



Admission Policy



GRAND ASIAN UNIVERSITY, SIALKOT

*Duly Approved by Academic Council in its 2nd meeting held on
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Prof. Dr. Zahoor A. Sheikh
Registrar

Admission Policy Grand Asian University Sialkot (GAUS)

Under the provisions of the Grand Asian University, Sialkot Act 2021, the University shall offer under-graduate, graduate & postgraduate degree programs approved by the Competent Authority "The GAUS Admission Policy" shall come into force with immediate effect. However, this Policy is amendable from time to time with the approval of the Academic Council, as and when required.

1. INTERACTION BETWEEN THE UNIVERSITY AND THE APPLICANT

- The University is committed to ensure that any interaction with an applicant is conducted in a professional, courteous and respectful manner and it expects that any communication from an applicant is conducted in the same way.
- The applicants should avoid inappropriate behavior or language towards admission office or the wider University community during the admissions process. Hostile, aggressive or otherwise inappropriate behavior or language, whether expressed verbally or in writing, and excessive levels of contact, will be viewed seriously and may adversely affect the consideration of an application, appeal or complaint.
- The University will normally warn an applicant about such misbehavior. However, where the behavior or language is particularly inappropriate, no warning needs to be given before action is taken. Such action may include the withdrawal of an offer or the rejection of an application. Likewise, a conduct which constitutes any criminal offence will be referred to the relevant authorities.

2. MINIMUM ELIGIBILITY CRITERIA

- All the programs will be offered under HEC recognized semester system of teaching and assessment. The candidate seeking admission to any degree program must have passed the examination shown against each course or an examination recognized as equivalent thereto from a recognized board and/or Institution.
- Wherever a candidate has equivalent qualification, s/he is required to submit equivalence certificate issued by the Inter Board Committee of Chairmen (IBCC) in the case of HSSCE and its beyond from Higher Education Commission (HEC), Islamabad.
- The candidates intending to apply for a particular degree program must consider the minimum eligibility criteria of the concerned program, given as follows:

S. No.	Faculty	Eligibility			
		Associate Degree Programs (ADPs)	BS / LLB / Pharm-D	MS / LLM	PhD
1	Faculty of Engineering & Technology	Twelve years of education (Intermediate in concerned field)	For Engineering Programs: 60% marks in F.Sc. (Pre- Engineering) or equivalent	B.S. in relevant subject with Minimum 2.5 CGPA+50% marks in GAT	MS/M.Phil in relevant subject with Minimum 3.0 CGPA + 60% marks in GAT Subject or

			qualification + qualifying the entry test For Technology Programs 50% marks in F.Sc. (Pre- Engineering) or equivalent qualification + qualifying the entry test	General or equivalent test + interview	60% Percentile Score in GRE or 70% in university entry test + interview
2	Faculty of Pharmacy	Twelve years of education (Intermediate in concerned field)	Pharm-D {S- Years program) 60% marks in F.Sc. (pre- Medical) or equivalent+50% marks in entry test	Pharm- D or B- Pharm or equivalent 16 years education with at least second division or CGPA 2.5 / as per requirement of the Accreditation Council + 50% marks in GAT General or equivalent test + interview	MS/M.Phil in relevantsubject (18years education) with CGPA 3.0 + 60% marks in GAT Subject or 60% Percentile Score in GRE or 70% in university entry test + interview
3	Faculty of Law	Twelve years of education (Intermediate in concerned field)	LLB (5-Year Program) Minimum 45% marks in intermediate FA/F.Sc./I.Com/A- level or equivalent qualification and 50% marks in LAT.	Second division in LLB with at least 55 percent aggregate or minimum CGPA 3.0 + 50% marks in GAT General or equivalent test + interview	L.L.M. or equivalent degree with CGPA 3.0 + 60% marks in GAT Subject or 60% Percentile Score in GRE or 70% in university entry test + interview
4		Twelve years of education (Intermediate in concerned field)	Minimum marks concerned 45% in intermediate examination	B.S. in relevant subject with minimum 2.5 CGPA + 50% marks in GAT General or equivalent test + interview	MS/M.Phil in relevantsubject with CGPA 3.0 + 60% marks in GAT Subject or 60% Percentile Score in GRE or 70% in university entry test + interview

The degree programs, duration and minimum eligibility requirements may be amended from time to time by the Academic Council, as and when required.

