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# ADMISSION POLICY 2021

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## **ADMISSION POLICY 2021**

### **UNIVERSITY OF BALTISTAN, SKARDU**

University of Baltistan, Skardu (UoBS) shall make admissions to its degree programs, Diplomas, and Certificate Courses duly approved by the relevant bodies by adopting a procedure prescribed in the admission policy and the university calendar. A new program shall be initiated by the Head of the (relevant) Department and is duly approved by the Dean of the Faculty, the University Admission Committee (UAC), the Academic Council, and the Syndicate.

At present, UoBS is offering admissions to the following programs in the teaching departments.

#### **A. Bachelor Studies (BS) 4 Years**

1. BS English Linguistics and Literature
2. BS Education
3. Bachelor of Business Administration
4. BS Biological Sciences (Zoology/Botany)
5. BS Chemistry
6. BS Computer Sciences
7. BS Mathematics
8. BS Archaeology and Heritage Studies
9. BS Environmental Sciences
10. BS Tourism and Hospitality

#### **B. Associate Degree (AD) 2 Years**

1. Associate Degree in Tourism and Hospitality
2. Associate Degree in Archaeology and Heritage Studies

#### **C. Diploma Courses**

1. One-year Diploma in Tourism and Hospitality
2. One-year Diploma in Environmental Sciences
3. Postgraduate Diploma in Environmental Sciences

#### **D. MS/MPhil**

1. MPhil Education
2. MS Business Management
3. MS Botany
4. MS Zoology
5. MS Chemistry
6. MS Mathematics

A copy of the printed *Admission Policy UoBS 2021* shall be made available in all the departments and affiliated colleges as well as the university library and on the website for the information and guidance of the students, parents, and the public at large.

## **Admission Regulations in General**

The following shall be the rules and regulations of admissions for all the Degree Programs, Diplomas, and Certificate Courses.

1. Admissions shall be made strictly on merit (including the reserved seats, however, their merit will be determined separately) in accordance with the criteria laid down by the University Admission Committee (UAC) from time to time.
2. The UAC shall announce the Admissions Campaign each year in September/October and shall close the admission campaign by the following November before winter vacations.
3. Merit shall be determined based on the required terminal degree.
4. The 3<sup>rd</sup> division in the terminal degree shall not be acceptable for admission to UoBS in any Degree Program.
5. The University Admission Committee (UAC) shall have the power to decide on issues and hardship cases according to the Admission Policy UoBS. However, the committee shall be bound to seek the anticipatory approval of the Vice-Chancellor and the Academic Council in all such cases.
6. The UAC shall have the power to revise the admission criteria, before launching the admission campaign, however, with the anticipatory approval of the Vice-Chancellor and the Academic Council.
7. For all the programs class size shall not be less than 10; however, for Ph.D. Programs shall not be less than five (05). However, under special circumstances, the minimum class size may be reduced to five (05) with special permission from the competent authority
8. Any student, who had previously been rusticated, expelled, or whose entry in any of the Departments/Colleges/Institutes/Centres was banned for any reason whatsoever at any time during his/her academic career, or any person declared *persona non-grata* shall not be admitted to any program or class (one session) without the permission of the Vice-Chancellor on the recommendations of the Chairperson, followed by the Director Student Affairs (DSA) and the concerned Dean office. The Office of the DSA will circulate a complete list of such students to all the Departments, against whom any kind of disciplinary action has been taken. The case of admission/re-admission of all such students will be processed in light of the university regulations.
9. All difficulties connected with the admissions shall be resolved by the UAC in consultation with the Chairperson/Principal/Head of the Department; and shall deem to be settled with the approval of the Vice-Chancellor later.
10. Any Reserved Seat which remains unfilled at the closing date (or extended period), shall not be transferred to the Merit Seats.

