

**PROSPECTUS  
FOR  
INTERNATIONAL & OVERSEAS STUDENTS  
ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION**

- **ISLAMIC BANKING (IB)**
- **HUMAN RESOURCE MANAGEMENT (HRM)**
- **MARKETING**

**Semester: Autumn-2021**



**Directorate of International Collaboration & Exchange**

# CONTENTS

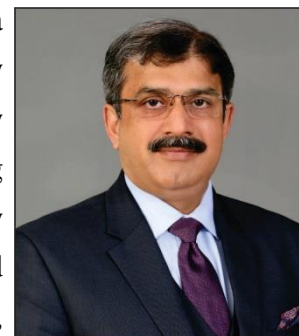
	<i>Page #</i>
<b>Vice-Chancellor’s Message .....</b>	iii
<b>Important Activities.....</b>	iv
<b>Complete Procedure to Enroll in AIOU Programme &amp; Submission of Form in AIOU .....</b>	v
<b>Step by Step Guide to fill up online application Forms.....</b>	vi
<b>Allama Iqbal Open University’s Introduction .....</b>	1
<b>Faculty of Social Sciences &amp; Humanities.....</b>	2
Islamic Banking .....	3
Human Resource Management .....	3
Marketing.....	4
General Information.....	7
Availability of Learning Material and Procedure for Fee Payment.....	8
Procedure for Fee Payment.....	8
Regulations for Refund of Admission Fee.....	8
General Conditions for Refund.....	9
Important Telephone Numbers .....	10

## Vice-Chancellor's Message

Dear Student,

السلام عليكم  
Allama Iqbal Open University (AIOU) is one of the mega universities of the world and it occupies a unique position in the education sector of Pakistan. Because of its affordability and high quality distance and online academic programs. AIOU has now turned into the most favorite university of the country with high international of repute. The university made a landmark progress by ensuring access to quality education rural areas under-privileged students for the people of all ages particularly the females can now select and join the programs of their choice while sitting at their residence and along with continuing their jobs. After assessing the success of many degree programs in Pakistan, AIOU is now going to offer a ranges programs for the students in UAE, Saudi Arabia, Kuwait, Qatar, Behrain, Oman, USA and many other countries currently. More

than 1.3 million students are getting benefits from the high-quality educational services of AIOU in all regions of the country through more than fifty regional offices of the university. It offers-suggests many undergraduate and Post Graduate programs at rural and remote areas providing an unparalleled opportunity to all the poor and deprived sections of the society at an affordable cost. The university has recently digitalized all its student-support services for facilitating its students on priority basis. This digitization of the system, it is hoped, will enable AIOU students to get all kinds of educational using their Learning Management system (LMS) portal support online. Committed for your bright future.



**Prof. Dr. Zia-Ul-Qayyum**  
**Vice Chancellor**  
**AIOU**

## **IMPORTANT ACTIVITIES TO BE REMEMBERED**

<b>Activity</b>	<b>Spring Semester</b>	<b>Autumn Semester</b>
Admissions	March – April	September – October
Study Period	June – October	December – April
Examinations	October – November	April – May
Result	January	July

**Note:** Contact Directorate of International Collaboration & Exchange for exact schedule of activities. Simultaneously all information is placed on website ([www.aiou.edu.pk](http://www.aiou.edu.pk)).

It is informed that the students of all Postgraduate programs are required to upload their assignments (in typed form) on AAGHI LMS PORTAL. Handwritten assignments shall not be accepted in any case.

# **COMPLETE PROCEDURE TO ENROLL IN AIOU PROGRAMME AND SUBMISSION OF FORM IN AIOU ISLAMABAD**

**International & Overseas Students Shall Submit Their Admission Using Online System.**

## **ADMISSION PROCEDURE**

### **Fresh International/Overseas Students**

1. Online Admission form is available at <https://aiou.edu.pk>
2. Click on Online Admission Form
3. Create your profile by using your email ID
4. Complete Admission Form
5. Select your required program
6. Upload required documents
7. Submit your application
8. Click on fee payment link
9. Download fee payment challan and note down your challan number
10. Go to [olpay.aiou.edu.pk](http://olpay.aiou.edu.pk)
11. Enter challan number and click on "search" button
12. Check & tally your challan details with the generated challan then click on "submit fee" button
13. Enter credit/debit card number, card holder name, expiry and CVV code (mentioned on back side of card).
14. Click on "pay now" button
15. A successful payment notification will be appeared with an Order ID
16. Write Order ID and Transaction Date on the space given below.
17. Save the Order ID in your record till confirmation of your admission

## STEP BY STEP GUIDE TO FILL UP ONLINE APPLICATION FORMS

Here we will share/guide you how to fill up the online admission form for Post Graduate Diploma(s):

- First open our website in any Browser [WWW.AIOU.EDU.PK](http://WWW.AIOU.EDU.PK) you will be at this page/window.

The screenshot shows the Allama Iqbal Open University website. The header includes the university's name and logo, and a navigation menu with links like Home, About, Faculties, Departments, Programmes, Research, Libraries, News Letters, Jobs, and Contact Us. Below the header is a secondary navigation menu with links like Admissions, Mailing, Examination, Live Media, Downloads, Life at AIOU, ORIC, and Help Desk. The main banner features the text 'Education for All' and 'Admissions Open Autumn 2021'. Below the banner are four main sections: AAGHI LMS PORTAL, ADMISSIONS, EXAMINATIONS, and LINKS. The 'ADMISSIONS' section is highlighted with a red box around the 'Online Admission Form NEW' link.

- Click [Online Admission Forms](#) under the ADMISSIONS Tab.

Home | About | Faculties | Departments | Programmes | Research | Libraries | News Letters | Jobs | Contact Us

Allama Iqbal Open University  
"Education for All"

Admissions | Mailing | Examination | Live Media | Downloads | Life at AIOU | ORIC | Help Desk

### Online Admission Form

For Semester Autumn 2021

- Admission for Fresh Applicants
- Enrolment for Continuing Students (If you have not received Username/Password please call helpline: 051-111-112-468 OR submit request on Helpdesk: <http://support.aiou.edu.pk>)
- Download Prospectus (For National Students)
- Download Prospectus (For International and Overseas Students)