3. TIME OF ADMISSION

The admissions will be carried out in fall and spring semesters of each academic year. However, for the professional degree programs, admission in spring semester will be announced only after approval from the accreditation bodies like PEC etc.

4. SUBMISSION OF APPLICATION

The candidate is required to apply for admission through online admission portal after following the prescribed procedure by visiting website www.gaus.edu.pk. The candidates are advised to select degree program according to their qualification and minimum eligibility criteria at their own before submitting online application. The applications submitted in a degree program, found not matching with entrant criteria, will not be considered even after grant of provisional admission at any stage without assigning any reason. They are required to submit scanned copies of following documents through online portal. Incomplete applications, without personal email, mobile number, important data or those received after due date will not be accepted without any prior notice. No column of application form should be left blank:-

- i Passport size photograph with blue background having not more than image of 2MB
- ii Copy of candidate CNIC/Form-B (if age is less than 18 years) as well as of father/guardian (in case father is not alive)
- iii Copy of Secondary School Certificate Examination (SSCE) or equivalent certificate/detailed marks certificate
- iv Copy of Higher Secondary School Certificate Examination (HSSCE) or equivalent certificate/detailed marks certificate
- v Bachelor or equivalent degree and detailed marks certificate for admission to Master/MPhil programs
- vi MS/MPhil or equivalent degree and detailed marks certificate for admission to PhD programs
- vii Equivalence certificate in case of possessing equivalent qualification issued by the IBCC in the case of O, A level and HEC in the case of Bachelor, Master, MPhil. If the result is awaited, the candidate shall be required to submit prescribed equivalence certificate within four weeks of the commencement of the semester, failing which admission shall stand cancelled without any prior notice.
- viii Character certificate issued by the Head of Institution last attended
- ix Domicile Certificate
- x Migration certificate (if passed Intermediate/equivalent examination from Board/s other than the Punjab)
- xi The children of overseas Pakistanis shall submit copy of passport of his/her father with work permit. A foreign national shall submit copy of passport having valid entry visa in Pakistan

After provisional selection, the candidates are required to submit attested copies of following documents as a part of completion of admission formalities: -

- (a) Three attested photocopies each of:

- (i) Secondary School Certificate Examination (SSCE) or equivalent certificate/detailed marks certificate. Those who submitted detailed marks certificate are required to produce certificate immediately on receipt of same from Board concerned
 - (ii) Higher Secondary School Certificate Examination (HSSCE) or equivalent certificate/detailed marks certificate. Those who submitted detailed marks certificate / downloaded result are required to produce certificate immediately on receipt of same from Board concerned.
 - (iii) Bachelor or equivalent degree and detailed marks certificate for admission to Master/MPhil programs
 - (iv) MS/MPhil or equivalent degree and detailed marks certificate for admission to PhD programs
- (b) Two attested photocopies each of:
- (i) Self CNIC or Form B (in case age is less than 18 years) CNIC of father/guardian (in case father is not alive)
 - (ii) Domicile certificate
 - (iii) Migration certificate (if applicable)
 - (iv) Passport/work Permit (if applicable)
- (c) Six passport size photographs of the applicant with blue background (01 attested from front and 05 from back) and bearing his/her name
- (d) Affidavit/undertaking duly signed by the candidate, father/guardian (in case father is not alive), two witness, for abiding by the existing Rules, Regulations, Policies, guidelines and those framed hereinafter by the University from time to time.
- (e) Prescribed undertaking for accepting existing decision/policies of HEC/ Professional Councils or those framed/circulated hereinafter.
- (f) Original character certificate issued by the Head of Institution last attended.
- (g) Hostel accommodation application form, in case the applicant requires accommodation in the University hostel.
- (h) Payment slip of 1st semester University dues prescribed for each program.
- (i) Certificate of qualifying entry test or interview (where applicable)

Note:

The University reserves the rights to refuse admission to any individual without assigning any reason. A candidate shall not be entitled to claim admission as a matter of right even if s/he is otherwise eligible.

