

PROSPECTUS

2016

FRENCH ONLINE



Allama Iqbal Open University, Islamabad
www.aiou.edu.pk

PROSPECTUS

2016

FRENCH ONLINE



Allama Iqbal Open University, Islamabad
www.aiou.edu.pk

طلبہ کے لیے سمعی و بصری معاونت

علامہ اقبال اوپن یونیورسٹی کا قیام 1974 میں پارلیمنٹ آف پاکستان کے ایکٹ کے ذریعے ملک کے طول و عرض میں عوام الناس کو تعلیمی سہولیات فراہم کرنے کے لیے عمل میں لایا گیا۔ اس نظام کے تحت طلبہ کو گھر بیٹھے درسی مواد کی ترسیل کے ساتھ ساتھ ریڈیو اور ٹیلی ویژن کے تعلیمی نشریات کے ذریعے تدریسی عمل میں اس طرح سے معاونت فراہم کرنا تھا کہ فی المشافہ استاد کی کمی کو پورا کیا جاسکے۔

انسٹی ٹیوٹ آف ایجوکیشنل ٹیکنالوجی (IET) کا قیام بھی علامہ اقبال اوپن یونیورسٹی کے قیام کے مقاصد اور طریقہ تدریس کے پیش نظر ساتھ ہی کیا گیا۔ IET کے قیام کا مقصد آڈیو اور ویڈیو پروگرامز کے ذریعے تعلیم کی رسائی کو دور دراز علاقوں تک ممکن بنانا تھا۔ چونکہ علامہ اقبال یونیورسٹی اپنے فاصلاتی تدریس کے تحت عوام کو ان کی دلچسپی پر تعلیم مہیا کر رہی ہے۔ لہذا طلبہ اور اساتذہ کے درمیان فاصلے کو کم کرنے کے لیے ضروری ہے کہ آڈیو اور ویڈیو پروگرامز کے ذریعے طلبہ تک پہنچایا جائے۔ ان پروگراموں کے ذریعے درسی کتب میں موجود اہم نکات کی وضاحت کے علاوہ طلباء کو اضافی معلومات بھی فراہم کی جاتی ہیں۔ انسٹی ٹیوٹ آف ایجوکیشنل ٹیکنالوجی میں ماہرین کے ذریعے آڈیو اور ویڈیو پروگرامز تیار کیے جاتے ہیں۔ یہ پروگرامز پی ٹی وی چینل اور AIOU Web TV (<http://iet.aiou.edu.pk>) سے روزانہ دن 2 تا 3 بجے سہ پہر نشر کیے جاتے ہیں۔

اسی طرح ریڈیو پروگرامز ریڈیو پاکستان اسلام آباد، حیدرآباد، کراچی، لاہور، گلگت اسٹیشنوں اور AIOU FM Radio سے شام 5:15 بجے بھی نشر کیے جاتے ہیں۔ طلباء کو چاہیے کہ وہ ان ریڈیو اور ٹیلی ویژن پروگراموں سے بھی استفادہ کریں۔ طلبہ کو ریڈیو اور ٹی وی کا شیڈول بھی درسی کتب کے ساتھ بھیجا جاتا ہے، اسے ضرور پڑھیں اور متعلقہ پروگرامز کو نوٹ بھی کر لیں۔ آپ ریڈیو پروگرامز ہماری ویب سائٹ <http://iet.aiou.edu.pk> پر بھی دیکھ سکتے ہیں۔ کورسز کی مد میں تیار کئے گئے ان تعلیمی پروگراموں کی CDs بھی قیماً دستیاب ہیں۔ ایک سی ڈی کی خریداری کے لئے -45 روپے کا بینک ڈرافٹ یا بینک چالان، بنام خازن علامہ اقبال اوپن یونیورسٹی اسلام آباد، بنوا کر انسٹی ٹیوٹ آف ایجوکیشنل ٹیکنالوجی، علامہ اقبال اوپن یونیورسٹی کے پتے سے حاصل کی جاسکتی ہیں۔ بذریعہ ڈاک منگوانے کی صورت میں سی ڈی کے لیے -25 روپے اضافی وصول کئے جاتے ہیں۔