Helpline: 051-111-112-468

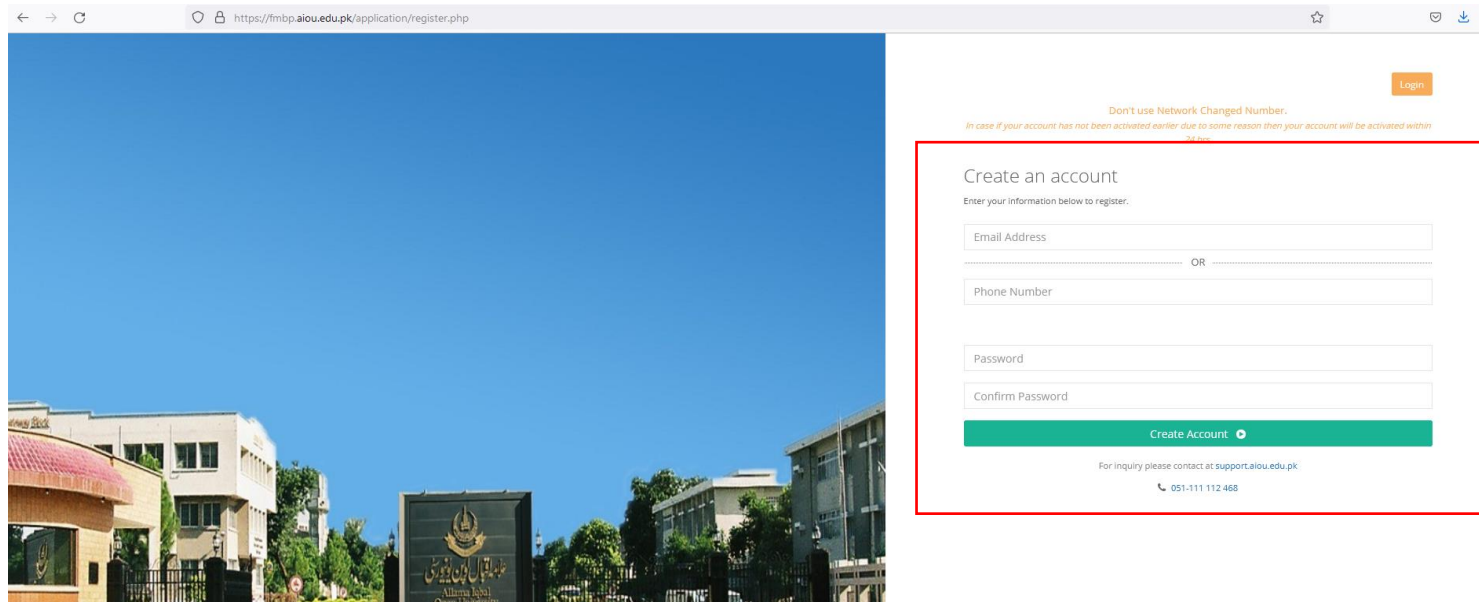
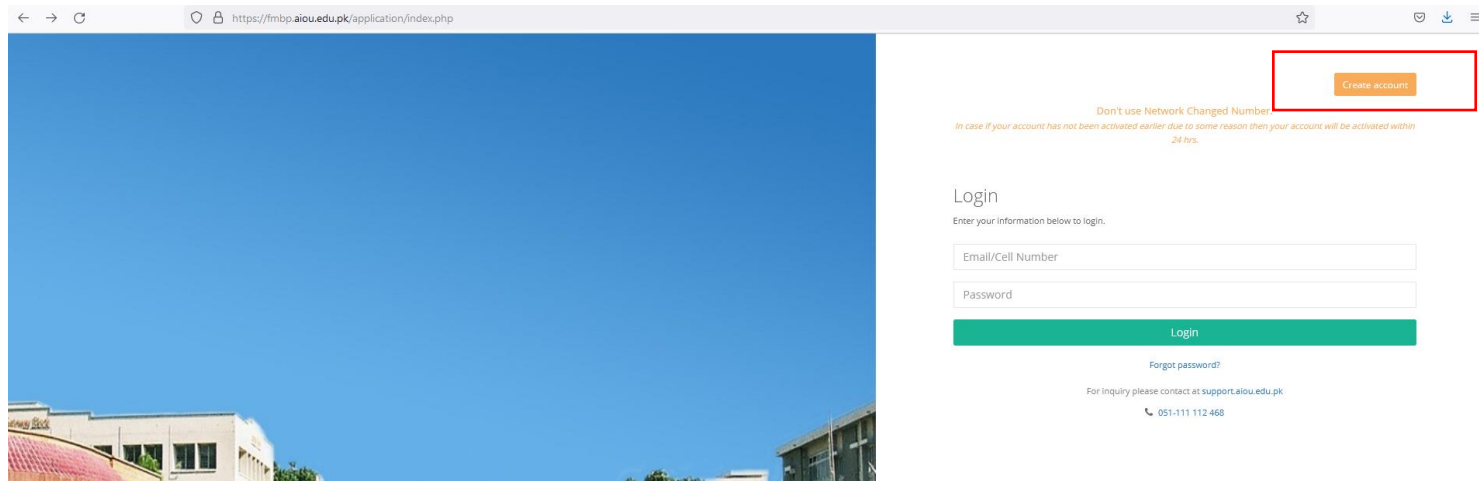
Copyright © 2020-21 @ AIOU | Allama Iqbal Open University, Sector H-8, Islamabad- 44000, Pakistan | AIOU Help Desk

- On next window you will find following **Four Options**.
  - Admissions for Fresh Students**
  - Enrolment for Continuing Students (will start from 16 August 2021)
  - Download Prospectus (For National Students)
  - Download Prospectus (For International and Overseas Students)**

