HITEC UNIVERSITY TAXILA

ADMISSION POLICY

ACADEMIC SESSION 2023-24

1. **Aims and Objectives:** The aims and objectives of the admission policy are to ensure that: -
   a. Provision of user friendly and comprehensive online application process to the potential applicants
   b. Provision of quick support to the applicants through all the available means of communication
   c. Describe admission process and procedures in-line with the rules, regulations and policies of the university and regulatory bodies
   d. Transparent determination of merit and offering of admissions

2. **General Conditions:** The general conditions of the policy are: -
   a. This Policy is applicable for admission to both undergraduate and postgraduate programs being offered by the HITEC University for Fall Semester 2023.
   b. The University is open to all persons for admission irrespective of gender, religion, race, creed, color or domicile and the admission is strictly based on merit. Admission shall be granted on the basis of eligibility criteria given in this policy.
   c. The submission of complete HSSC result as eligibility criteria of the respective programs is mandatory, however the candidates applying on the basis of HSSC Part-I result shall submit HOPE CERRTIFICATE issued by the college/ institution of the candidate clearly specifying the list of subjects in which the student has appeared in the Examination with minimum expected marks in HSSC as mentioned for each program at para 3 below.
   d. The candidates shall apply through HITEC University fully automated online admission portal.
   e. The application for admission shall be processed online and queries will be entertained through in-built communication panel of the admission portal
   f. Merit list for admission in the academic programs duly endorsed by the Admission Committees will be displayed on university website and notice boards.

g. Students will be required to submit attested copies of their certificates/degrees within two weeks after the declaration of their final intermediate results by the respective Board/University, failing which the University has the right to cancel their admissions. The registration will be offered only to the students who would complete all the admission formalities including deposits of their 100 % fees and other dues on the prescribed date.

h. Every undergraduate student shall be expected to take the full teaching load of the courses scheduled for the semester. A master level student, however, will have the option to register for fewer courses.

3. **Eligibility Criteria: Undergraduate Admission**

3.1 **BS (Civil/Electrical/Computer/Mechanical Engineering)**

a. Higher Secondary School Certificate (HSSC) / A Level or equivalent with Physics, Chemistry and Mathematics with minimum 60 % marks or

b. Higher Secondary School Certificate (HSSC) / A Level or equivalent with & Physics, Mathematics, Computer Studies/Computer Science with minimum 60 % marks. (Chemistry to be considered as remedial subject and shall be offered in first semester after admission.) or

c. Diploma of Associate Engineers in relevant discipline (As per PEC criteria) with minimum 60% marks

3.2 **BS (Bio-Medical Engineering)**

a. Higher Secondary School Certificate (HSSC) / A Level or equivalent with Biology/Mathematics, Physics, Chemistry with minimum 60% marks or

b. Higher Secondary School Certificate (HSSC) / A Level or equivalent with & Physics, Mathematics, Computer Studies/Computer Science with minimum 60 % marks. (Chemistry to be considered as remedial subject and shall be offered in first semester after admission.) or

c. Diploma of Associate Engineers in relevant discipline (As per PEC criteria) with minimum 60% marks

3.3 **BS (Computer Sciences/Software Engineering/Artificial Intelligence/Cyber Security)**

a. Higher Secondary School Certificate (HSSC) / A Level or equivalent with Biology/Mathematics, Chemistry/ Computer Science and Physics with minimum 50% marks or

b. Diploma of Associate Engineers in computer / electrical /electronic with minimum 50% marks

3.4 **BS (Mathematics)**

 a. Higher Secondary School Certificate (HSSC) / A Level or equivalent with Mathematics with minimum 50% marks or

 b. Diploma of Associate Engineers with 50 % marks

3.5 **BS (Islamic Studies)**
Higher Secondary School Certificate (HSSC) / equivalent / Khassa Certificate recognized by HEC with minimum 45% marks

3.6 **BBA/ BS (Accounting & Finance)/ BS (Business Analytics)**
Higher Secondary School Certificate (HSSC) / equivalent with minimum 50 % marks