5. DISABLED APPLICANTS

Applications from disabled students will be assessed against the University's entry requirements on the same basis as any other application, and will be subject to the same selection process. Any support needs or adjustments which are required will be considered separately, after the admissions' decision has been taken.

6. QUALIFYING THE ENTRY TEST FOR UNDER GRADUATE, GRADUATE AND POSTGRADUATE DEGREE PROGRAMS

Where applicable, the undergraduate candidates are required to appear and pass admission/entry test conducted by the University or as recommended by concerned regulatory bodies/councils.

MS/MPhil candidates must qualify University Entrance Test or GAT (General) securing minimum 50% marks and PhD candidate must qualify GAT (Subject) securing minimum 60% marks or University Entrance Test securing minimum 70% marks

7. CONFIRMATION OF ADMISSION

- (a) Selected candidates are required to confirm their acceptance of admission by depositing the prescribed fee and submitting complete set of documents
- (b) The admission in the University will be provisional subject to the verification of the certificate/degrees of the students
- (c) Submission of incorrect/ false/ forged/ fabricated/ fraudulent document(s) or information is a criminal offence and in either of such cases, the University reserves the right to initiate legal proceedings in addition to cancellation of admission from retrospective effect at any stage without any prior notice.

8. FEE STRUCTURE

- (a) Fee structure for each degree program may be perused from University website.
- (b) The tuition fee and other dues would be moderately increased annually to cover the inflationary trend in the country.
- (c) The applicants are advised to plan their financial obligations realistically before joining a particular degree programs, so that they may not face any problem for paying dues during remaining study duration.
- (d) Applicants doubtful of fee status should seek clarification from the Admission Office or Accounts Section. No excuse whatsoever shall be accepted later on.
- (e) Students defaulting on payments within due dates may be suspended and/or debarred from attending the classes and appearing in the examinations until the clearance of dues in accordance with the Policy of the University.
- (f) Security is refundable only through a crossed cheque in the name of father/ guardian of the student either on the completion of entire degree program or on permission to leave the studies at any stage.

9. REFUND OF DUES

- (a) After seeking admission/enrolment in a semester, if a student withdraws from the academic program, the fee will be refunded as per percentage and time limit given below according to the 'National Fee Refund Policy' of HEC adopted by the Grand Asian University, Sialkot:
 - (i) Full (100%) refund of total dues/ hostel dues (if deposited) excluding admission fee up to 7th day of commencement of classes or depositing of dues whichever is later (*)
 - (ii) Half (50%) refund of total dues/ hostel dues (if deposited) excluding admission fee from 8th to 15th days of commencement of classes or depositing of dues whichever is later (*)
 - (iii) No refund from 16th day of commencement of classes or depositing of dues whichever is later (*)

(*) in case where dues were deposited after commencement of classes, the next day from depositing dues will be considered as commencement of classes

10. INTER PROGRAM TRANSFER

A student registered in a program after paying dues, may be transferred to another program in the University subject to the condition that s/he has applied in the program of 2nd choice and falls on merit (if applicable) with the permission of the concerned Dean/HOD and Registrar or nominee within fifteen (15) days of commencement of classes. Afterwards, no permission for inter program transfer will be accepted in any case. In the case of transfer of program, the fee of new program will be charged / adjusted accordingly.

11. SEMESTER FREEZE

The freezing in first two semesters shall not be allowed. The detailed Regulation for freezing of semester/s may be perused in the Rules and Regulations for Examinations.

12. CANCELLATION OF ADMISSION AND RE-ADMISSION

- (a) If a student remains absent from the classes for ten (10) consecutive working days, his/her name shall be struck off the rolls of the University. Such student/s may seek re- admission with the permission of the Registrar on the recommendations of the HOD up to the time within which s/he could complete prescribed attendance requirements in lecturers and practical's of each subject separately. If a student fails to do so under any circumstances, will be treated as "*Discontinued studies without prior permission of the Competent Authority*" and his/her request for continuation of studies, if received, will be dealt with in accordance with the provisions of Regulation governing semester freeze.
- (b) After commencement of classes of a semester on the notified date, if a student fails to attend any lecture/practical under any circumstances during the first four weeks, his/her admission shall stand cancelled without any prior intimation/notice. S/he shall not be allowed to seek re-admission during that semester. Such student/s shall be considered "*Discontinued studies without prior permission*" and shall be dealt with as per provisions of Regulation regarding semester freeze
- (c) A student may be allowed re-admission twice during the entire degree program.