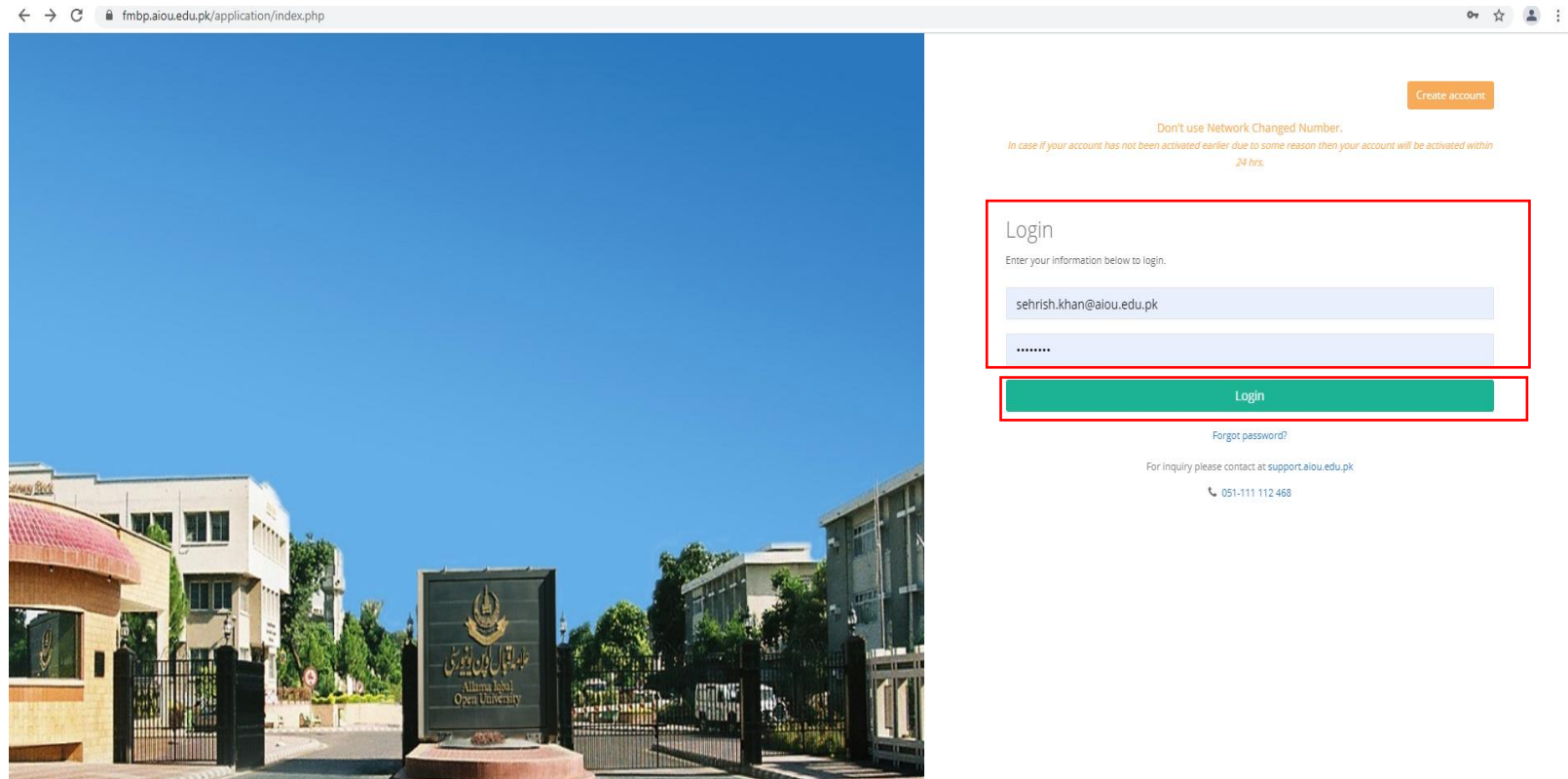
Please click option 4 if you want to read or download the prospectus otherwise click on option 1 to fill-up online admission form Click on Admission for Fresh Applicants.

On clicking [Admission for Fresh Applicants](#), you can view the window as shown in picture. Here you will have to create your account with your email (Phone number option is not available for international and overseas students).

- Please click on [Create Account](#).
- 

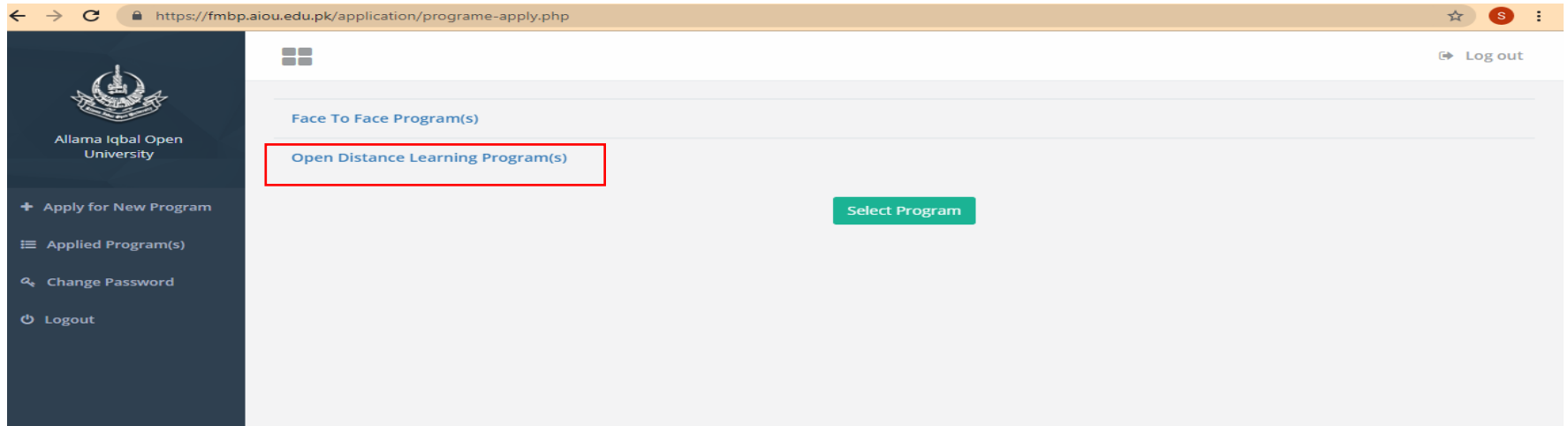


- On creating account with email, you will receive a [CODE through your email](#). Write down that code at this page and proceed further.
- On successful creation of your account with AIOU you will have to sign in with your [email and password](#) as per shown example:

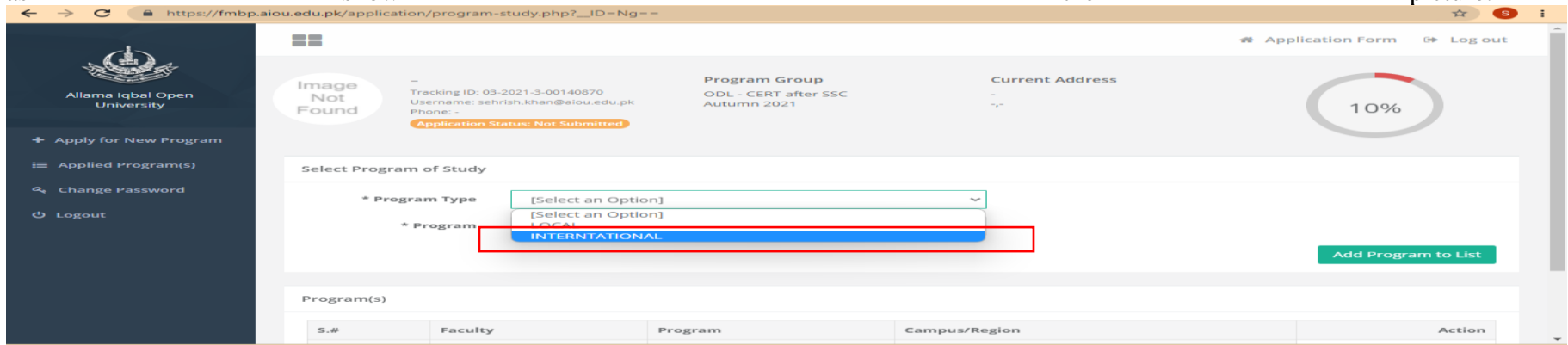


After Clicking the Login Button you will sign in to your University Account.