3.7 **BS (Robotics and Automation)**

Higher Secondary School Certificate (HSSC) / equivalent with minimum 50 % marks

3.8 **BS (Internet of Things)**

Higher Secondary School Certificate (HSSC) / equivalent with minimum 45 % marks

4. **Eligibility Criteria - Graduate Admissions**

4.1 **MS Engineering (Electrical / Mechanical / Computer)**

 a. BE / BS / BSc Engineering in relevant discipline

 b. Minimum CGPA 2.00/4.00 or 50% marks

 c. GAT General conducted by NTS with minimum 50% cumulative score or University Admission Test with minimum 60% cumulative score

4.2 **MS (Computer Science/Software Engineering)**
 a. BS (Computer Science / Software Engineering), MCS / MSc Computer Science

 b. Minimum CGPA 2.00/4.00 or 50% marks

 c. GAT General conducted by NTS with minimum 50% cumulative score or University Admission Test with minimum 60% cumulative score

4.3 **MS (Mathematics)**
 a. BS/MSc Mathematics

 b. Minimum CGPA 2.00/4.00 or 50% marks

 c. GAT General conducted by NTS with minimum 50% cumulative score or University Admission Test with minimum 60% cumulative score

4.4 **MS (Islamic Studies)**

 a. MA/BS (Islamic Studies / Shariah / Arabic)

 b. Dars-e-Nizami from HEC recognized institution with 50% marks

c. Minimum CGPA 2.00/4.00 or 50% marks

d. GAT General conducted by NTS with minimum 50% cumulative score or University Admission Test with minimum 60% cumulative score

4.5 Master of Business Administration

- Minimum CGPA 2.00/4.00 or 50% marks

- GAT General conducted by NTS with minimum 50% cumulative score or University Admission Test with minimum 60% cumulative score

Pathway-1 (Business Education)

BBA (Hons), B. Com (Hons), BSc Accounting and finance, CA, ACCA, ACMA, M. Com etc

Pathway-1I (Non-Business Education)

16 years of formal non-business education or the applicants holding the following degrees or equivalent: MA, MSc, BE, BS, MBBS, B-Pharm

4.6 Doctor of Philosophy (PhD)

a. MS/MPhil or equivalent (in relevant discipline) with minimum CGPA 3.00/4.00 from an HEC recognized institution

b. GAT Subject Test conducted by NTS with minimum 60% cumulative score OR University Admission Entry Test with minimum 70% cumulative score

5. **Admission Test:** The admission will be conducted as per the following details: -

5.1 **Undergraduate Programs Admission Test:** A written Admission Test is compulsory for admissions in the following **undergraduate programs**. Candidates having valid test results of N**TS- NAT Intermediate Engineering/Computer Science/Medical** and the entry tests conducted by the recognized testing agencies of Pakistan Engineering Council, are also eligible to apply.

a. BS Electrical Engineering

b. BS Mechanical Engineering

c. BS Civil Engineering

d. BS Biomedical Engineering

e. BS Computer Engineering

f. BS Computer Science

g. BS Software Engineering

5.2 The admission test will be conducted **at the prescribed date(s)** that will be announced through print and social media and university website. The test will be conducted through testing agency, National Testing Service Pakistan in the following categories and distribution of questions/marks.

	Test Type	Number of Questions				
		English	**Analytical**	**Quantitative**	**Subject**	**Total**
1.	NAT™-IE, Having 12 years/equal Education in Pre-Engineering Group	20	20	20	30	90
	Marks Percentage	22.2	22.2	22.2	33.4	100
2.	NAT™-IM, Having 12 years/equal Education in Pre-Medical Group	20	20	20	30	90
	Marks Percentage	22.2	22.2	22.2	33.4	100
3.	NAT™-ICS, Having 12 years/equal Education in Computer Science	20	20	20	30	90
	Marks Percentage	22.2	22.2	22.2	33.4	100

5.3 **Passing Marks for undergraduate Admission Test will be 33%.**

5.4 Admission to the following programs will be processed on completing online application. Test **will not be conducted** for the following programs:

a. BS Artificial Intelligence,

b. BS Cyber Security,

c. BS Internet of Things,

d. BS Robotics and Automation,

e. BS Mathematics,

f. BS Islamic Studies,

g. BS Accounting & Finance

h. Bachelor of Business Administration

i. BS Business Analytics.