ایف ایم 91.6 (The voice of AIOU)

علامہ اقبال اوپن یونیورسٹی نے اپنی تعلیمی نشریات کے لئے 2007 میں Voice of AIOU FM 91.6 کے نام سے ایف ایم ریڈیو کا آغاز کیا۔ آپ AIOU FM Radio کی نشریات صبح 9 بجے سے رات 12:00 بجے تک مقرر کردہ فریکوئنسی 91.6 پر سن سکتے ہیں اور اس کے علاوہ ہماری ویب سائٹ <http://iet.aiou.edu.pk> پر بھی live سن سکتے ہیں ہماری live نشریات میں شامل ہونے کے لیے 051-9057508 پر Call بھی کر سکتے ہیں۔ ایف ایم 91.6 کی تعلیمی نشریات میں علامہ اقبال اوپن یونیورسٹی کے تعلیمی پروگرامز کے علاوہ معلوماتی پروگرامز، انٹرویوز، مباحثے اور عمومی آگاہی کے پروگرامز بھی پیش کیے جاتے ہیں۔ ان پروگرامز کا مقصد طلبہ کو دیئے گئے درسی مواد میں مدد فراہم کرنا ہے۔

AIOU web TV

علامہ اقبال اوپن یونیورسٹی نے اپنے کورسز کی معاونت میں تیار کردہ ٹی وی پروگراموں، دستاویزی پروگراموں کو اپنے طلبہ و طالبات تک پہنچانے کے لیے حال ہی میں ایک Web TV کا اجراء کیا ہے جس کی نشریات صبح 9:00 بجے سے شام 6:00 بجے تک <http://iet.aiou.edu.pk> پر روزانہ دیکھی جاسکتی ہیں۔ Web TV پر یونیورسٹی کے متعلق پروگراموں کے علاوہ دلچسپ دستاویزی پروگرامز اور یونیورسٹی کے متعلق مفید معلومات پڑھنی پروگرامز بھی پیش کئے جاتے ہیں۔

Video on Demand

علامہ اقبال اوپن یونیورسٹی کے تمام سطح کے تعلیمی پروگرامز اور کورسز کی معاونت میں تیار کردہ ٹی وی پروگرامز اور اہم دستاویزی پروگرامز دیکھنے کے لئے ویب ایڈریس <http://vod.aiou.edu.pk> پر وزٹ کر کے استفادہ کر سکتے ہیں۔ ان تمام سہولیات کا مقصد یونیورسٹی کے طلبہ اور طالبات کو اپنی تعلیمی استعداد بڑھانے کے لئے ہر وقت مدد فراہم کرنا ہے۔ آپ کی طرف سے ان پروگرامز اور سہولیات کے بارے میں آپ کی آراء کو خوش آمدید کہا جائے گا۔

مختیار حسین تالپور

ڈائریکٹر

انسٹی ٹیوٹ آف ایجوکیشنل ٹیکنالوجی، علامہ اقبال اوپن یونیورسٹی اسلام آباد

Ph: 051-9250103,9057502

Email:diriet@aiou.edu.pk

PROSPECTUS

of

FRENCH ONLINE PROGRAM

For

(SPRING 2016, SEMESTER)

Price: Rs.300/-



ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD

(All rights are reserved with the publisher)

Semester Spring, 2016
Quantity 300
Price Rs. 300/-
Composed by Muhammad Shafique
Printer Allama Iqbal Open University, Printing Press
Publisher Allama Iqbal Open University, Islamabad.