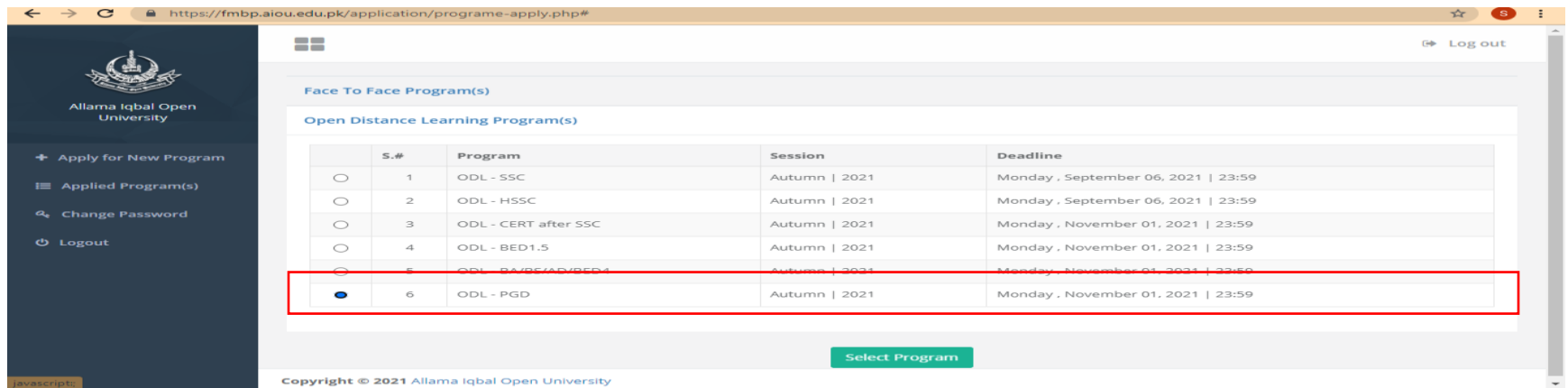
- Click on **Apply for New Program**. You will see two options **Face to face Programs** and **Open Distance Learning Programs**.
- **Click Open Distance Learning Program**.



All International and Overseas Students filling the Program of Study Portion shall **select INTERNATIONAL** in the **Program Type** as shown in the picture:



On Next Window you will find an option to choose your degree program in which you want to get admission. If you are applying for any PGD Program, then Select Option 6 ODL-PGD as shown in picture:



- After selecting your desired degree program, you will be at the new window there you will have to fill up the required information.
- For Post Graduate Diploma’s fill-up, the information on this page, i. e. your last degree information. Under Degree Type click Degree and under Degree Level click 12 years of education. Under **DEGREE** click relevant option. Then your Preference/Major click relevant option and then under Board/university select your university from which you passed your last degree.
- After this you will have to provide **INFORMATION about your MARKS**. Under Starting Year and Passing Year select the year you started and passed your degree.
- Under Roll Number type your roll number or registration no of that degree.
- In Exam type Annual or Semester and Grading.
- Then fill up Total Marks and Obtained Marks. Then **Division** will be auto filled by the system.

Alama Iqbal Open University

Apply for New Program

Applied Program(s)

Change Password

Logout

Image Not Found

Tracking ID: 02-2021-3-00131360  
Username: sehresh.khan@aiou.edu.pk  
Phone: -

Application Status: Not Submitted

Program Group  
ODL - PGD  
Autumn 2021

Current Address  
-

0%

**Degree Information ( Terminal/Last Academic Record )**

\* Degree Type [Select an Option]

\* Degree Level [Select an Option]

\* Degree [Select an Option]

\* Preference/Major [Select an Option]

\* Board/University [Select an Option]

**Marks Information**

\* Starting Year [Select an Option]

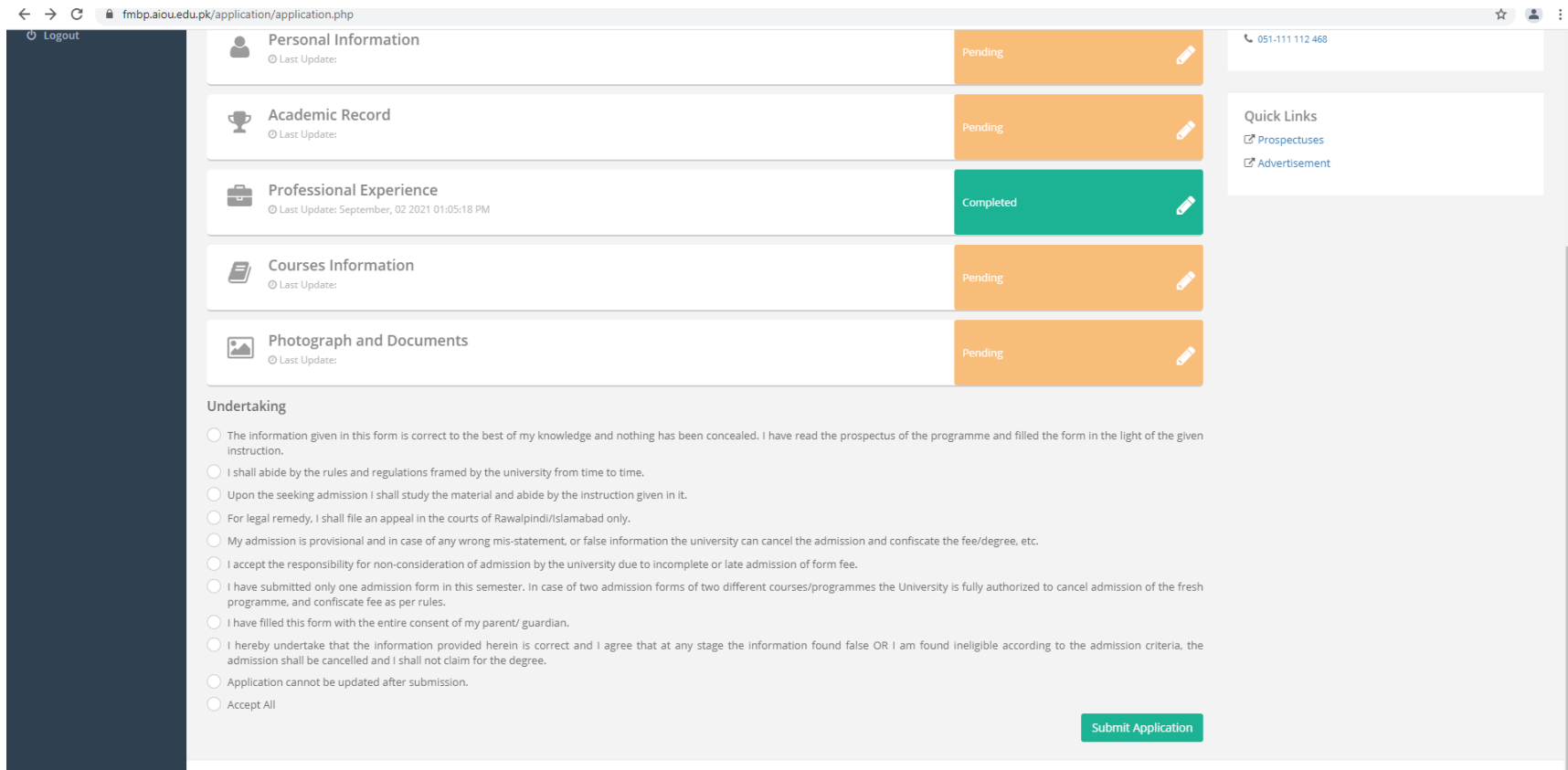
\* Passing Year [Select an Option]

