

Regulations for admission

1. GENERAL

- Admission to any program in this University shall be made strictly on merit and will be equally open to both sexes. The University, however, reserves its right to devise quotas and preferences when circumstances require such action.

2. ADMISSION to B.Sc Engineering program

○ ELIGIBILITY

- Admission to B.Sc Engineering shall be open to candidates who have passed the Higher Secondary School Certificate (HSSC) Pre-Engineering Examination with Physics, Chemistry and Mathematics, securing at least 60% marks in aggregate.
- A candidate having passed any other examination of a Foreign University / Institution / Examination body, with both standard as well as scope wise equivalent to the Higher Secondary School Certificate (Pre-Engineering) will have to produce equivalence and conversion of marks certificate issued by the Inter Board Committee of Chairmen (IBCC), Government of Pakistan, Ministry of Education, with the application form.
- A candidate who has passed the Diploma of Associate Engineer Examination, securing at least 60% aggregate marks, shall be eligible for admission in the relevant discipline of Engineering in which he or she has passed the Diploma examination only against the specified reserved seats.
- The eligibility so prescribed hereinbefore shall always remain subservient to the requirements so laid by the Pakistan Engineering Council on the subject.
- Apart from the aforementioned criteria, the desiring candidate may also be subjected to any pre-admission test, taken directly or through any third-party testing service.
- The University reserves the right to refuse admission, even in case a student fulfils all the requirements/eligibility, without disclosing any reason.

○ ENTRY TEST

- All the eligible candidates applying for admission to B.Sc. The engineering program will have to appear in the Entry Test conducted by the Education Testing & Evaluation Authority (ETEA), Government of Khyber Pakhtunkhwa. The candidates applying from other provinces (other than KPK) will have to qualify for the Centralized Entry Test of their respective provinces.

- **DETERMINATION OF MERIT**
 - The merit of the candidates will be determined according to the following weightage:
 - 10% weightage to S.S.C. Examination (Matric) SSC % marks x 1
 - 40% weightage to Intermediate (Pre-Engg) or Intermediate % marks x 4
 - 50% weightage to ETEA test ETEA Test % marks x 5

3. ADMISSION to B. ARCHITECTURE program (5 Years Non-Engineering program)

- **ELIGIBILITY**
 - Admission to the Bachelor of Architecture Program shall be open to candidates who have passed the Higher Secondary School Certificate (HSSC) Examination from a recognized Board of Intermediate and Secondary Education in Pakistan with at least 45% marks in aggregate. The eligibility shall remain subject to any rules/regulations, so prescribed by PCATP.
- **ENTRY TEST**
 - The admission test is a compulsory requirement and it will be a specially designed test to assess the aptitude of the student in Architecture. All the candidates will be required to pass this admission test in order to become eligible for admission to this program.
- **DETERMINATION OF MERIT**
 - The merit of the candidates will be determined according to the following weightage:
 - 10% weightage to S.S.C. Examination (Matric) SSC % marks x 1
 - 40% weightage to Intermediate or equivalent Intermediate % marks x 4
 - 50% weightage to entry test. Entry Test % marks x 5

4. ADMISSION TO OTHER UNDERGRADUATE PROGRAMS

- **ELIGIBILITY**
 - **BSCS / BS Software Engineering (Hons) – 4 years program**
 - **Pre-Requisite:**
 - Intermediate (HSSC) with Mathematics or equivalent qualification with Mathematics certified by IBCC with at least 50% marks.
 - Having passed CECOS / NTS Entry Test.
 - **BBA (Hons) – 4 years program**
 - **Pre-Requisite:**

- Intermediate or equivalent qualification with at least 45 % marks.
 - Having passed CECOS / NTS Entry Test.
 - **ScTechnology-B.Tech (Civil, Electrical, Mechanical) – 4 years program**
 - **Pre-Requisite:**
 - Intermediate (HSSC) Pre-Engineering or DAE in relevant field or equivalent qualification with at least 50% marks.
 - Having passed CECOS / NTS Entry Test.
 - **BS Biotechnology – 4 years program**
 - **Pre-Requisite:**
 - Intermediate (HSSC) Pre-Medical or equivalent qualification with at least 50% marks.
 - Having passed the admission interview.
 - **Doctor of Physical Therapy – 5 years program**
 - **Pre-Requisite:**
 - Intermediate (HSSC) Pre-Medical or equivalent qualification with at least 60% marks.
 - Having passed the admission interview
 - **BS Medical Lab Technology – 4 years program**
 - **Pre-Requisite:**
 - Intermediate (HSSC) Pre-Medical or equivalent qualification with at least 50% marks.
 - Having passed the admission interview.
- **ENTRY TEST**
- All the eligible candidates applying for admission will have to qualify for the Entry Test to be conducted by CECOS University on the date and time to be notified by the University. The test will be conducted in the subjects of English (40%) Mathematics / Physics (40%) and General Knowledge (20%) of Intermediate (or any other subject, the University deems appropriate).
- **DETERMINATION OF MERIT**
- The merit of the candidates will be determined according to the following weightage:
 - 10% weightage to S.S.C. Examination (Matric) SSC % marks x 1
 - 40% weightage to Intermediate or equivalent Intermediate % marks x 4
 - 50% weightage to entry test. Entry Test % marks x 5