CONTENTS

ALLAMA IQBAL OPEN UNIVERSITY	1
FACULTY OF SOCIAL SCIENCES AND HUMANITIES	2
1. French Online (Certificate Course) Code No. 112	2
a) Introduction	2
b) Objectives	3
c) Eligibility Criteria	4
d) Scheme of Study	4
e) Offering	4
f) Assessment	4
g) Fee Structure	6
h) Head French Department	6
i) Staff French Department	6
j) Choice of Study Centre	7
General Information	8
Refund Rules & Regulations	9
Contact Information	10
Applying/Admission Procedure	10
Fee Depositing Procedure	11
Student Counseling	11
a) Introduction	11
b) Objectives	11
c) Information Lobby	11
d) Overseas Services	11
e) Future Plans	12
Addresses of Part-time Regional Coordinators	13

ALLAMA IQBAL OPEN UNIVERSITY

The Allama Iqbal Open University (with its main campus in Islamabad) was established in 1974 under an Act of parliament. It was the second open university of the world and the first of its kind in Asia and Africa when it was established. Now more than 60 such universities are providing distance education and it is among the 4 top mega universities of the world. The aim of establishing AIOU was to provide affordable and accessible education through distance learning at the door-steps to those people, who could not continue their studies through formal system of education. The University (AIOU) operates on semester system and admits students in Autumn and Spring semesters. Under-graduate admissions are offered in both the semesters whereas post-graduates courses are offered once a year. The enrolled students are given course books, audio video cassettes specially prepared by the university on self instructional principles. However, at the post-graduate level reprints of foreign books allied with study guides help students to polish their skills.

At present, the AIOU is offering programs from Matric to PhD level in diverse disciplines included in the four faculties. The University has established study centres across the country, where distance education students are provided necessary guidance by their respective tutors. Moreover, the university has established full time study centres, wherein the students of MBA,

BS (CS) and MS are being provided instruction, guidance and counseling through face-to-face education. AIOU is offering 4-year under- graduate degrees. In some courses teaching is provided through radio, TV programmes.

Apart from curricular and extra-curricular activities during the academic year, the AIOU and its regional centres actively participate in the co-curricular activities by arranging educational and literary seminars, workshops and conferences, attended not only by the students and faculties of the university but also by renowned dignitaries and scholars. For the science students and research scholars, a science complex has been built where they use the latest equipment of international standard. To meet the present day challenges internet facility is also available in the student's hostel and the central library, where computers have been provided to enable students to access latest information available through open source databases.

FACULTY OF SOCIAL SCIENCES AND HUMANITIES

First established in 1981 with five departments, the Faculty of Social Sciences and Humanities has over the years, flourished to become by far the largest Faculty of the University. It today consists of thirteen departments offering master programmes in major areas of social sciences and humanities like, Business Administration, Economics, Mass Communication, Sociology, Women Studies, Urdu, Library and Information Sciences, History, Pakistan Studies and Teaching of English as a Foreign Language (TEFL). The Commonwealth-collaborated masters programme in the area of Business Administration, which is specially tailored for the modern day busy executives, is also offered.

The Faculty is also offering French course for beginners. Similarly, in tune with the government's policy of promoting and strengthening a culture of higher education and research in the country, the AIOU's Faculty of Social Sciences and Humanities has shown a lot of dynamism over the past five years. It has not only started offering MPhil/PhD programmes in Economics, Iqbaliat, Urdu and M Phil Mass Communication; M Phil in Applied Linguistics and History are in various stages of readiness for launching.

The faculty of Social Sciences and Humanities also offers several bachelor level programmes in Library and Information Sciences (BLIS), Commerce (BCom) and Mass Communication. Tens of thousands of students comprising all demographic groups and from all over the country enroll each year in these bachelor's level programmes.

Due to the university's recent policy of increased reliance on face-to-face component through setting-up collaborative study centres throughout the country, the yearly course enrolment has registered a manifold increase. In fact, course enrolment for the six currently offered master's programmes has posted a 100 percent increase in the past two years. Encouraged by this diversification of its academic specializations within the Faculty of Social Sciences and Humanities, proposals for setting-up new academic departments of Political Science and International Relations, Psychology, Public Administration and Philosophy are on the anvil. These disciplines, once in place, shall complete the AIOU's recently initiated shift toward becoming a truly dynamic, a self-sustainable, and the largest institution of higher learning and research in the country.