11. Age limit

- i. A candidate for the BS Program shall not be older than 26 years on the last date fixed for the receipt of the applications for admission. However, in special cases, as decided by the University Admission Committee (UAC), and if seats are available, the candidates above 26 years of age can be reconsidered for admission if he/she meets the merit criteria otherwise.
  - ii. Age limit shall not be applicable to the following categories of candidates:
    - ★ Employee/Spouse seeking admission against the reserved seats
    - ★ Pakistani Armed Forces
    - ★ Government Teacher seeking admission against the reserved seats
  - iii. The age limit for government employees / autonomous bodies shall be followed as per Government rules if they submit the NOC and study leave from the competent authority to pursue their studies at UoBS. However, the seat shall not exceed their prescribed quota.
  - iv. The age limit shall not be applicable to B.Ed., MBA Executive, and MS/MPhil/Ph.D. Programs.
12. If two or more candidates fall at the same position on the list of merit, the older one shall be placed higher on the merit list.
13. A candidate having a qualification/certificate/degree without English as a compulsory/elective/optional subject shall not be admitted to any program at UoBS.
14. If equivalence of any qualification/certificate/degree is required, the case shall be forwarded with comments from the HoD of the Department to the Chairperson Admission Committee for final decision before the last merit list is displayed.
15. The admission of applicants from other universities shall be subject to the production of the Equivalence Certificate (if required) from the university/Board before admissions are closed.
16. A uniform policy, as laid down in the Admission Regulations, to determine the merit shall be observed in all the Departments/Colleges/Institutes/Centres/Sub-Campuses.
17. Criteria for admission of Foreign Students shall be determined by the University Admission Committee (UAC).
18. All the candidates shall be required to show their original documents/certificates; however, the office will not retain their original documents. And the candidates are required to submit the following documents to the Admissions Office of the UoBS for consideration of the merit list:
- ★ Admission Processing Fee Slip
  - ★ Two copies of all the academic records (Transcripts, Degrees, Equivalence Certificates, etc)
  - ★ Copy of domicile certificate
  - ★ Three passport-size photographs
  - ★ Copy of computerized national identity card (CNIC) or form 'B'

- ★ An affidavit signed by the candidate and countersigned by their mother/father/guardian guaranteeing that the applicant shall not violate the policy, statutes, rules, and regulations of the UoBS; moreover, they shall respect university discipline and shall abide by all the rules and regulations of the UoBS issued from time to time.
19. After having deposited the due amount of fees at Bank, the students shall submit the receipt of their Fee Deposit Slip (FDS) in the Admission Office so that he/she may be issued their Roll Number of the Department.
  20. The dues other than those notified by the University shall not be charged by the Departments from the students/candidates.
  21. The candidate shall have to deposit their fee as notified by the UoBS within the due date. After having passed the due date of fee submission, the candidate's right of admission shall stand canceled. However, if there is no other eligible candidate in the waiting, and the seat is lying vacant, the candidate shall seek permission from the UAC and shall submit the due amount fee with a fine (prescribed by UAC and Treasurer Office) after the due date to secure his/her right of admission.
  22. Grade Point Average (GPA) criteria of UoBS shall be applicable for converting Cumulative Grade Point Averages (CGPAs) to percentages for those external candidates who submit their transcripts with CGPAs only and remained unable to provide the percentage of marks from their previous university/institute.
  23. All admissions made in contravention of this policy and the rules and regulations of UoBS shall stand null and void.
  24. In case a student remains absent from the class for seven (07) days without having leave approved by the concerned teacher and the HoD, his/her name shall be removed from the rolls. However, the students shall be eligible for re-enrolment within three weeks-time from the date of his/her first absence, on the recommendation of the Chairperson/HoD, the office of the Dean concerned, and the approval of the Chairman University Admission Committee (UAC). All such applicants must submit the prescribed fee of the university before applying for re-enrolment.
  25. The candidates desirous of seeking admission to any program at UoBS must have had their result of pre-requisite degree/certificate officially notified by the respective body/authority of their university/Board on or before the closing date of the admissions.
  26. All issues/queries connected with the admissions shall be resolved by the University Admission Committee (UAC).
  27. As per policy UoBS shall not be bound to provide hostel and transport facilities to the students.
  28. Only the candidates having Qualifications/Degrees/Certificates duly recognized by UoBS shall be eligible to apply for admission to UoBS.
  29. The UAC shall be authorized to increase or decrease the number of regular seats according to the student-teacher ratio as prescribed by HEC (and the accreditation councils) for BS programs, Diplomas, and Certificate Courses; and the availability of

research supervision slots for MPhil/Ph.D. programs with the consent of relevant HoD and concern Dean.