5. ADMISSION TO MS PROGRAMS

○ ELIGIBILITY

▪ MS Computer Science

▪ Pre-Requisite:

- Bachelors (16 years' education) degree in Computer Sciences / Information Technology / Software Engineering or equivalent.
- Science and Engineering graduates (16 years' education) are eligible but they have to cover the deficiency courses as advised by the Admission Committee / HEC. The number of deficiency courses will depend upon the field of specialization and the completion of required credit hours for the MS program.
- Having passed GAT General Test.

▪ MS Management Sciences

▪ Pre-Requisite:

- BBA (Hons)/MBA (2 Years)/MPA (2 Years)/M.Com/ICMA (16 years of business education)
- All those candidates who have completed 16 years of education are eligible for admission in the MS Management Sciences program subject to the completion of deficient courses as advised by the Admission Committee / HEC. The number of deficiency courses will depend upon the field of specialization and the completion of required credit hours for the MS program.
- For B.Com Honors 3 years program students, the deficiency courses shall be identified on case to case basis. The student has to take at least 12 credit hours to become eligible for admission to MS Program.
- Having passed GAT General Test.

▪ MBA – 1.5 years program

▪ Pre-Requisite:

- BBA (Hons)/MBA (2 Years)/MPA (2 Years)/M.Com/ICMA (16 years of business education)
- Having passed GAT General Test.

▪ MS Engineering (Civil / Electrical / Mechanical)

▪ Pre-Requisite:

- BSc Engineering degree in relevant field duly recognized by Pakistan Engineering Council.
- Having passed GAT General Test.

- **MS Engineering Management**
 - **Pre-Requisite:**
 - BSc Engineering degree in any field duly recognized by Pakistan Engineering Council.
 - Having passed GAT General Test.
- **Master of Engineering Technology (Civil / Electrical)**
 - **Pre-Requisite:**
 - Tech Honors /B.Sc Engineering Technology or equivalent degree in relevant field.
 - Having passed GAT General Test.
- **Master of Architecture**
 - **Pre-Requisite:**
 - **Bachelor of Architecture (5 years' program) from PCATP recognized institute with minimum 45% marks or at least B Grade in 4 & 5 year (annual system) / minimum 2.00 CGPA**
 - Having passed GAT General Test.
- **MS Biotechnology**
 - **Pre-Requisite:**
 - BS or equivalent degree (16 years' education) in Bioinformatics / Biological Sciences / Biotechnology / Microbiology / Genetics / Molecular Biology / Biochemistry or any other relevant discipline.
 - Having passed GAT General Test.
- **ENTRY TEST**

Applicants must score 50% minimum marks in GRE/GAT test, organized by National Testing Service (NTS) or Education Testing and Evaluation Authority (ETEA). The candidates shall also have to appear in the departmental subject test (where applicable) which will be conducted by the Admission Committee of the respective department on the date, time and venue notified for the purpose. A final merit list shall be made, based on the combined results of GAT/GRE test marks and the departmental test (50% weightage for each). The departmental test for any specialization will be checked by the Head of the concerned department in consultation with the Dean of the Faculty.

ADMISSION PROCEDURE (ALL UNDERGRADUATE PROGRAMS)

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- All the eligibility criteria shall always remain subject to the relevant accrediting / registering body.

