

Admission Autumn 2021

AI^oU

MA Education
M.Ed



Allama Iqbal Open University, Islamabad
Directorate of International Collaboration & Exchange
www.aiou.edu.pk

PROSPECTUS FOR INTERNATIONAL/OVERSEAS STUDENTS

MA Education / M.Ed

FOR

SEMESTER: AUTUMN, 2021



**Directorate of International Collaboration &
Exchange**

Allama Iqbal Open University Pakistan

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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 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. 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. AIOU offers 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. After assessing the success of many degree programs in Pakistan, AIOU is successfully offering multiple degree programs for International/overseas students. AIOU values the presence of International/Overseas students and recognizes the important role they play in the life of AIOU. In recent years we have established cross institutional cooperation's with many countries across the globe. 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 support online by using their Learning Management system (LMS) portal.



Committed for your bright future!

Prof. Dr. Zia-UI-Qayyum
Vice Chancellor, AIOU

IMPORTANT ACTIVITIES TO BE REMEMBERED

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

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

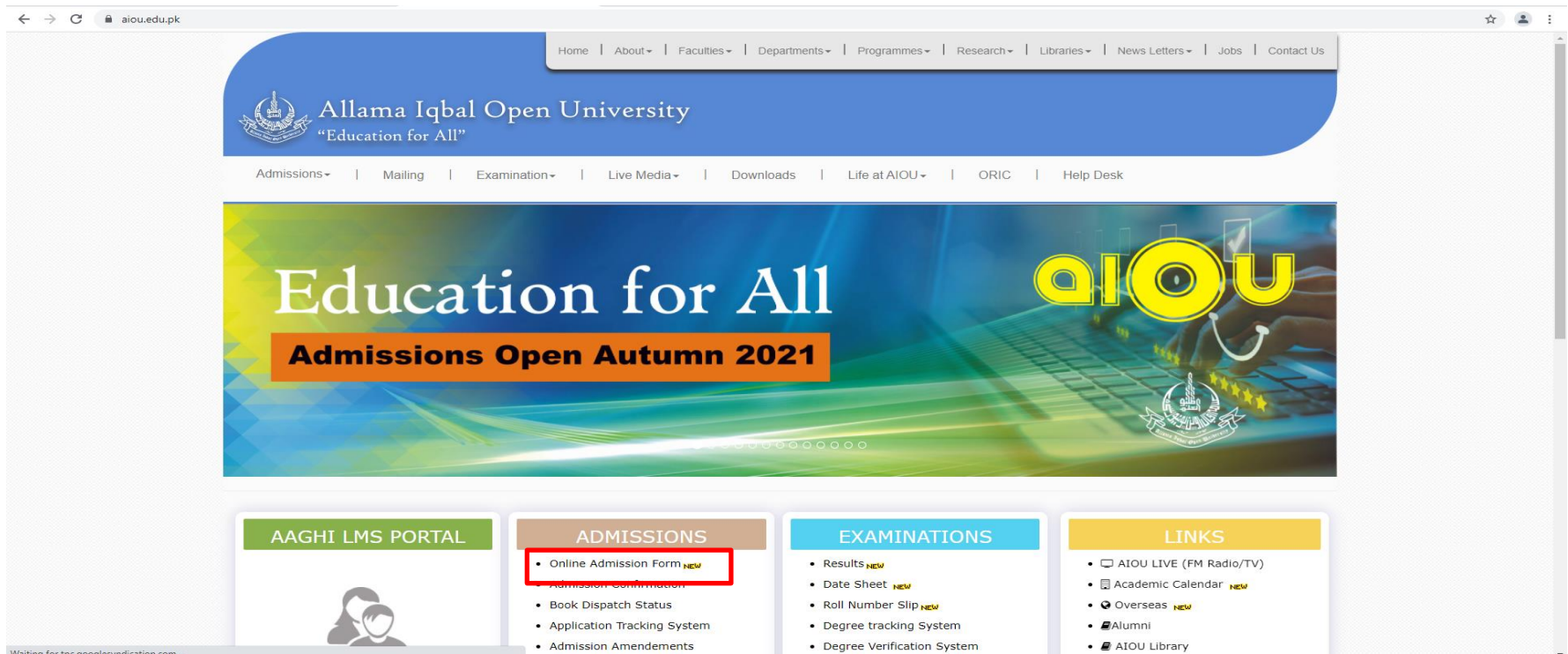
Fresh International/Overseas Students

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
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 you will be at this page/window.



The screenshot shows the homepage of Allama Iqbal Open University. The header includes the university's name and logo, along with a navigation menu. The main banner features the text "Education for All" and "Admissions Open Autumn 2021". Below the banner, there 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.

AAGHI LMS PORTAL	ADMISSIONS	EXAMINATIONS	LINKS
	<ul style="list-style-type: none">• Online Admission Form <small>NEW</small>• Admission Confirmation• Book Dispatch Status• Application Tracking System• Admission Amendments	<ul style="list-style-type: none">• Results <small>NEW</small>• Date Sheet <small>NEW</small>• Roll Number Slip <small>NEW</small>• Degree tracking System• Degree Verification System	<ul style="list-style-type: none">• AIOU LIVE (FM Radio/TV)• Academic Calendar <small>NEW</small>• Overseas <small>NEW</small>• Alumni• AIOU Library

- Click **Online Admission Forms** under the ADMISSIONS Tab.