30. The Vice-Chancellor shall be authorized to increase or decrease the number of reserved seats for BS programs.
31. A student/graduate/alumnus may be admitted/re-admitted to a second or subsequent-Degree program at UoBS as per policy.
32. The degree courses of B.Ed. and MBA Executive can be offered in parallel with other degrees in the same session or same year. Managing the clash in class timings of their classes shall solely be the responsibility of the student himself/herself.
33. The migration of students from another HEC-recognized university to UoBS shall be governed by the Migration Policy of UoBS. The University Admission Committee (UAC) and an ad-hoc technical committee of the concerned Department, after having equated the courses and the credits earned previously by the candidate, shall decide on the admission offer to such candidates.
34. The applicant shall be responsible to provide an Equivalence Certificate for O Level / A Level / other equivalent Intermediate Certificate or qualification from foreign institutes, issued by the Inter Board Committee of Chairmen (IBCC). Provisional Admission may be granted to such students subject to the provision of the Equivalence Certificate from the IBCC before the conduct of the First Examinations of the degree program for which admission was granted.
35. The marks obtained by a candidate in the additional subject shall neither be counted nor given any weightage on the list of merit for admission.

## **Inter-departmental/Inter-program Transfer of Admission**

36. In the event of vacant seats, inter-departmental/inter-program transfer of admission files and fees shall be permissible, within one week after the admissions closing date, on the recommendations of the Chairperson/HoD concerned, with the approval of the Dean of the Faculty, provided that, all the merit criteria have been met. The Chairperson University Admission Committee shall finally confirm such admissions.

Such transfers shall further be subject to:

- i. A student who succeeded to secure admission may, on a prescribed application form, request the Chairperson Admission Committee for transfer of his/her admission file/fee to a program where at least one seat is lying vacant.
- ii. A candidate who failed to secure admission may also, on a prescribed application form, request the Chairperson Admission Committee for transfer of his/her admission file/fee to a program where at least one seat is lying vacant.
- iii. Transfer request shall be initiated by the student/candidate who shall seek recommendations of the concerned Chairpersons/HoDs and the Dean of the Faculty, on the prescribed application form, which shall finally be confirmed by the Chairperson Admission Committee.

- iv. The transfer of admission file/fee shall only be valid after the approval of the Chairperson Admission Committee.

## **Seat Allocation for BS Programs**

37. Seat allocation for BS programs is as follows:
  - i. Every 4-year Degree Program shall be enrolling 40 students in the order of merit.
  - ii. B.Ed. and MBA Executive shall be enrolling 40 students in the order of merit.
  - iii. 50% of the total seats in each program shall be reserved for the candidates having a domicile of Gilgit-Baltistan, and the remaining 50% will be filled in on open merit bases.
  - iv. Foreign students shall be required to submit their applications through HEC, Government of Pakistan. There shall be 10 seats for foreign students in each program. Their merit will be defined separately. In addition to the normal fee, there shall be a Special Foreign Fee applicable to foreign students.
  - v. One (01) seat shall be reserved in each BS Program (including Self-Support/Afternoon/Evening programs, if any) in addition to the seats on merit as mentioned above, for the following categories
    - A. Physically Handicapped Person
    - B. Sports/Creative Talent
    - C. *Hafiz-e-Quran*
    - D. Pakistani Armed Forces
    - E. Government Teachers
    - F. Academic Regular Employee (serving/retired)/Spouse/Children
    - G. Non-Academic Regular Employee (serving/retired)/Spouse/Children

## **Admission to 5<sup>th</sup> Semester**

38. Candidates possessing a 2-year Associate Degree from UoBS shall be eligible to seek admission to their relevant BS Program at UoBS.
39. Candidates possessing a 2-year Associate Degree from any other HEC-recognized university shall be eligible to seek admission to their relevant BS Program at UoBS only after having equated their courses and their credits earned previously with that of the UoBS in the relevant program.