- Cases of doubtful or undefined equivalence of any academic qualification may be considered by the University Equivalence Committee. If deemed necessary, the Committee may also consult other organizations/ authorities of Pakistan that deal with the subject and determine the equivalence of foreign Degrees and Certificates.
- The University Admission Committee, may in its discretion refer cases to IBCC for determination/weightage of any academic qualification.
- Candidates selected for admission shall produce the following documents in original for verification at the time of interview / admission and shall also submit two photocopy sets of these documents with the application form:
 - Detailed Marks Certificate and Certificate of SSC or equivalent examination.
 - Detailed Marks Certificate and Certificate of Intermediate examination. In case the examination consists of Part-I and Part-II, detailed marks certificates of each Part shall be submitted.
 - Detailed Marks Certificate of graduation (for candidates seeking admission in MS Programs).
 - Character certificate from the Head of Institution most recently attended by the applicant in Pakistan.
 - An equivalence certificate from the Inter-Board Committee of Chairmen, Government of Pakistan, Ministry of Education, Islamabad, in case of candidates having certificate from an institution outside Pakistan. This however does not guarantee equivalence for admission unless confirmed by the University Equivalence Committee.
 - CNIC or Form “B” of the applicant and CNIC of his/her father.
 - Six recent passport size photographs of applicant.
 - Undertaking on a Non-Judicial Stamp Paper worth Rs. 50/- (Rupees fifty only), for non indulgence in any unlawful activity, duly attested by the oath commissioner as per prescribed proforma.
 - Original Migration Certificate from the concerned BISE/BTE /University last attended.
 - Permission and Leave Certificate from the employer in case the applicant is employed anywhere.
- All applications shall be delivered to the admission office on or before the last date given in the advertisement/admission schedule.
- Every application should be accompanied by a declaration signed by the applicant and countersigned by his/her father or guardian (as the case may be) to the effect that he/she would abide by the rules and regulations of the university and obey instructions issued to him/her from time to time by the Teacher.

- A candidate having passed any other examination of a Foreign University / Institution / Examination body, with both standard as well as scope wise equivalent to the Higher Secondary School Certificate (Pre-Engineering) will have to produce equivalence and conversion of marks certificate issued by the Inter Board Committee of Chairmen (IBCC), Government of Pakistan, Ministry of Education, with the application form.
- After the declaration of the results of the Entry Test, Admission Committee shall consider all valid applications received for admission. The Admission Committee will process the applications according to the criteria of admission and the availability of seats.
- Candidates provisionally selected by the Admission Committee may be called for interview/admission on a specified date. The selected candidates shall be required to deposit the University dues and complete the admission formalities including the filling of the prescribed class enrolment form by a specified date failing which his / her right for admission shall be forfeited and the seat(s) so vacated shall be filled in from the candidate(s) on the waiting list.
- The admissions will be provisional and shall not mean any commitment or entail any legal liability till all the original certificates have been checked for their correctness by the quarters concerned and the admission is otherwise confirmed by the admission committee in writing.
- If any seat remains vacant in a discipline after the specified date, it will be filled up within thirty days of the commencement of classes by adjustment in the merit list strictly according to the choice(s) given in the admission form.
- If a seat becomes available due to cancellation of admission after commencement of classes, it may be filled up by adjustment from among the students already admitted to the University; provided that no such adjustment may be allowed after thirty days of the commencement of the classes.
- Within thirty days of the last date of admission, particulars of candidates such as Name, Parentage (as per SSC), Domicile, Date of birth, Examination passed and the course to which the candidate has been admitted shall be reported to the Vice Chancellor on the prescribed form along with the recommendations of the Admission Committee for approval. After the approval of the Vice Chancellor and payment of all the prescribed dues, the name of the candidate shall be entered in the Students Register by the Controller of Examinations and a registration card issued to him/her in token thereof.
- Documents once submitted with the application form cannot be changed and shall be considered final. All the documents shall be verified by the concerned Boards/ Institutions if desired by the CECOS University.

- The Merit / Selection list will be displayed on the University Notice Board and the website of University and it will be the responsibility of the individual candidates to check their status and meet the admission deadlines.
- University Authorities reserve the right to make amendments in Admission Regulations at any stage. As a result of an inadvertent mistake on the part of admission, office shall not confer any right of admission of the candidate.
- University reserves the right to cancel any admission without assigning any reason at any stage.
- The University may also cancel admission so granted to a student in case his documents/particulars are found fake/false or due to a change in eligibility criteria retrospective or prospectively. In such an eventuality, the student shall have no vested right due to his time, efforts consumed and fee deposited.
- Admission of any student is liable to be canceled if his / her conduct at any stage is found unsatisfactory.
- Students admitted in any program shall not be allowed to participate in any political or union activities.
- The facility of hostel accommodation and transport to students shall be subject to availability of seats.
- If any of the particulars given by the student in his / her application form are found incorrect or facts suppressed, his / her admission shall be refused. If any incorrect or false statement or suppression of fact is detected after a candidate has been granted admission, his / her admission shall be cancelled and he / she will be expelled from the University by the Vice Chancellor at any time during the course of his / her studies.
- A candidate who is already a bonafide full time student in some other institution is ineligible to apply for admission in the University. If such case is detected his / her admission in the University shall be cancelled.
- A candidate convicted by a Court of Law on the grounds of moral turpitude or awarded Sentence in Jail, is ineligible for admission.