\* Roll Number

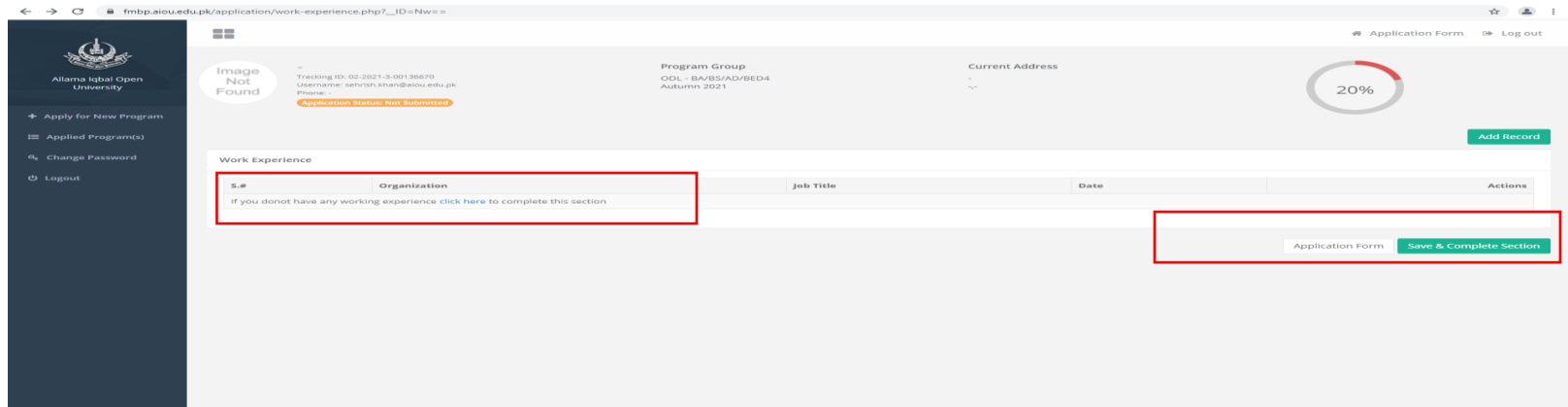
\* Exam Type [Select an Option]

\* Grading [Select an Option]

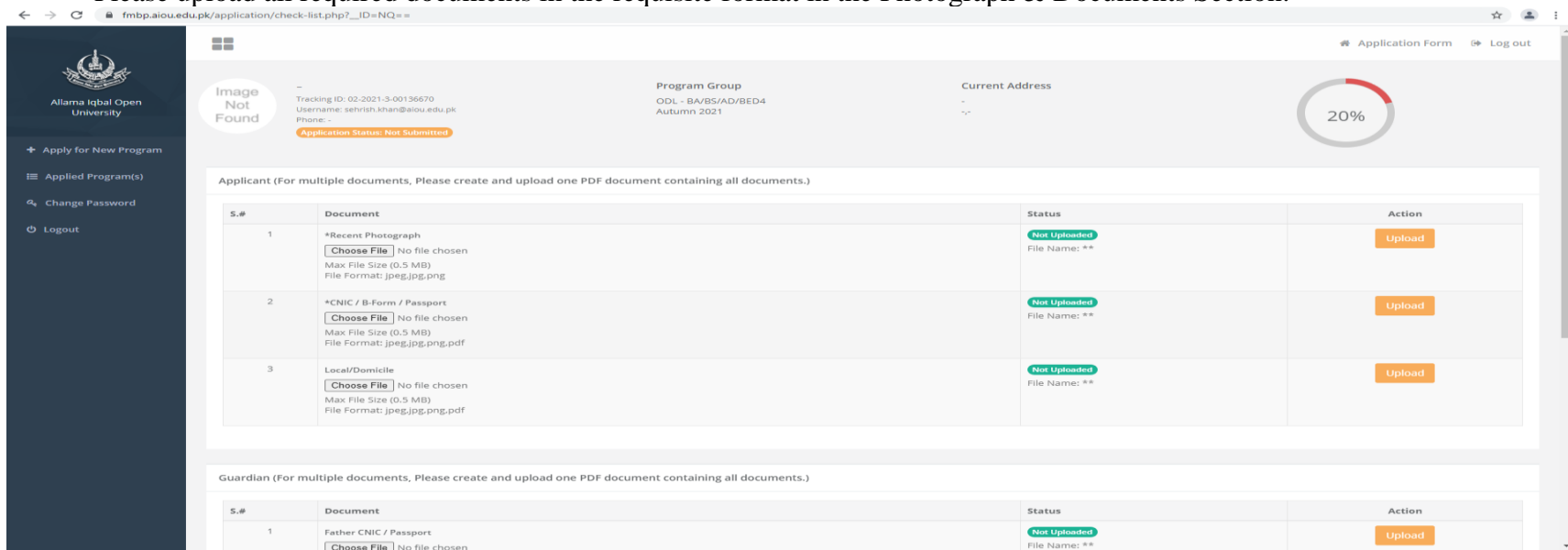
- Click one by one on the given options **Program of Study, Personal information, Academic Record, Professional Experience, Course Information, Photographs & Documents** and fill up accurately all the requisite information under these headings.
- Applicants of BS(4-Years), Associate degree Programs, B.E.D Programs, Online Certificates and Post Graduate Diplomas will pay their fee online after filling up their online admission form.