## **BS Exit Program**

40. The students of 4-year/5-year Bachelor programs (UOBS and Affiliated Colleges) shall be allowed to opt for an exit, after successful completion of the study of the first two years. Such students shall be awarded a 2-year Associate Degree.



## Eligibility Criteria for BS Programs

### 41. Eligibility for BS or Equivalent Degree Programs:

- i. The candidates having HSSC/FA/FSc/Equivalent Qualification with at least 2<sup>nd</sup> division shall be eligible for admission to BS at UoBS.
- ii. The eligibility criterion for a specific program will be decided by the relevant department according to the relevance of the subject studied previously and the HEC/Accreditation Council from time to time.
- iii. Entry Test for BS Programs shall be optional. (Decided by the concerned department).

## Admissions Against Reserved Seats

42. The admission of disabled persons shall be processed through the ad-hoc disability admission committee constituted to determine candidates' (type and severity of) disability. The candidate shall be responsible to provide the disability certificate from the relevant authority. The department shall forward the cases of disabled persons to the ad-hoc disability admission committee. This ad-hoc committee shall submit the final list of selected candidates before the display of the third merit list. There shall be no relaxation in the given deadline.
43. The admission on a sports/creative talent basis shall be processed through the *ad-hoc* sports admission committee constituted to conduct the trials for respective sports. The sports office shall be responsible to plan for the trials and submit a final list of the selected candidates before the display of the third merit list. There shall be no relaxation in the given deadline.
44. Admission of the Hafiz-e-Quran candidates shall be processed through the ad-hoc Hifz admission committee of UoBS. The candidate shall be responsible to provide the Hifz-e-Quran certificate from the relevant authority. The ad-hoc committee shall give an oral examination to the candidate(s) and shall send his/her recommendations to the University Admission Committee (UAC).
45. The above ad-hoc committees will be notified by the chairman UAC.
46. For the armed forces reserved seat, the candidate (children of armed force) shall be responsible to provide the nomination from the relevant office/quarter. Armed forces include all the government security organizations i.e., Pakistan Army, Police, Rangers, etc.
47. Government Teachers seeking admission on a reserved seat shall provide a No Objection Certificate (NOC) issued by the Directorate of Education.
48. Employees of UoBS seeking admission to any degree program are required to provide a No Objection Certificate (NOC) issued by the Registrar's Office before the last date for submission of the admission application.

49. Children/Spouse of UOBS employees seeking admission on a reserved seat have to provide a nomination letter from Registrar's Office.

## **Admission Regulations for MS/MPhil/PhD**

50. Every MS/MPhil/Ph.D. Degree Program shall be enrolling the students in the order of merit according to the available slots for supervision as per HEC guidelines; i. e. One PhD-approved supervisor (faculty member) can supervise a maximum of 12 research students of MS/MPhil/Ph.D. with the condition that the Ph.D. supervisee should be up to five (05), which may be extended to eight (08) in hard cases with the prior permission.
51. One (01) seat shall be reserved in each MS/MPhil Program (including Self-Support/Afternoon/Evening programs, if any) in addition to the seats on merit, for the following categories:
- i. Physically Handicapped Person
  - ii. Academic Regular Employee (serving/retired)/Spouse/Children
  - iii. Non-Academic Regular Employee (serving/retired)/Spouse/Children
52. The Chairperson/Head of the Departments shall, each year, communicate the number of available supervisory slots for MS/MPhil/Ph.D., prior to the university admission campaign.
53. A candidate having relevant 16 years of education shall be considered eligible for admission to the corresponding MS/MPhil program.
54. A candidate having relevant 18 years of education shall be considered eligible for admission to the corresponding Ph.D. program.
55. Specific eligibility criteria for different programs may be provided by the relevant Department / Institute / College / Centre.
56. Entry Tests and interviews for admissions to MS/MPhil and Ph.D. programs shall be mandatory.