- **MIGRATION**

- **Migration from other Universities / Institutions**
 - The President / Vice Chancellor may admit a student to the University by migration from other Universities or Institutions upon the recommendations of the University Migration Committee.
 - Admission by migration shall not be allowed ordinarily after expiry of two (2) weeks from the commencement of the classes (semester).

- Admission by migration shall only be allowed provided the student seeking migration to CECOS University is still on the rolls of parent University / college / institute.
- No student shall be admitted by migration from a University or Institution in Pakistan unless he / she produces a certificate of good moral character and a certificate to the effect that the student has neither been debarred from taking University examination nor suspended, expelled or rusticated from the university/college/institution from which he / she intends to migrate and that no disciplinary action is pending against him / her.
- Students from a Chartered University / Degree Awarding Institution, recognized by Higher Education Commission and accredited by the respective regulatory bodies can only be considered for migration to the concerned degree program of CECOS University.
- The Head of the Department concerned is agreeable to accept the applicant considering physical facilities in the department and the evaluation of academic record. Contents of each Course of the parent University must match 75% contents of corresponding course of this University.
- Only Public sector and centralized entry tests of university will be acceptable for migration cases.
- For Foreign University Transfer Students, only those cases will be entertained which are listed by the HEC/Accreditation Bodies for the relevant discipline/program.
- Promotion to every next semester will be subject to fulfillment of promotion condition of minimum required GPA / CGPA and total 'F' grades.
- No migration shall be allowed in First Year / 1st & 2nd Sem and Final Year / 7th & 8th Semester. For B.Sc Engineering programs, the student seeking migration will not be allowed transfer of more than 50% of program total credits.
- To meet minimum eligibility criteria for migration, the student must have passed his/her previous semesters at his Parent University with minimum 2.00 CGPA. Upto four backlog courses with a maximum of two "F" grades will be allowed in comparison with the course curriculum of this University. The passed courses with a minimum "C" Grade will only be transferred which correspond to courses offered by CECOS University or equivalent in depth and intensity.
- An application for admission by migration shall be accompanied by Detailed Syllabi and Detailed Marks Certificate showing the examinations passed in the preceding semester and Intermediate/Graduation examination on the basis of which he / she

secured original admission in the parent University or Degree Awarding Institute.

- The deficient subjects of that class/ semester must be notified as his/her backlog, which he / she must pass alongwith the later classes / semesters. Additional tuition fee will be payable for the deficient subjects / courses in which he / she actually attends the classes.
- Upon migration to CECOS University, the student will be exempted from studying those courses which S/he has passed in advance from his/her Parent University/Institution provided that such courses correspond to courses offered by CECOS University or equivalent in depth and intensity.
- Migration application will only be entertained on the prescribed application form available at the Admission Office on payment. The admission will be allowed on the production of original Migration Certificate issued to him / her by the University / College / Institution.
- The request for migration will be sent to Registrar who will refer it to the relevant Department for course evaluation and provision for admitting student. After initial evaluation, the HoD will send the case to the Convener of Migration Committee which will consider the case in a formal meeting and will send its final recommendations to the Registrar for getting approval from the President of CECOS University through Vice Chancellor. Upon Approval, the Registrar office will issue notification of migration of student to CECOS University in the relevant degree program.
- CECOS authorities reserve the right to reject cases without assigning any reason.
- Upon migration, the migrating student shall be bound by all the rules and regulations of the University and shall submit the undertaking(s) otherwise given by the ordinarily admitted students.
- **Migration to other Universities / Institutions**
 - A student desiring to leave CECOS University in order to join another University or Institution shall apply to the Head of the respective Department on the prescribed form and will deposit the prescribed fee.
 - No NOC / Migration Certificate shall be issued unless the student has cleared all the University dues including full fee of the running semester.
 - In case of a student who has been debarred from taking University Examination or has been expelled or rusticated, from the University, no Migration shall be allowed as long as the punishment is in force.
 - A student who has obtained Migration Certificate from CECOS University but has not secured admission in another University may be readmitted to CECOS University if allowed by the Vice Chancellor

provided his / her absence does not exceed 15 days and he/she surrenders the Migration Certificate issued to him / her.