- In Professional Experience students who don't have any work experience shall **click as shown in the picture** and **click on the save & continue Section:**



- Please upload all required documents in the requisite format in the Photograph & Documents Section:



- At the last step **ACCEPT ALL UNDERTAKINGS** by clicking on the empty boxes placed on left side of the window and click on the Submit Application Button:

← → ↻ fmbp.aiou.edu.pk/application/application.php

Logout

<b>Personal Information</b> ⌚ Last Update:	Pending	051-111 112 468
<b>Academic Record</b> ⌚ Last Update:	Pending	<b>Quick Links</b> <a href="#">Prospectuses</a> <a href="#">Advertisement</a>
<b>Professional Experience</b> ⌚ Last Update: September, 02 2021 01:05:18 PM	Completed	
<b>Courses Information</b> ⌚ Last Update:	Pending	
<b>Photograph and Documents</b> ⌚ Last Update:	Pending	

**Undertaking**

- The information given in this form is correct to the best of my knowledge and nothing has been concealed. I have read the prospectus of the programme and filled the form in the light of the given instruction.
- I shall abide by the rules and regulations framed by the university from time to time.
- Upon the seeking admission I shall study the material and abide by the instruction given in it.
- For legal remedy, I shall file an appeal in the courts of Rawalpindi/Islamabad only.
- My admission is provisional and in case of any wrong mis-statement, or false information the university can cancel the admission and confiscate the fee/degree, etc.
- I accept the responsibility for non-consideration of admission by the university due to incomplete or late admission of form fee.
- I have submitted only one admission form in this semester. In case of two admission forms of two different courses/programmes the University is fully authorized to cancel admission of the fresh programme, and confiscate fee as per rules.
- I have filled this form with the entire consent of my parent/ guardian.
- I hereby undertake that the information provided herein is correct and I agree that at any stage the information found false OR I am found ineligible according to the admission criteria, the admission shall be cancelled and I shall not claim for the degree.
- Application cannot be updated after submission.
- Accept All

[Submit Application](#)

## **ALLAMA IQBAL OPEN UNIVERSITY**

Allama Iqbal Open University, a mega university was established in 1974 under an Act of Parliament. The main campus of the university is situated in sector H-8, Islamabad. It was the second open university of the world and the first of its kind in Asia and Africa. 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 education journey 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 where-as post graduates are offered once a year. The enrolled students are given course books specially prepared by the university on self-instructional principles. However, at post graduate level reprints of foreign books alongwith allied material and university prepared study guides help students to polish their skills.

At present, the AIOU is offering programmes from Matric to PhD level in diverse disciplines comprised of 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 (IT), MBA (Banking and Finance), MBA (Marketing), MBA (HRM), BS (CS), MSc/BS Chemistry, MSc/BS Microbiology etc. are being provided instruction, guidance and counselling through face-to-face education. AIOU is also offering four years' under-graduate degrees.

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 the renowned dignitaries and scholars. For the science students and the research scholars, a science complex has been built where they use the latest equipment of international standard for experiments and research. To meet the present-day challenges, internet facility is also available in the student 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 14 departments offering masters programmes in major areas of Social Sciences and Humanities like, Business Administration, Economics, Mass Communication, Sociology, Urdu, Library & Information Sciences, History, Pakistan Studies and Teaching of English as a foreign Language (TEFL). Additionally, efforts are afoot to plan and launch post-graduate programmes in Pakistani Languages and Law.

The Commonwealth-collaborated master's programmes in the areas of Business and Public Administration, which are specially tailored for the modern-day busy executives, were launched in Spring 2002 semester and they are offered to the international/overseas students online.

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 few years. It has launched MPhil/PhD programmes in Iqbaliat, Urdu and Mass Communication and History while preparations are being made to launch MPhil Business Administration, Applied Linguistics.

The Faculty of Social Sciences & Humanities also offers several bachelors' level programmes in such professional areas like bachelor's in library & Information Sciences (BLIS), BS-Business Administration, BS-Commerce 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.

The faculty has expanded vitally, and its programmes have gained a high popularity as is clear from rapidly rising trend of enrolment during the past decade. During the period under report, the faculty accorded high priority towards quality improvements and to modify its programmes in accordance with the current challenges of 21st century.

The faculty proposed to launch post-Graduate programmes in the disciplines of Political Science and International Relations, Psychology, Public Administration and Social Work.

By keeping in view, the need of international market Directorate of International Collaboration & Exchange (IC&E) has started offering admissions to the International and Overseas students in Associate Degree Programs from Autumn-2021 session.

## **ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION (Islamic Banking, HRM, and Marketing)**

It is an industry integrated program, designed for the professionals who want to enhance the knowledge and skills in the areas of Islamic Banking, HRM and Marketing. Further, these professionals will achieve excellence through development of practical skills through the applications of theory across the field of Islamic Banking, HRM and Marketing.

It is a comprehensive educational program that will be offered online to international and overseas students consisting of four semesters covering 20 courses. Students would have to complete internship / project as per the HEC guidelines and AIOU practice. All the courses are designed in such a manner to able the professionals to fulfill the need of industry and can provide financial solutions anywhere as where and when required.

### **Objectives:**

Associate Degree in Business Administration is designed for achieving the following objectives:

- i. To develop managerial skills in the areas of Islamic Banking, HRM and Marketing.
- ii. To enable professionals to work in complex and dynamic environment of corporate sector
- iii. To inculcate analytical insight to deal with the different related issues in order to cater the need of the country.

### **Eligibility Criteria:**

Applicants having 12 years of education (F.A./F.Sc or equivalent) from any recognized Board of Intermediate and Secondary Education /University with at least second division (45% marks) would be eligible to apply.

International students would have to verify their 10Yeras and 12Years Degree from IBCC/equivalence certificate.

**ASSOCIATE DEGREE IN  
BUSINESS ADMINISTRATION (ISLAMIC BANKING)**

Sr. No.	Course title	Course Code	Cr. Hrs.
<b>FIRST SEMESTER</b>			
1	Islamic Studies /Ethics	5436 / 5437	3
2	Pakistan Studies	5438	3
3	Fundamentals of Business	5402	3
4	Basics of ICT	5403	3
5	Compulsory English-I	5404	3
<b>SECOND SEMESTER</b>			
1	Principals of Accounting	5401	3
2	Applied Mathematics for Business and Social Sciences	5405	3
3	Micro Economics	5406	3
4	Compulsory English-II	5411	3
5	Sociology	5415	3
Sr. No.	Course title	Course Code	Cr. Hrs.
<b>THIRD SEMESTER</b>			
1	Principals of Marketing	5407	3
2	Business Communication	5409	3
3	Cost Accounting	5410	3
4	Statistics for Management	5412	3
5	Principles of Management	5414	3
6	Macro Economics	5416	3
<b>FOURTH SEMESTER</b>			
1	Fundamentals of Islamic Finance	5446	3
2	Takaful Management	5447	3
3	Islamic Capital Markets	5448	3
4	Sakuk Management	5449	3
5	Islamic Branding and Marketing	5450	3
6	Internship	5440	3