## **Fee Transfer and Refund Policy**

57. Fee Transfer and Refund for Regular Programs:
- i. Fees and Funds (University and departmental dues) of a student shall be transferable to any other Department of UoBS subject to the approval of the Chairperson of the University Admission Committee.
  - ii. All dues shall be refundable in case of cancellation of admission granted due to mistake, miscalculation, negligence, or omission on the part of UoBS.
  - iii. Dues shall not be refundable in case of cancellation of admission if the applicant was found guilty of (i) providing incorrect information, (ii)

concealing/distorting the facts, (iii) providing fake certificates, and (iv) using any other unfair means on the part of the applicant.

- iv. Any overpayment shall be refundable only after the fulfillment of all procedural formalities.
- v. The amount of security shall be refundable within three years after the completion of the degree of the student.

58. Following tuition fee refund policy shall be applicable if a student withdraws his/her admission:

- i. Full (100%) Tuition Fee shall be refundable up to the 7<sup>th</sup> day of convening of classes
- ii. Half (50%) Tuition Fee shall be refundable from the 8<sup>th</sup> – 15<sup>th</sup> day of convening of the classes
- iii. No Fee (0%) from the 16<sup>th</sup> day of convening of classes

# **Annexures**



# University of Baltistan, Skardu

## Admission Form

### Admission Detail

Application No: \_\_\_\_\_ Date: \_\_\_\_\_  
Priority 1: \_\_\_\_\_ Priority 2: \_\_\_\_\_

### Basic Information

Name: \_\_\_\_\_ CNIC: \_\_\_\_\_

Gender \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Cell No: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Father's Occupation: \_\_\_\_\_

Guardian's Name: \_\_\_\_\_ Guardian's Occupation: \_\_\_\_\_

Father's/Guardian Cell/Phone: \_\_\_\_\_ Postal Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ District \_\_\_\_\_

Tehsil: \_\_\_\_\_ Village: \_\_\_\_\_ Email: \_\_\_\_\_

### Academic Records

Degree	Degree Title	Year	Marks			Name of Board
			Obtained	Total	Percentage	
SSC/O Level						
HSSC/A Level						
Graduation						
Master						
Others						

### Reserved Seats

Check the boxes if you are applying against reserved seats

Hafiz Quran	<input type="checkbox"/>	Sports/Creative Talent	<input type="checkbox"/>	Special Person	<input type="checkbox"/>
Armed Forces	<input type="checkbox"/>	Govt. Teacher	<input type="checkbox"/>	UOBS Employee	<input type="checkbox"/>

### Documents to be attached

1. Attested academic credentials and detailed marks certificates (Two copies of each)
2. Attested photocopy of CNIC or Form "B"
3. Three recent passport-size photographs
4. Attested copy of domicile certificate
5. Affidavit signed by the candidate and countersigned by the parent/guardian

Note: Incomplete form(s) submitted after the due date will not be entertained.

\_\_\_\_\_  
Signature of Applicant

**UNIVERSITY OF BALTISTAN, SKARDU**  
**University Admission Committee**  
**Affidavit**

1. I solemnly declare that I am taking admission on a Regular / Full Payment / Foreign basis with my own will. I solemnly declare that I will pay all dues including Regular Fees / Full payment / Foreign charges, regularly for the entire period of my studies; and in the future, will not claim any type of Concession or Waiver of any type of fee/dues/charges payable towards me regarding my studies and will not submit any type of claim in any court of law in any case.

2. All the particulars mentioned in my application for admission and the documents submitted are true and correct and I fully understand that if any of the statements made in the application form is found to be incorrect, my admission to the University of Baltistan, Skardu may not be made or if already admitted, would be liable to be expelled at any time during my studies. In that case, all fees and other dues paid by me shall be forfeited and any further departmental or legal action be taken which the university may deem fit to take.