13. MIGRATION/TRANSFER OF CREDITS

A. Migration from other Institutions to GAUS

The Vice Chancellor, on the recommendations of the Head of Department/ Dean of Faculty through the Registrar may allow migration/transfer of credits of a regular student earned from HEC recognized Institutions and accredited by the concerned accreditation bodies, to this University, subject to fulfillment of following conditions/submission of following documents:-

- a) The applicant concerned should fulfill minimum entrant criteria of the program of this University. No migration will be allowed in first and final year classes.

- b) The applicant will submit application on prescribed form obtained from the Registrar Office providing genuine and plausible reasons for migration through his parent Institution to the Registrar office along with required documents.
- c) The application complete in all respects will be referred to the Head of Department/Dean of Faculty concerned who shall securitize the same and determine (i) whether the applicant fulfill the entrant criteria (ii) semester in which s/he be allowed migration (iii) deficiency course(s) to be studied by the applicant during his/her stay in this University, if allowed or declare course(s) as exempted, so that his/her studies at parent Institution could be declared at par with the students of this University. Such recommendations shall be submitted by the HOD concerned to the BOF for endorsement and onward consideration of the Registrar.
- d) The request of applicant who has been dropped out, rusticated, expelled, or whose entry in the parent Institute was banned for the reasons whatsoever at any time during his/her academic career, SHALL NOT BE CONSIDERED
- e) The applicant should therefore, be required to submit a "No Objection Certificate" in this context that:
 - i He has obtained not less than 2.5 GPA or equivalent in the examination based on which migration is being requested.
 - ii He has neither been debarred from taking the University/Institution examinations nor suspended; expelled/rusticated for whatsoever reason, from the university or institution from where he intends to migrate.
 - iii No disciplinary action is pending against him at his parent University/Institution
- f) Admission by migration will not be allowed ordinarily after the expiry of four weeks from the commencement of the semester classes.
- g) Migration fee, as prescribed by the University per semester to be studied, will be charged
- h) Credits hours will be transferred on course to course basis i.e. a person taking course A at University X is allowed to transfer his/her credits to GAUS provided that course A is equivalent to course B taught at the GAUS.
- i) Courses with credit hours and course contents equivalent to the degree program at this University, shall be considered for transfer.
- j) Exempted courses along with their credit hours shall be depicted on the final/official transcript but their grades obtained from the parent Institution will not be displayed and will not be considered for CGPA calculation. Such subjects will be marked as "Transferred Credits" (TCs).
- k) The applicant should have to complete minimum 50% of the courses from the Grand Asian University, Sialkot. No credit hours of a course will be transferred if the grade is 'C' or less for undergraduate and 'B' or less for graduate/postgraduate programs.

B. Migration from GAUS to other Institutions

- a) A student desiring to leave this University and to join another university or institution shall apply to the Dean of the Faculty concerned on the prescribed form.
- b) The student shall be required to clear all the university dues before he applies for migration.
- c) In case of a student who has been debarred from taking the University examination or has been expelled or rusticated for whatsoever reason, No Objection Certificate (NOC) shall not be issued so far as the punishment is in force.
- d) The Registrar shall issue NOC which shall be valid for 60 days only.

- e) A student who has obtained NOC from this University, but has not secured admission in another institution may be re-admitted to the GAUS in the class to which he can be admitted under the regulations provided that:
- i His absence from the current teaching session of that class does not exceed four (4) weeks.
 - ii He surrenders the NOC.
- f) Any change/ addition/ modification, if made in these regulations will also be applicable.

The Worthy Vice Chancellor has the powers to regret any request for migration after recording proper reason(s) or relax any of the above condition(s) to be determined on case to case basis, if situation warrants.



Prof. Dr. Zahoor A. Sheikh
Registrar