DEPARTMENT OF FRENCH 1. FRENCH ONLINE CERTIFICATE COURSE (Code 112)

a) Introduction:

French Online certificate course is a basic level course for beginners. French is the only foreign language that can be useful throughout the world. French as a foreign language is the second most frequently taught language in the world after English. The International Organization of Francophonie has 51 member states and governments. Of these, 28 countries have French as an official language. French is the only language other than English spoken on five continents. French and English are the two main global languages.

French is the language that will give you the most choices later on in your studies or your career.

French is the official working language of

- the United Nations
- UNESCO
- NATO
- Organization for Economic Cooperation and Development (OECD)
- the International Labor Bureau
- the International Olympic Committee
- the 31-member Council of Europe
- the European Community
- the Universal Postal Union
- the International Red Cross
- Union of International Associations (UIA)

French is the dominant working language at

- the European Court of Justice
- the European Tribunal of First Instance
- the Press Room at the European Commission in Brussels, Belgium

In order to keep a pace with fast growing approach in launching multifarious programmes by both public and private sector educational institutions, we considered it feasible to launch **new basic and advanced level French language courses in near future. We are also planning to launch several interesting programmes and projects in collaboration with the Embassy of France, Islamabad.** Two new courses have been approved by

the Committee of courses. These courses are being prepared in collaboration with the Directorate of E-learning and ICT Section of AIOU. The courses are being prepared according to the ‘European Framework of Reference for Languages (CECR). After successfully completing these courses a candidate would be able to appear in the International level DELF Exam conducted by French Ministry of Education. In this way a candidate would have an international certification of French along with the certificate of AIOU that is recognized all over the world. The launching of Masters in French and various cultural activities for the students **are also two basic objectives in collaboration with the Embassy of France**

We at AIOU put personal efforts to teach French in an interesting way using latest methods and innovative material. Our focus is to teach through a dynamic, attractive and interactive method and to develop the self-learning styles of our precious students so that they become able to learn effectively and speak the language without any hesitation. Interesting activities, French songs, Video clips, French movie, role playing, dialogues and discussions are used in order to motivate and help students learn and speak in an enjoyable way. More facilities would be given to the students in future with new French courses of AIOU.

b) Objectives of French courses:

The French courses of AIOU aim at establishing new partnerships with the educational institutions working in the field of distance learning. Our main objectives are:

- to promote education and contribute to sustainable development in Pakistan
- to offer opportunity for learning French in the areas where the French language institutions are not available.
- to reach people who cannot attend conventional classes.
- to enhance cooperation in the field of education by sponsoring studies in French.

c) Eligibility & Selection Criteria for French Online certificate course (Code: 112):

A candidate having at least 2nd division in FA/FSc is eligible for admission. Candidates having 3rd division in FA/FSc are not eligible for admission in the course. In case they have a 3rd division in FA/FSc but have done BA/BSc or Masters with at least 2nd division then they are also eligible for admission in French Online Certificate Course.

The admission office of the university will process the application forms and allot roll numbers and registration numbers. After three months or so the study material is mailed to the students. In case a student does not receive any material after 90 days of submission of the admission form, he/she is advised to contact the Mailing Officer, Services Block, AIOU, Islamabad or the nearest Regional Office of the AIOU.

d) Scheme of Study:

The course comprises the following modules:-

Module	Title
Module 1.	Introducing oneself

Module 2.	First meeting
Module 3.	Likes and dislikes
Module 4.	Getting to know each other
Module 5.	Getting to know each other (continued)
Module 6.	Traveling
Module 7.	Making Plans
Module 8.	Talk about your family

e) Offering:

The duration of the French Online Certificate Course is one semester (Six Months). At present, the French course is being offered in Islamabad, Rawalpindi, Peshawar and Lahore. But the new French courses would be offered in all the cities of Pakistan. Pakistanis living abroad will also be able to take admission in our new French courses.

f) Assessment:

• **Assignments**

The main purpose of assignments is to test the students' **comprehension of the syllabus of the course and the modules available on the website. The students can have access to these modules after getting enrolled in the course. They receive a pass word from the university that helps them to learn French through on their own.** The assignments are designed in such a way as to help the students to concentrate mainly on the course material available on the Internet and exploit their personal experience.