**ASSOCIATE DEGREE IN  
BUSINESS ADMINISTRATION  
HUMAN RESOURCE MANAGEMENT (HRM)**

S. No.	Course Title	Course Code	Cr. Hrs.
<b>FIRST SEMESTER</b>			
1	Islamic Studies /Ethics	5436 / 5437	3
2	Pakistan Studies	5438	3
3	Fundamentals of Business	5402	3
4	Basics of ICT	5403	3
5	Compulsory English-I	5404	3
<b>SECOND SEMESTER</b>			
1	Principals of Accounting	5401	3
2	Applied Mathematics for Business and Social Sciences	5405	3
3	Micro Economics	5406	3
4	Compulsory English-II	5411	3
5	Sociology	5415	3
<b>THIRD SEMESTER</b>			
1	Principals of Marketing	5407	3
2	Business Communication	5409	3
3	Cost Accounting	5410	3
4	Statistics for Management	5412	3
5	Principles of Management	5414	3
6	Macro Economics	5416	3
<b>FOURTH SEMESTER</b>			
1	Business Law	5413	3
2	Human Resource Management	5431	3

3	Organizational Behavior	5432	3
4	Social Policy and Strategy	5423	3
5	Internship	5440	3

**ASSOCIATE DEGREE IN  
BUSINESS ADMINISTRATION (MARKETING)**

S. No.	Course Title	Course Code	Cr. Hrs.
<b>FIRST SEMESTER</b>			
1	Islamic Studies /Ethics	5436 / 5437	3
2	Pakistan Studies	5438	3
3	Fundamentals of Business	5402	3
4	Basics of ICT	5403	3
5	Compulsory English-I	5404	3
<b>SECOND SEMESTER</b>			
1	Principals of Accounting	5401	3
2	Applied Mathematics for Business and Social Sciences	5405	3
3	Micro Economics	5406	3
4	Compulsory English-II	5411	3
5	Sociology	5415	3
<b>THIRD SEMESTER</b>			
1	Principals of Marketing	5407	3
2	Business Communication	5409	3
3	Cost Accounting	5410	3
4	Statistics for Management	5412	3
5	Principles of Management	5414	3
6	Macro Economics	5416	3
<b>FOURTH SEMESTER</b>			
1	Business Law	5413	3

2	Advertising and Seles Promotion	5435	3
3	Marketing Management	5433	3
4	Marketing Research	5434	3
5	Internship	5440	3

The Associate Degree is equivalent to two years' graduation. This degree is skill oriented education and better as compared to general graduation.

Sr. No.	Nature of Courses	Credits
1	Compulsory Courses	21
2	Foundation Courses	12
3	Major Courses including Project/ Internship Report	27
4	Elective Courses supporting the Major	09
	<b>Total</b>	69

**Duration:**

The Associate Degree program has two-year duration. It consists of four semesters.

**Admission Criteria:**

Intermediate or equivalent having at least 2<sup>nd</sup> division (45% marks). The qualifying candidates as per criteria mentioned above are required to deposit their fee online.

**Methods of Instruction:**

- i. The Program will be offered online.
- ii. The outline of courses along with the required reading material and assignments will be provided to the students online. video conference method may also be applied in this regard.
- iii. Fourteen online classes of two hours each will be conducted for a course.
- iv. At least 70% percent online class attendance of students would be mandatory to qualify them for appearing in exams.

## EVALUATION SCHEME

### Assignments

The students will submit online two compulsory assignments of each course to their teachers as per schedule who will return the same after marking and provide necessary academic guidance.

### Assessment

Assessment criteria as per rules & regulations of University will be as under:

Assessment Component	Weightage in the aggregate result
Assignment 1	15%
Assignment 2	15%
Final Examination	70%

- i. For successful completion of each course, the student will be required to qualify in each component.
- ii. To appear in final examination, the student has to pass in the assignments, and 70% attendance in the classes.
- iii. The conditions to qualify each component are given below:
  - a. A minimum of 50% pass marks in both assignments (aggregate).
  - b. A minimum of 50% pass marks in the final examination.

## DEGREE REQUIREMENTS

Following are the requirements for the award of Associate Degree:

- i. Successful completion of all required courses.
- ii. Successful completion of Project/ Internship in the relevant industry:
- iii. A student will be required to complete Internship/Project of 06 Credit Hours as per AIOU rules, and submit report to the Directorate of International Collaboration & Exchange; reports would be evaluated on the guidelines given by AIOU.
- iv. Guidelines regarding the Internship/ Project will be provided by the department and according to AIOU rules and regulations
- v. Viva voce examination: On successful completion of Internship/ Project, viva voce examination shall be held online according to AIOU rules.

For any query may contact on [ice@aiou.edu.pk](mailto:ice@aiou.edu.pk)

## Fee Tariff For 1<sup>ST</sup> SEMESTER

Item	Fee
Registration Fee	US\$50
Admission Fee	US\$50
Tuition fee per 3 Credit Hours Course = US\$150× 5 = 650	US\$650
<b>Total US\$:</b>	<b>US\$850</b>

## **FACULTY MEMBERS:**

1. **Prof. Dr. Syed Hassan Raza**  
Chairman  
Ph: 051-9057722  
Email: hassan\_raza@aiou.edu.pk
2. **Dr. Muhammad Majid Mahmood Bagram**  
Associate Professor  
Ph: 051-9057406  
Email: majid\_mahmood@aiou.edu.pk
3. **Dr. Adnan Riaz**  
Assistant Professor  
Ph: 051-9057272  
Email: adnan\_riaz@aiou.edu.pk
4. **Dr. Salman Ali Qureshi**  
Assistant Professor  
Ph: 051-9057840  
Email: Salman\_qureshi@aiou.edu.pk
5. **Dr. Mubashar Hassan Zia**  
Assistant Professor,  
Ph: 051-9057855  
[Mubashir.hassan@aiou.edu.pk](mailto:Mubashir.hassan@aiou.edu.pk)
6. **Mr. Mahmood-ul-Hassan**  
Lecturer  
Ph: 051-9057855  
Email: mehmoood\_ul\_hassan@aiou.edu.pk
7. **Mr. Sadar Ayub Khan**  
Lecturer  
Ph: 051-9057416  
Email: Sadar\_ayub@aiou.edu.pk
8. **Mrs. Mobashira Hamid Alvi**  
Lecturer  
Ph: 051-9057186