3. I also solemnly declare that, if admitted, I will abide by the discipline, rules, and regulations of the university as enforced at present and made from time to time by the university authorities in the future. I will concern myself only with the academic activities and extracurricular activities, which are allowed by the university for the healthy growth, of the body and mind. I undertake that I will not take part in any political activity or agitation, and I will not involve in matters of discipline. The decision of the competent authority will be final and binding on me and it will not be challenged in any court of law.

4. I will be regular in paying university dues and will be punctual in attending my classes. I will not remain absent from the university without prior permission from the university authorities.

5. I undertake that so long as I am a student of the university, I will do nothing either inside or outside the university and its premises that may interfere in its orderly administration and discipline or may bring the university or its administration into disrepute.

6. I am taking admission at my own risk. If the related authorities (HEC and UoBS) cannot confirm my admission due to the reason that I do not fall in the category of admission and my academic qualifications do not fulfill the UoBS criteria of admission, I will abide by the decision and will not claim any right of admission at any stage in future.

7. I fully understand that if I fail to clear the relevant subjects in fixed attempts or have a lower CGPA than the required for maintenance of admission in UoBS, I shall cease to be eligible for further Education in this institution. If I violate the above affidavit, I shall be liable for appropriate punishment(s) as prescribed in the admission regulations of the University of Baltistan, Skardu.

<b>Candidate</b>		<b>Father/Guardian</b>	
Signature	_____	Signature	_____
Name	_____	Name	_____
CNIC No.	_____	CNIC No.	_____
Date	_____	Date	_____



**UNIVERSITY OF BALTISTAN, SKARDU**  
**University Admission Committee**  
**Application Form Reserved Seats**

Note: ( any one box)

<input type="checkbox"/> Disabled	<input type="checkbox"/> Hafiz-e-Quran	<input type="checkbox"/> Sports/Creative Talent
<input type="checkbox"/> Govt. Teacher	<input type="checkbox"/> Armed Forces	<input type="checkbox"/> UOBS Teaching Staff
<input type="checkbox"/> UOBS Non-Teaching Staff		

**(PARTICULARS OF APPLICANT)**

Name: _____	Father's Name: _____
Application No. _____	CNIC: _____
Cell No: _____	Email: _____
Postal Address: _____	
Details: _____	
_____	
Document Checklist:	
1. Disability Certificate (for Disabled Person Seat) <input type="checkbox"/>	
2. Hifz-e-Quran certificate from the relevant authority (for Hafiz-e-Quran Seat) <input type="checkbox"/>	
3. NOC/Nomination Letter from Registrar Office (for UOBS Employees/Spouse or Children Seat) <input type="checkbox"/>	
4. NOC from the Directorate of Education (for Government Teachers Seat) <input type="checkbox"/>	
5. Nomination from concerned office / relevant quarters (for Armed Forces Seat) <input type="checkbox"/>	
6. Sports/Creative work, Certificates. (for Sports/Creative Talent Seat) <input type="checkbox"/>	
Student Signature: _____	
Date: _____	
-----	
<b><u>FOR OFFICIAL USE</u></b>	
Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Remarks/Decision: _____	
_____	
Convener Reserved Seat Committee: _____	
Signature: _____	Date: _____



**UNIVERSITY OF BALTISTAN, SKARDU**  
**University Admission Committee**  
**Application for Department/Program Change**

Name: _____	Father's Name: _____
Reg No. _____	CNIC: _____
Cell No: _____	Email: _____
Postal Address: _____	
Current Program _____	New Program _____
Details: _____	
_____	
Student Signature: _____	Date: _____
<b><u>FOR OFFICIAL USE</u></b>	
Remarks of HoD: _____	
_____	
Sign: _____	Date: _____
Remarks of Concern Dean: _____	
_____	
Sign: _____	Date: _____
<b><u>Admission Committee</u></b>	
Decision: _____	
_____	
New Reg No: _____ (if approved)	
Signature Chairperson: _____	Date: _____

**Note:** All the above forms are samples and the UAC can revise formats in the future.