The students are therefore advised to take the assignments seriously. A simple omission on their part may cause considerable loss to them, which can be avoided by exercising proper care. The students may note that they will not be allowed to appear in the final examination if they do not submit both the assignments within due date and obtain at least 50% aggregate marks in the assignments.

- **Mid – Term Exam**

After completing the first four modules there will be a mid –term exam Failing to appear in the exam or getting less than 40% marks means that you are not eligible to appear in the final exam and will have to get admission again in the course.

- **Final Exam**

The university will inform you about the final exam. The university will allot you a roll number and the examination center. If you fail in the final exam you can reappear the next time.

- **Tutorial System**

At Allama Iqbal Open University the cornerstone of its educational system is the tutorial system. Under distance education, tutors are the key academic help available to students. The students have fortnightly face-to-face contact with their tutors. The university carefully selects its tutors.

During the tutorial sessions students will practice pronunciation and conversation skills through role-play, sketches, etc. Students will be given specific task to complete in the tutorial session; students' participation **would be meaningful and productive**

only if they do the assigned tasks effectively and study the modules before coming to attend the tutorials.

Tutors are appointed by the concerned Regional Offices at the start of each semester. The name and address of the tutors and the study centers for conducting the tutorial sessions will be sent to you before the tutorial meetings start. The students are divided into different groups. Each group consists of 20 students (Approximately). The groups, timings and days for the tutorial sessions, study centers and the tutors allotted to the group cannot be changed.

- **Instructional System**

Learning a foreign language is not an easy job especially when you are learning it alone. Lots of efforts are needed on the part of the student. But “Vouloir c’est Pouvoir” (Where there is a will there is a way). So you have to plan your schedule right from the beginning. Make sure that you spend enough time on internet to learn the lessons. Before starting your study period you will receive your password and the schedule for fortnightly tutorial sessions. There are 8 modules and 8 tutorial sessions (apart from the introductory session). When you get your password, you will be able to have access to the lessons available on the internet. Now you have two weeks to prepare one lesson. Before coming to your next class or tutorial meeting, make sure that you learn the lesson well. You have to come to the class well prepared because your tutor is not going to teach you but he/she will help you utilizing whatever you have learnt. But if you have some particular problem regarding pronunciation, grammar etc. you can definitely ask your tutor.

• **Study Material**

The students will be given a package containing the study materials like:

1. Modules available on the internet.
2. Student workbook + an audio CD

Assessment Component	Marks	Weightage in the aggregate result
Assignment No. 1	100	5%
Assignment No. 2	100	5%
Mid Term Test	100	20%
Final Examination	100	70%

g) Fee Structure:

Detail of the fee is as under:

S. No	Item	Fee Rs.
1.	Registration Fee (Payable only once at the time of registration with the University)	Rs.100.00
2.	Admission Fee (Payable in advance at the time of admission)	Rs.250.00
3.	Course Fee	Rs.2010.00
	Total Fee	Rs.2360.00

The candidate should submit the admission form along with the fee in any of the prescribed bank branch.

Note: Please fill the form for the choice of study center and send it directly to the Head, Department of French. No password will be issued to student without the form for choice of study center and their e-mail.

2. French Language Summer Camp for Children
(For Islamabad/Rawalpindi only)

a) Offered:	During Summer Vacations (June, July, August)
b) Age of Children:	6 years to 20 years
c) Fee:	Rs.5000/-
d) Method of Teaching:	Through games, singing, cooking, drawing and painting etc.

Head, Department of French:

Madame Farah Naz Sheikh,
Block No. 11, Room No. 111,
Allama Iqbal Open University, Sector H-8, Islamabad.
Phone: (051) 9057817, 9250558
E-mail: French@aiou.edu.pk

For any information you can also contact the staff
Department of French

Staff Department of French

Mr. Taleh Mohammad
E-mail: tm.talha488@gmail.com

For French Students Only
Choice of Study Center

Full Name:

Address:

.....

Phone Number Home and Office:

.....

