The University of Haripur Admission Policy
(For Undergraduate Programs)

1. **Salient Features of Admission Policy for Under-Graduate 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 proceduredetermined by the University
      ii. Pay the required processing fee (non-refundable/non-adjustable).
      iii. Student have to appear in entry test as detriment by the University.
      iv. Provide "EquivalenceCertificate(s)" issued by Competent Forums, like HEC, IBCC etc. in case of holding certificate/degree issued by a non-Pakistani EducationalBoard/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 stamp paper amounting Rs: 50/- or abovedully attested by Notary Public) 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 theywill not be involved in any kind of drug abuse (bringing/sellinginto 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:

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

5. Admission Procedurein the University

a. Admission application form completed in all respects must be submitted online or in hard as announced by the university.
b. 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.
c. The candidates selected on merit/quota will be issued Fee Challan and provisional offer letter.
d. Student have to submit all the documents in the first week of commencement of semester andif all the documents are not submitted in given time then admission may be cancelled.
e. A candidate may apply for admission for more than one discipline, however, admission will be offered in order of preference.
f. A candidate with other than first preference/optionwill 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.
g. Form(s) are invariably accepted from all candidates,which shall be subsequently scrutinized to sort out the eligible candidates.
h. Students who did not applied within deadline during the admission announcement will not be considered for admission in lateral stage.
i.

6. Merit Criteria

Merit for admission will be determined as following:

a. Weightage of the marks obtained in Matric (S.S.C or Equivalent) = 30%
b. Weightage of the obtained marks in Intermediate (F.A/F.Sc or Equivalent) = 40%
c. 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

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

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 3rd 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 other program/s (regardless of his choice of preference) will be seizedand cannot claim right of admission in other programs.

9. Selection Procedure in department

After the display of merit list, the successful studentshave 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 andhas 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 thefirst merit list, a 2nd&subsequent merit lists will be issued to fill the remaining seats in thedegree 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 fourthoption/preference will be appended at the end of the 1st, 2nd 3rd 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. 1st, 2nd and subsequent, the opportunity will be considered null and void and student cannot claim his secured position in the merit listsafter expiry of the concerned list.However, if there are no more applicants on waiting list, the admission committeecan 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 Requiredat 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:
   i. Four Recent Passport Size Photographs
   ii. Secondary School Certificate/equivalent qualification & DMC

iii. Passed F.A/F.Sc. or equivalent qualification Certificate & DMCs
iv. Domicile Certificate
v. Character Certificate from the Head of institution last attended
vi. CNIC/Form-B of applicant and his/her Parent/Guardian. Applicant of 18-year age or above must submit photocopy of their CNIC
vii. Equivalence Certificate from IBCC, where applicable, for instance, foreign students
viii. Original Migration Certificate(within two weeks after admission)
ix. Undertaking (as per Annexure-Ion Rs.50 stamp paper dully attested by Notary Public)
x. 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

1. 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.

2. Presently, the University of Haripur is offering following quota seats:

Category	***Quota (Reserved Seat(s) for Admission)***
Persons with Disabilities (PWDs)	***2% (at least one seat in each degree program)****
Sports	***1% (at least one seat in each degree program)****
Hafiz-e-Quran	***1% (at least one seat in each degree program)****
Minority	***2% (at least one seat in each degree program)****
Erstwhile FATA	***4% (at least two seats in each degree program)****
Foreign student's Admissions	***Undergraduate Programs:*** a. 10% (extra seats) of the announced/ available seats for each program. *b.* 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.

*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*** FATAalong 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.

14. Change of major after admission in University:

Change of major/Department/Program can be availed at any time after admission to university and following conditions have to be fulfilled.

a. Change of Department/Program can be availed anytime considering the fact that duration of degree will not exceed the permissible limits of duration required to complete a degree.
b. Department to which student want to shift has the vacant seats and fulfill the merit/eligibility criteria. For 1st semester students, department will make sure that there is not candidate in waiting list before allowing the change of department within 15 days of start of classes.
c. For first semester students (new entrant) may change the program within 15 days of commencement of classes but they have to fulfill all the conditions mentioned in this section.
d. Student shall take willingness of both concerned Chairpersons/HoDs for initiating Department/Program change, on a prescribed form (Annexure-II) before the start of semester.
e. Will pay fee difference, if any, between the two departments. Extra fee, if any, will be adjusted/refunded as per university policy.
f. Will pay an additional fee of Rs: 5000/- as program/department/major change fee.

Annexure-I

UNDERTAKING

For Admission in The University of Haripur

I hereby undertake the 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 in 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.

Applicant CNIC | | | | | | | | | | | | | |

Applicant Name: _____ Applicants Signature: _____

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

Father CNIC | | | | | | | | | | | | | |

Father Name: _____ Father Signature: _____

WITNESS 1

CNIC: ……

Name: _____ Signature: _____

Address: _____

WITNESS 2

CNIC: ……

Name: _____ Signature: _____

Address: _____ Date: _____

Annexure-II

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.

_____ Date: _____
Signature and Stamp of Chairmen/HoD

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]

_____ Date: _____
Signature and Stamp of Chairmen/HoD