if required documents are not provided in time or provided information is incorrect or for any other genuine reason to be recorded, the committee may cancel the admission of students. In such case full Semester fee (including Tuition fee and other allowances) will be refunded to applicant without any deduction.

Note: After the completion of admission procedure, all documents (listed in section 11) collected from students will be sent to admission office within 2 weeks for record purpose. Respective

head of the department will make sure that all the applications are complete in all respect and any deficiency found at the time of admission was reported properly and has been fulfilled by the student before sending the record to admission office.

#### **10. Waiting List**

The waiting list will also be displayed on the notice board/university website for student's information. After expiry of the deadline of the first merit list, a second & subsequent merit lists will be issued to fill the remaining seats in the degree program by the respective department.

All the applicants in a discipline with first choice/priority, who could not secure a position in the merit list, will be considered on waiting list for that discipline merit-wise. Those who opted a degree program as second, third, or fourth option/preference will be appended at the end of the 1<sup>st</sup>, 2<sup>nd</sup> 3<sup>rd</sup> choice/priority applicant's merit list, respectively, in the order of their aggregate score/merit.

After expiry of the deadline of any of the merit lists i.e. 1<sup>st</sup>, 2<sup>nd</sup> and subsequent, the opportunity will be considered null and void and student cannot claim his secured position in the merit lists after expiry of the concerned list. However, if there are no more applicants on waiting list, the admission committee can consider the applicants from other departments who could not get admission in any other program within the deadline, subject to the availability of seats.

#### **11. Documents Required at the time of admission in University**

- A. Attested photo copies of the following documents (along with original semester fee challan submitted in designated banks) must be attached with application form:
- Four Recent Passport Size Photographs
  - Secondary School Certificate/equivalent qualification & DMC
  - Passed F.A/F.Sc. or equivalent qualification Certificate & DMCs
  - Domicile Certificate
  - Character Certificate from the Head of institution last attended
  - CNIC/Form-B of applicant and his/her Parent/Guardian. Applicant of 18-year age or above must submit photocopy of their CNIC
  - Equivalence Certificate from IBCC, where applicable, for instance, foreign students
  - Undertaking (Annexure-I)
  - Candidates applying against quota seats must attach relevant certificates, showing eligibility of the candidate against the quota for which he/she is applying.
- B. Until all the deficiencies are met by the student, his/her admission will be considered Provisional.

#### **12. Foreign Students**

Foreign Nationals have the provision to get admission at the University of Haripur according to the procedure/SoPs determined by HEC/Government/Ministry of Foreign Affairs.

#### **13. Quota/Reserved Seats**

- The University discourages any quota system in admission, however, if the competent forum approves any quota keeping in mind any Government Policy/direction, then admission will be granted accordingly. Student may apply for both open merit and reserved quota.
- Presently, the University of Haripur is offering following quota seats:

<i>Category</i>	<i>Quota (Reserved Seat(s) for Admission)</i>
<i>Persons with Disabilities (PWDs)</i>	<i>2% (at least one seat in each degree program)*</i>
<i>Sports</i>	<i>1% (at least one seat in each degree program)*</i>

<b><i>Hafiz-e-Quran</i></b>	<b><i>1% (at least one seat in each degree program)*</i></b>
<b><i>Minority</i></b>	<b><i>2% (at least one seat in each degree program)*</i></b>
<b><i>Erstwhile FATA</i></b>	<b><i>4% (at least two seats in each degree program)*</i></b>
<b><i>Foreign student's Admissions</i></b>	<b><i>Undergraduate Programs:</i></b> <ol style="list-style-type: none"> <li>10% (extra seats) of the announced/ available seats for each program.</li> <li>Further, if the available/ announced seats are not fully occupied, in such a case more than 10% foreign students may be accommodated from the rest of the seats.</li> </ol>

\*In case, a specific Quota (Reserved Seat(s) for Admission) is/are not occupied, then vacant seats will be accommodated for other applicants (open merit/ foreign students etc.)

3. **Special Persons:** The applicant shall have to produce the disability certificate duly issued by District Disable Assessment Committee/Office Concern/showing disability mark on CNIC.
4. **Sports:** The applicant shall provide a registration certificate of Provincial/District Sports Board along with certificate(s) of participation at inter college/board level issued by Education Department/Concern Board. Final selection shall be made on the basis of trail for each category that shall be held as per advertised schedule. The University reserved the rights to specify the category/event/kind of sports as per its policy.
5. **Erstwhile FATA:** The applicant shall have to submit Domicile of ***Erstwhile*** FATA along with application form.
6. Student will be first considered for open merit and then for quota seat.
7. In case, the applications received for a quota are more than the reserved seats, admission will be determined on merit among the applicants and merit list will be displayed accordingly. All the applicants on a quota shall have to fulfill the minimum general criteria i.e. eligibility for the opted degree program and qualifying the admission test.

**UNDERTAKING****For Admission in The University of Haripur**

I the undersigned hereby undertake that all entries made in the application form are correct and that I shall abide by the rules & Regulations of The University of Haripur in vogue and which may be framed subsequently. I shall also comply with the orders of the University and that my admission is provisional and liable cancellation, if any irregularity is found in my admission form /eligibility or in any of the documents enclosed.

**I affirm that:**

1. I have read and understand the prospectus and admission policy of The University of Haripur.
2. The particulars given in my admission application/form are correct to the best of my knowledge and faith.
3. I am applying for admission with the consent of my parents/guardians/organization/employer.
4. I will devote myself wholeheartedly to my studies and maintain the dignity and prestige of the University within and outside the University and will be liable to any penalty including cancellation of admission form of The University of Haripur, in case of any violation on my part.
5. I will have no objection if detained, either before or at the time of the University Examination due to shortage of attendance, Fee default, Misconduct or any other disciplinary irregularity.
6. I hereby undertake that I will not participate in any political, anti-state, unlawful and sectarian activities during my education at the University of Haripur.
7. I am/shall not be involved in any kind of drug abuse (bringing/selling/using or encouraging use of drugs/narcotics into the campus as well as in the hostels/centers/programs managed by the University, or the unlawful use of tobacco products at the university as well as in the hotels/centers/programs managed by the university.
8. Judicial appeals can only be filed in the courts of Haripur.

**A. Applicant Name:** \_\_\_\_\_ **S/D/O** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Applicant CNIC :**

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[Applicants/students less than 18 years have to submit NADRA Form-B, and will submit CNIC as he/she attains 18 years' of age]

**B. Applicant's Father/Guardian Name:** \_\_\_\_\_ **S/D/O** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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**Phone:** \_\_\_\_\_

**Father/Guardian CNIC :**



## **Application for Change of Department/Program (At the time of admission to University)**

Respected Sir/Madam

I \_\_\_\_\_ Father Name \_\_\_\_\_ request for change  
of Department /Program from \_\_\_\_\_ to \_\_\_\_\_  
Roll. No. \_\_\_\_\_ Registration No. \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**i) Willingness of HoD where student want to switchover:**

It is hereby stated that above mentioned student will be admitted in requested program.

\_\_\_\_\_  
Signature and Stamp of Chairman/HoD

Date: \_\_\_\_\_

**ii) Willingness of HoD from where student want relieving:**

It is hereby stated that this department has no objection if student is admitted in requested  
program.

[Transfer the case on ERP to the new department]

\_\_\_\_\_  
Signature and Stamp of Chairman/HoD

Date: \_\_\_\_\_