E. mail Address:

Please tick one of the following cities as study center for your fortnightly tutorials:

- Lahore
- Islamabad (Saturday: 3:00 PM to 5:00 PM)
- Peshawar

Please do not submit this form with your application form (application form should be submitted in a bank). Send this form directly to the HoD, Department of French at the following address:

Madame Farah Naz Sheikh
Head, Department of French
Room No.111 Block No.11,
Telephone: 051-9057817
Allama Iqbal Open University, Sector H-8, Islamabad

GENERAL INFORMATION

1. Certificates/degrees of AIOU are equivalent to any other recognized Board/University.
2. You are required to send complete admission form along with attested copies of all educational and experience certificates as mentioned in the prospectus on or before the closing date.
3. If an applicant of post-graduate/research level programmes does not receive any information regarding admission even after three months of submission of application, he/she should presume himself/herself not selected.
4. You cannot change the programme/specialization at post-graduate research level during the programme after once being admitted.
5. A course taken by any student cannot be changed during the semester.
6. The address of student will not be changed during the semester.
7. (a) Admission to the courses for Spring semester and Autumn semester are generally offered in the month of February and August respectively. The continuing students are sent computerized admission forms. However, if for any reason, the student does not get the said form, he/she may get general admission form from any Regional Office of the university or download from university website and deposit fee within due date.
(b) Examinations of Spring and Autumn Semester are conducted in the month of November and May respectively.
8. Fee cannot be refunded once paid for admission nor it can be adjusted for any other programme after mailing of the books.
9. On payment of the registration fee, You will be issued a registration number. This number must be quoted in all the future correspondence along with the roll number, course(s) code numbers and semester.
10. Study material shall be mailed to the students at their given postal addresses.
11. After receipt of the study package, the concerned Regional Director will intimate you about your Study Center. This will be intimated within 15 days generally. Please contact Regional Director for any inordinate delays.
12. Rules and regulations framed and changed from time to time by the authorities/bodies of the university will be applicable. You will have to abide by all such rules and regulations from the date of their implementation.
13. A student who fails in continuous assessment component is not eligible to reappear but will be allowed re-admission for the same course at its next offering by the university.
14. It is the responsibility of the student to remain in touch with the department regarding the selected programme of study.
15. A student already admitted to a programme or a specialization of a programme shall not be allowed to transfer or to get admission to another programme unless he formally postpones it till the completion of the new programme or withdraws from the previous programme.
16. After successful completion of a programme, a student has to apply to the Controller of Examination for issuance of certificate/degree.
17. The Examination Department (certificate section) dispatches provisional/complete result cards to the successful candidate at his/her given address available in the university record.

18. As admission is granted on provisional basis on the result cards of Boards/Universities, therefore, AIOU Degree/Certificate will be issued after confirmation of the authenticity of the original Degree/Certificate and Diploma issued by the Boards/Universities.
19. Original Certificate/Diploma/Degree will be processed after clearing all the dues by the candidate.
20. Original Certificate/Diploma/Degree will be issued within a period of two years after completion of the programme, provided attested photocopies of Original Certificate/ Degree are attached with the application for the issuance of Certificate/ Degree/Diploma.
21. If at any stage from admission to the award of Certificate/ Diploma/Degree, the information/testimonial provided by the candidate at the time of award of Certificate/ Degree/ Diploma is found tampered/fake, misstated, the university has the right to cancel his/her admission and stop the award of Certificate/ Degree/Diploma. The university can cancel the Certificate/ Diploma/Degree already issued as per regulation/rules of the university and file a fraud case with appropriate agencies.
22. Normally university issues the degree at the eve of the convocation held for this purpose.
23. The candidates, who are unable to receive the degree on the convocation, shall be awarded the degrees in absentia on an application accompanied by fee as may be prescribed from time to time.
24. The university reserves the right to change the contents of this prospectus without any prior notice as per University policy.
25. Foreign students seeking admission in any program should

contact whom/who before the admission whether the program is offered in their required medium of instruction.