5.5 **Graduate Programs Admission Test:** The tests conducted by National Testing Service Pakistan (NTS) for admission to MS and PhD programs are accepted. University shall also conduct admission test on prescribed date that will be announced through print and social media and university website. The requirement of minimum cumulative score for admission to MS and PhD programs is as under: -

For Postgraduate Admission Test	
MS Programs (18 years)	
Test Type	**Minimum Cumulative Score**
NTS GAT General	50%
University Admission Test	60%
Doctoral Programs (PhD)	
NTS GAT Subject	60%
University Admission Test	70%

5.6 **Paper Setting Committees for Graduate Admission Test:** The university shall constitute and notify paper setting committees for each of MS and PhD programs offered. The committee shall be responsible to conduct the admission test under arrangements of the controller of examinations.

6. **Determination of Merit**

6.1 **BS Engineering Programs:** The final merit for admission in BS engineering programs will be determined by allocating the percentages given below to Admission Test, HSSC and SSC or equivalent results. Final selection will be based on securing the eligibility standards given in para 3. Applicants will be required to submit an Undertaking that they are aware of the fact that their admissions will be cancelled in case they fail to meet the minimum eligibility requirement.

(1). Admission Test 33%

(2). HSSC / A-level 50 %

(3). SSC / O-level 17%

a. **BS Computer Science and BS Software Engineering:** The final merit for admission in BS Computer Science and BS Software Engineering will be determined as under: -

(1). Admission Test 33%

(2). HSSC / A-level 50 %

(3). SSC / O-level 17%

b. **For Programs at Para 5.4** The final merit for admission will be determined as under:

    (1). HSSC / A-level   70%

    (2). SSC / O-level   30%

7.   **Admission Committees:** The university shall constitute and notify separate and dedicated admission committees for admission in undergraduate and postgraduate programs. The committees shall work and finalize admissions as per eligibility criteria and prescribed terms of reference.

8.   **Submission of Documents:** Candidates securing admission in desirous programs shall submit original academic documents at the Admission Office and also provide copies of the following documents: -

    a.   Attested photocopy of SSC / equivalent certificate with detailed marks sheet

    b.   Attested photocopy of HSSC / equivalent certificate with detailed marks sheet

    c.   Attested photocopy of Bachelor's degree (16 years)/MS (18 years) with detailed marks sheet/ transcript of grades as applicable for admission in MS and PhD programs

    d.   Attested photocopy of CNIC or Form 'B' of the candidate (if CNIC is not issued) and father

    e.   Bank stamped copy of paid application processing fee challan amounting Rs 2500/-

9.   **Registration:** An applicant will be registered as a bonafide student of HITEC University only after completion of all the admission formalities and deposit of 100 % fee and dues required for admission.

    a.   The applicants will be admitted provisionally and their admission will be confirmed on submission of HSSC or equivalent result and original SSC/O level and HSSC/A Level certificates at the Admission Office.

    b.   University Registration Number will be allotted to the admitted students. Registrar Branch shall issue **Student Identity Card**. This will allow the students to get enroll in different courses offered by the concerned department.

    c.   If a student fails to submit original documents within the specified time limit notified by the Registrar Office, his/ her admission will be cancelled and the vacant seat will be allotted to the next candidate in the waiting list.

    d.   All undergraduate admissions will be considered provisional until submission of original academic documents.

10.   **Refund Policy:**

10.1 The refund policy of HITEC University for students of undergraduate programs is as under:

    a. Refund of full tuition fee (100 %) in case of de-registration of admission on his/her own request till 7th day of commencement of classes.

    b. Refund of 50% of tuition fee in case of de-registration of admission on his/her own request within 8th to 15th day of commencement of classes.

    c. Only security deposit will be refunded from 16th day of commencement of classes.

    d. 100 % tuition fee less admission fee will be refunded if a candidate fails to achieve the eligibility criteria and thus does not qualify for admission.

10.2 Refund policy of HITEC University for the postgraduate students is as under:

    a. Refund of full tuition fee in case an admission is cancelled within two weeks of commencement of classes. No refund will be made for cancellation of admission after two weeks of commencement of classes.

    b. In case of drop of courses within two weeks of the commencement of classes, 100% fee shall be refunded.

11   This policy will be applicable for admissions in Academic Session 2023-24 only.