○ **RE-ADMISSION**

- If a student on rolls of the University remains absent from classes continuously for a period of 30 days, his/her name shall be struck off the rolls of the university by the Head of concerned Department, with the prior approval of the Competent Authority. Such a dropped student may be re-admitted in the same semester as and when it is offered next time, if the authorities are satisfied that the absence was not willful and was due to circumstances beyond human control.
- Re-admission shall not be allowed if the time gap between leaving and re-admission is more than two academic years.
- A student who has obtained a Migration Certificate from CECOS University but has not secured admission to another University may be readmitted to CECOS University if allowed by the Vice Chancellor provided his / her absence does not exceed 15 days and he/she surrenders the Migration Certificate issued to him/her.
- Re-admission shall be allowed subject to payment of a prescribed fee.

○ **REFUND POLICY**

- The admission Fee paid by the student at the time of admission will not be refundable.
- The Tuition Fee refund policy of the University is as under:

%age of Tuition Fee	Timeline For Semester / Trimester System
Full (100%) Tuition Fee Refund	Up to the 7 th day of convening of classes
Half (50%) Tuition Fee Refund	From the 8 th to 15 th day of convening of classes
No Fee (0%) Refund	From the 16 th day of convening of classes

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- - The Examination fee paid by the student may be refunded if the Examination is not held.

○ **SPECIAL PROVISIONS**

- Interpretation of these Rules by the authorized officers of the University shall be final. In all cases where these regulations are silent, the decision of the President / Board of Governors of the University shall apply.
- The University /Institution authorities reserve the right to make any change in the existing Statutes, Regulations, Rules and Courses of study that may be considered necessary at any time without prior notice.
- If any of the particulars given by the candidate in his/her application for admission are found incorrect or facts suppressed, he/she shall be

refused admission. If any incorrect or false statement or suppression of facts is detected after a candidate has been granted admission, the admission shall be canceled and he/she shall be expelled from the Institution/College and shall be liable to any other disciplinary or legal action, the Management may deem fit. A student shall be expelled from the Institution/College if, during the course of his/her studies, it is found that he/she was not entitled to admission in the Institution/College. Further, the fees and other user charges deposited by him/her shall stand forfeited.

- In case a student enrolled in the Institution/College is also found to be a student of some other Institution, his/her admission in this Institution/College shall be canceled.
 - Those candidates, who are employed in some organizations, must produce a permission letter from the employer at the time of their admission, clearly affirming that they shall be on leave from duty, for the daily study hours (6 hrs/day, 6 days/week) during the full duration of the course.
 - The Rules and Regulations pertaining to admission, promotions, maintenance of discipline, etc. contained in the University Prospectus shall apply to all the students admitted during the session. However, any change/alteration, if deemed necessary shall be made by the University authorities and will be applicable from the date the Management so desires.
 - A student will cease to be a regular student as soon as the final semester examination immediately following the academic session, in which he/she was a regular student, concludes. Such a student shall not be entitled to privileges permissible to regular students.
 - The students are required to know the rules and regulations mentioned in the University Prospectus and be notified from time to time. Ignorance of the rules and regulations shall not be an excuse for claiming any relaxation in this regard.
 - In case of any litigation, the cost thereto shall always be borne by the student who shall make out the same as his dues towards University.
 - The University assumes no responsibility whatsoever if any loss of life occurs or the student(s) get(s) harmed or injured during the course of studies on the University premises, hostel(s), survey camp, or on the study/excursion tours.
- **Fee Concession Policy**
 - 60% concession in Tuition for faculty members who take admission in MS Engineering course at CECOS University subject to terms & conditions of Faculty Development Program.
 - 40% concession in Tuition Fee to the employees of CECOS University and its Constituent Institutions / Colleges (minimum 3 years service

with CECOS) in courses of studies offered under the evening programs (only one course).

- 40% concession in Tuition Fee to sons/daughters of the Full-Time Regular (who has completed the probation period) employees of the University (only one at one time).
- 20% concession in Tuition Fee to real brothers/sisters of the Full-Time Regular (who has completed the probation period) employees of the University (only one at one time), on case to case basis.
- 30% Tuition Fee concession to students securing 1st, 2nd & 3rd position in BISE / BTE / University examinations (on an overall result basis).
- 20% Tuition Fee concession to all female students.
- 20% Tuition Fee concession to kinship (brother/sister concession).
- 15 % Tuition Fee concession to the Sons / Daughters of Armed Forces personnel (including retired personnel).
- 15% Fee concession in Tuition Fee with effect from 2nd semester and onwards for the Graduates of CECOS University, who will get admission in any of the MS Programs within 12 months of their graduation.