26. The Directorate of Students Advisory & Counseling Services provides educational facilities through its 'student support fund' to the deserving students facing financial constraints. In this connection AIOU is providing financial assistance to a large number of its students through its Regional Network. The deserving students who want to avail financial assistance are advised to contact their concerned Regional Campus to obtain prescribed forms for financial assistance. After filling the forms should be submitted to the concerned Regional Campus.
For further information please contact your Regional Office.

REFUND RULES & REGULATIONS

Admission fee once deposited by the candidates/students in the University account will neither be refunded nor converted/adjusted as a matter of right. However, fee paid by the candidates/ students will be settled in the following cases: The candidates/ students who discontinue the programme/course(s) after dispatch of books, neither their admission will be cancelled nor will their fee be refunded, if candidates/students deceive the University and get admission in two different programmes at a time in a semester, admission will be cancelled in both the programmes and the fee deposited for both the programmes will be forfeited.

1. The candidates/students who deposit the fee for a programme and later on change their mind to apply in another programme and communicate their decision in black and white to the Admission Section before dispatch of study material, in such cases, fee will be refunded to them after deduction of 10% of the total amount deposited.

2. The candidates/students who are not allowed admission to a programme offered by the University due to less enrolment/non formation of viable group/non-offering of courses, full fee will be refunded to them.
3. The candidates/students who know that they are ineligible for admission to a programme, even then they deposit the fee, in such cases, fee will be refunded to them after deduction of 5% as service charge from the total amount.
4. The amount deposited by the candidates/students in excess (more than the prescribed fee) will be refunded/adjusted within a year.

Cases of refund of admission fee will be processed after finalization/completion of admissions of the semester and only on the production of original Bank Challan/Receipt No. 3 and 4.

CONTACT INFORMATION

Admission	Director Admission Allama Iqbal Open University, Islamabad. 051-9057151, adms@aiou.edu.pk
Mailing	Assistance Registrar Mailing Allama Iqbal Open University, Islamabad. 051-9057612, mailing@aiou.edu.pk
Examination	Controller of Examination Allama Iqbal Open University, Islamabad. 051-9057310, exam@aiou.edu.pk
Regional Services	Director Regional Service Allama Iqbal Open University, Islamabad. 051-9250026, drs@aiou.edu.pk

Student Advisory	Director Student affairs Allama Iqbal Open University Islamabad. 051-9057812, 9057816, director_sac@aiou.edu.pk
<ol style="list-style-type: none"> 1. Dean Faculty of Sciences AIOU Islamabad. 051-9057729, dcs@aiou.edu.pk 2. Dean Faculty of Social Sciences & Humanities, AIOU, Islamabad. 	

APPLYING/ADMISSION PROCEDURE

1. Applications for admission will be invited through advertisement in various daily newspapers.
2. The university admissions are offered twice a year.
3. A student will be allowed to register for maximum courses equal to two and a half credit (5 half credit) courses in one semester.
4. Only the prescribed printed admission forms will be entertained. Photocopy of the forms will not be accepted.
5. Incomplete admission forms will not be entertained in any case.
6. Selection of candidates in the program will be made as per rules of Allama Iqbal Open University.
7. An admitted student will be attached with Regional Center and an Approved Study Centers.
8. The university will allot a Study Center to each Computer Science student. The Study Center will not change during the semester. However, the university reserves the right to change it without any notice.
9. Any course can be taken as a certificate course.

FEE DEPOSITING PROCEDURE

The university has introduced a new method of depositing the fee and admission forms for the convenience of the students. For making the process more consistent and effective, the university has entered into a formal agreement. According to this agreement, the student can deposit the prescribed fee in any branch of all the First Woman Bank Ltd, Allied Bank Ltd, Bank Al-Falah Ltd and MCB Bank Ltd and the nominated branches of National Bank of Pakistan. The following postal charges will also be paid to bank by the student separately.”