Email: Mobashira.alvi@aiou.edu.pk

9. **Mr. Ahmed Hassan Jamal**  
Lecturer  
Ph: 051-9057379
10. **Syeda Attiya Rahat**  
Lecturer  
Ph: 051-9057250
11. **Mr. Ehsan Javaid**  
Lecturer  
Ph: 051-9057855
12. **Staff:**  
Ph: 051-9057723

## GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A course taken by any student cannot change during the semester. However, in real hardship cases, the change in courses will be allowed by Director Admission within fifteen days after deposit of prescribed fee.
- iii. The address of a student will not be changed during the semester.
- iv. Admission to courses for both the Spring and Autumn semesters are generally offered in the months of March and September, respectively, whereas examinations commenced in November and May respectively. Admission schedule is announced on University website <https://aiou.edu.pk> during this period. The students are required to submit their online application for admission as per schedule.
- v. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme.
- vi. On payment of the registration fee, each student will be issued a registration number. The registration number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
- vii. Rules and regulations framed, enhanced and changed from time to time by the authorities, bodies of the university will be effective as applicable. The student must abide by all such rules and regulations from the date of their implementation.
- viii. A student who fails in continuous assessment component is not eligible to reappear but will be allowed to re-register for the same course at its next offering semester by the university.
- ix. It would be responsibility of the student to remain in touch with the department regarding the selected programme.
- x. 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/she formally postpones it till the completion of the new programme or withdraws from the previous programme.
- xi. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree as per guided process by the Directorate of International Collaboration & Exchange.
- xii. The university reserves the right to change contents of this prospectus without any prior notice as per university policy.
- xiii. Online admission forms incomplete in any respect will not be entertained and after closure of admissions students would be informed about the deficiency in clear terms with advice to request for refund of fee.
- xiv. Online admission form received without prescribed fee less fee or fee deposited after due date will not be considered.
- xv. In case of discrepancies in the name of student/ Father's name of the student or difference in name mentioned in his/her other educational certificates, the name on the Matric certificate of the student will be considered as correct name. The Examination Department shall also issue certificate/degree on the said name.
- xvi. In case provision of forged documents for admission, not only the admission will be refused to the applicant but the fee deposited by him/her will also be forfeited. The university may proceed further in the matter.
- xvii. International students having international degree equivalent to SSC/HSSC degree are required to get it verified by the IBCC and provide the equivalence certificate to AIOU.

### **Availability of Learning Material**

- i. Learning material can be downloaded from university website: [www.aiou.edu.pk](http://www.aiou.edu.pk)
- ii. All learning material would be available online for international/overseas students after the commencement of classes.
- iii. Student shall download the learning material and tally with the course codes for which he/she had been registered in the semester.
- iv. Students can get their learning material through AAGHI LMS portal.

### **Procedure for Fee Payment**

International and Overseas Students will have to pay their fee Online as per Guided Procedure:

1. Go to [olpay.aiou.edu.pk](http://olpay.aiou.edu.pk)
2. Enter challan number and **click on "search"** button.
3. Check & tally your challan details with the generated challan then **click on "submit fee"** button.
4. Enter credit/debit card number, card holder name, expiry and CVV code (mentioned on back side of card).
5. **Click on "pay now"** button.
6. A successful payment notification will be appeared with an Order ID.
7. Write Order ID and Transaction Date on the space given below.

8. Save the Order ID in your record till confirmation of your admission.

### **REGULATIONS FOR REFUND OF ADMISSION FEE**

- The students who have submitted their fees for Admission but do not wish to continue and have applied for refund of fee will be refunded after deduction @ 10% of total fee.
- The student who was not eligible but deposited fee for Admission, the fee shall be refunded after deduction @ 15% of total fee.
- The students who have deposited their fee in excess of due fee the total excess amount shall be refunded adjusted as the case may be.
- The Treasurer Department shall verify the fee of students and shall send the case to the audit for pre-audit.
- Cheque will be issued to the candidate by the campus payment section, Treasurer Department.
- Admission fee will be refunded/ adjusted maximum up to one year.
- Refund of Fee for all international and overseas students is subject to the University policy time to time.

## **GENERAL CONDITIONS FOR REFUND**

1. The University must have received the fees in its bank account.
2. All refund requests must be submitted on the Fee Refund Application form. Deposit Slip, any other record of fee and ID Card copy must be attached to it.
3. All applications shall be addressed to the Treasurer and will be received directly in the Treasurer Department with full particulars. The Treasurer Department will get report from concerned Department and verify the amount from system as the case may be and will process the case accordingly.
4. The refund will be made after deduction of any recoverable amount.
5. The refund will be made to the same person or firm from whom the payment was received, through cross cheques.
6. If the University makes an offer on the basis of incorrect or incomplete information, misstatements, concealment of facts, fake certificates or use of any other unfair means by the applicant/ student, the admission will be cancelled, and refund will not be allowed. Department reserves the right to take disciplinary action also.
7. Any type of Processing Fee will not be refunded.
8. In the case of death or physical incapacity, the full refund will be made only in instances of sever unavoidable and incapacitating circumstances.
9. In case the students who are not allowed/granted admission to a program offered by the University due to less enrolment/non formation of viable group/ non-offering of courses, full fee will be refunded to them.

### **REFUND OF OTHER FEE**

1. All kind of other fee including but not limited to Degree fee, Re-appear exams fee, change off name/father name, examiner registration fee, tutor registration fee, late assignment evaluation fee, analysis fee, rechecking of answer scripts fee, NOC fee, subject/group change fee, thesis evaluation fee, thesis extension fee, job fee, tender fee tec. will not be refunded. Only excess fee deposited will be refunded/ adjusted.
2. The extension in thesis fee in excess shall be refunded on approval of concerned Dean with certificate that fee was deposited in excess.
1. The amount deposited in University accounts by any person/firm (other than student), by mistake or in excess shall be refunded after verification of the amount deposited.

### **IMPORTANT TELEPHONE NUMBERS**

<b>Sr. #</b>	<b>Name</b>	<b>Telephone Nos.</b>
1.	Director Admissions	051-9057298 051-9250043 051-9250162 (Fax)
2.	Controller of Examinations	051-9057310 051-9057328 051-9250012
3.	Director Students Affairs	051-9250174
<b>Directorate of International Collaboration &amp; Exchange</b>		
1.	Dr. Zahid Majeed Director <a href="mailto:Zahid_majeed@aiou.edu.pk">Zahid_majeed@aiou.edu.pk</a>	+92-51-9057294
2.	Sehrish Khan Assistant Director <a href="mailto:sehrish.khan@aiou.edu.pk">sehrish.khan@aiou.edu.pk</a>	+92-51-9057811
3.	Mr. Muhammad Ajab Superintendent <a href="mailto:overseas@aiou.edu.pk">overseas@aiou.edu.pk</a>	+92-51-9057165 +92-51-9250175