First Woman Bank Ltd.	(All Branches)	Rs.35/-
Allied Bank Ltd.	(All Branches)	Rs.25/-
Bank Al-Falah Ltd.	(All Branches)	Rs.25/-
MCB Bank Ltd.	(All Branches)	Rs.10/-
National Bank of Pakistan	(Nominated Branches)	Rs.35/-
National Bank of Pakistan (AIOU Main Campus Branch)		Rs.20/-

The bank branch will issue a receipt of depositing the admission form and fee. This process will give relief to the students from making bank drafts and maintaining the records of the draft copies. It will also save the additional expenditure on draft making and mailing the admission forms to the university. In this way the admission forms and fee will safely reach the admission department.

Instructions

- The fee along with admission form is to be deposited in any of the nominated branch by filling the bank Challan (which is part of admission form).

- The concerned bank branch will receive the Challan and admission forms and return copy No.4 of the Challan form, duly stamped, to the applicant for his/her record.
- It is the responsibility of the applicant to attach required attested documents with the admission form.
- The Bank Charges has been included in fee so the student will not pay any additional charges to bank except total fee.
- If there is no nominated bank branch nearby, the fee can also be deposited through a Bank Draft in the name of the Treasurer, Allama Iqbal Open University, and is to be sent along with admission form (attested copies of documents) to Director Admission, Allama Iqbal Open University, H-8 Islamabad.

STUDENT COUNSELING

a) Introduction:

The Directorate of Students Advisory & Counseling Services was established in 1984, merged with Admission Office in 1988 and re-activated as an independent Directorate of Students Advisory & Counseling Services in August, 1994.

b) Objectives:

The main objectives were to provide academic assistance to the students enabling them to continue their studies smoothly. It also aims to remove the hurdles and bottlenecks, which can impede the progress of the students during the semester.

c) Information Lobby:

Since last two years, the information lobby has been setup in the Gateway Block which has been equipped with all relevant information regarding system and students' data base. Data base has been provided to the staff with the courtesy of Computer Science Department. Assistance regarding completion of admission forms, assistance in the selection of courses, problems

and information regarding fee tariff is provided to the applicants. Staff of this Directorate also assists the information counters during the period of admission i.e. February-April, and August to October.

d) Overseas Services:

The University offers its educational programs only in the following countries:-

- i. Kingdom of Saudi Arabia, Kuwait, Qatar, Abu Dhabi, Dubai, Sharjah, Sultanate of Oman, Bahrain
- ii. At present only General Education Programs of Higher Secondary School Certificate, BA level and Elementary Arabic are offered for the overseas Pakistanis.
- iii. The Directorate of Students Advisory & Counseling Services has also been assigned the task of co-ordination of Overseas Students.

The co-ordination includes the following:

- i. Keeping liaison with the Pakistani Institutions abroad for enrolment of the students as well as provision of tutorial support where possible.
- ii. Coordinating with the Foreign Office and Embassies abroad for the conduct of examination and imparting admission information to the Pakistanis residing in their vicinity.
- iii. Replying to the queries of the students as well as general public abroad.
- iv. Admission of Overseas Pakistanis residing in the Middle East/Gulf Estates and Saudi Arabia.
- v. Providing information guidance and academic counseling to the overseas students.
- vi. The study packets are also delivered in the supervision of Overseas Cell.

- vii. The assignment schedule, supplementary material and students guide is also prepared and provided to the Overseas Students by the Director Overseas.
- viii. The assignments of the overseas students are received in the directorate and evaluation is arranged through the courtesy of Director Regional Services.
- ix. The final examinations are arranged and conducted by the Examinations Department however the information regarding examinations and results is conveyed by the Overseas Cell.
- x. The complaints regarding examination are also pursued/tackled/got resolved/conveyed by the Overseas Cell.
- xi. Appointment of Tutor Counsellors.

e) Future Plans:

- Increase in the programme offering overseas.
- Enrolment of foreign students in the overseas programmes.
- Establishment of Counselling Centers in all the Regional Offices of AIOU.

Postal Address:

Directorate of Students Advisory & Counselling Services,
Gateway Block, First Floor,
Allama Iqbal Open University,
Sector H-8, Islamabad.

Phone: 051-9250174

Email: 1. director_sac@aiou.edu.pk
2. overseas@aiou.edu.pk