← → ↻ aiou.edu.pk/Onlineadmissionform.asp ☆ ⓘ

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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)

Facebook Twitter Google+ YouTube

Helpline: 051-111-112-468

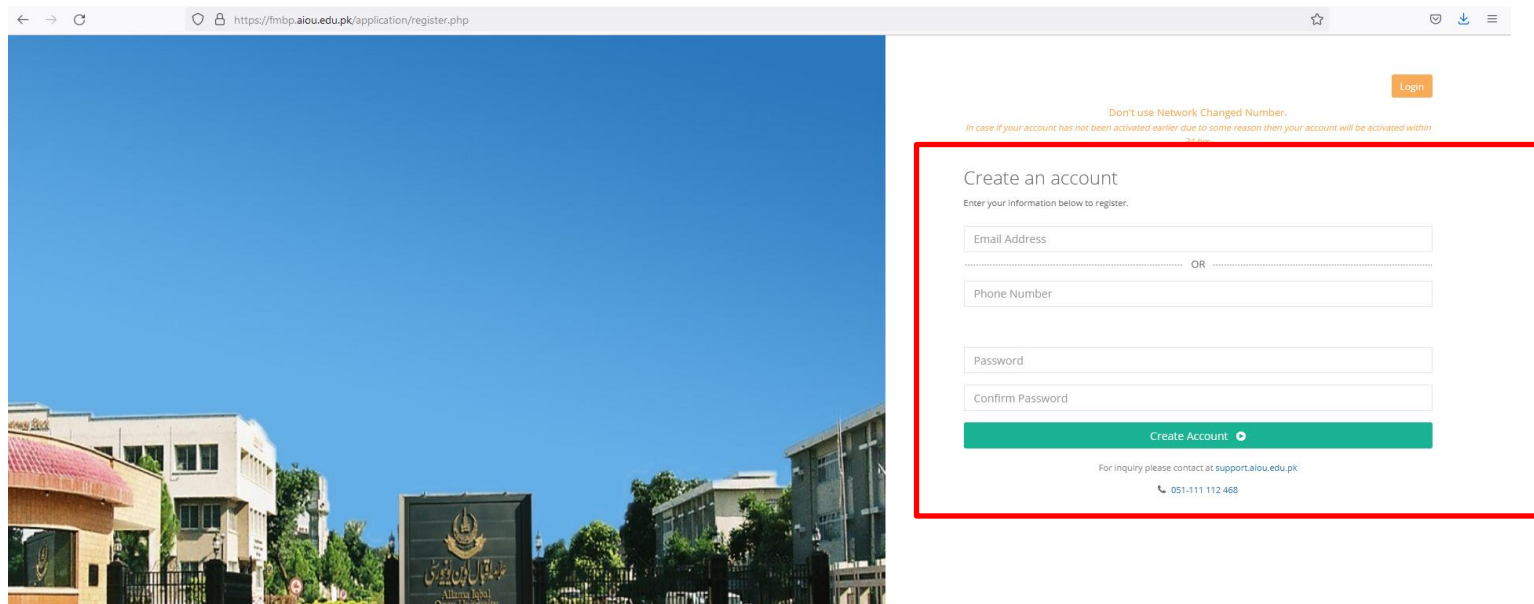
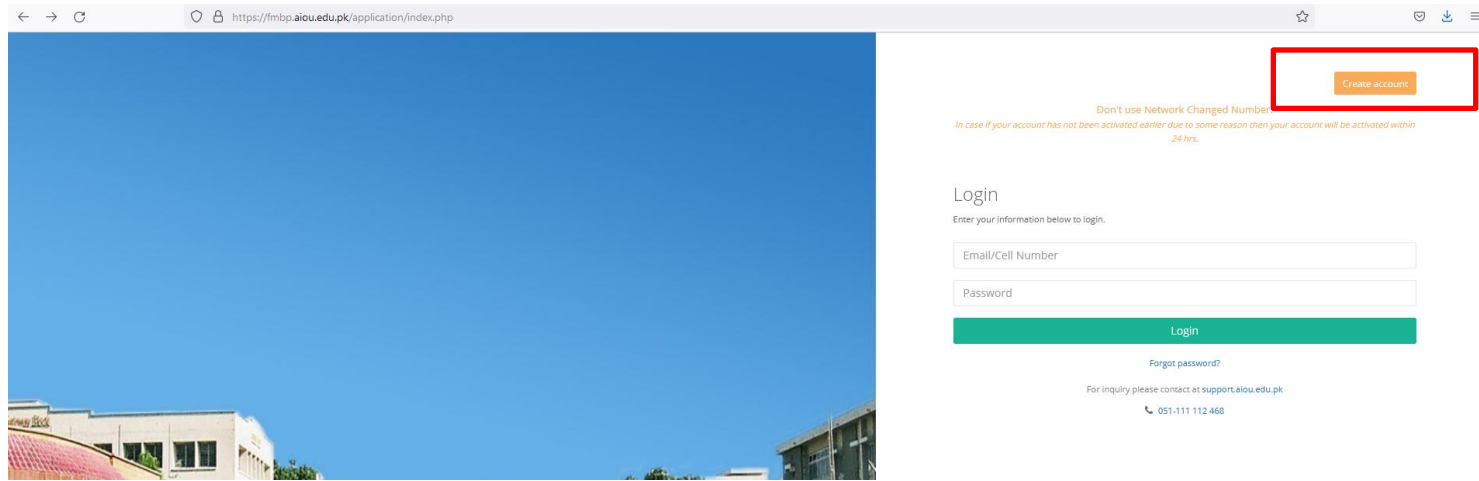
Copyright © 2020-21 @ AIOU Allama Iqbal Open University, Sector H-8, Islamabad- 44000, Pakistan AIOU Help Desk

- On next window you will find following **Four Options.**
 1. **Admissions for Fresh Students**
 2. Enrolment for Continuing Students (will start from 16 August 2021)
 3. Download Prospectus (For National Students)
 4. **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.**

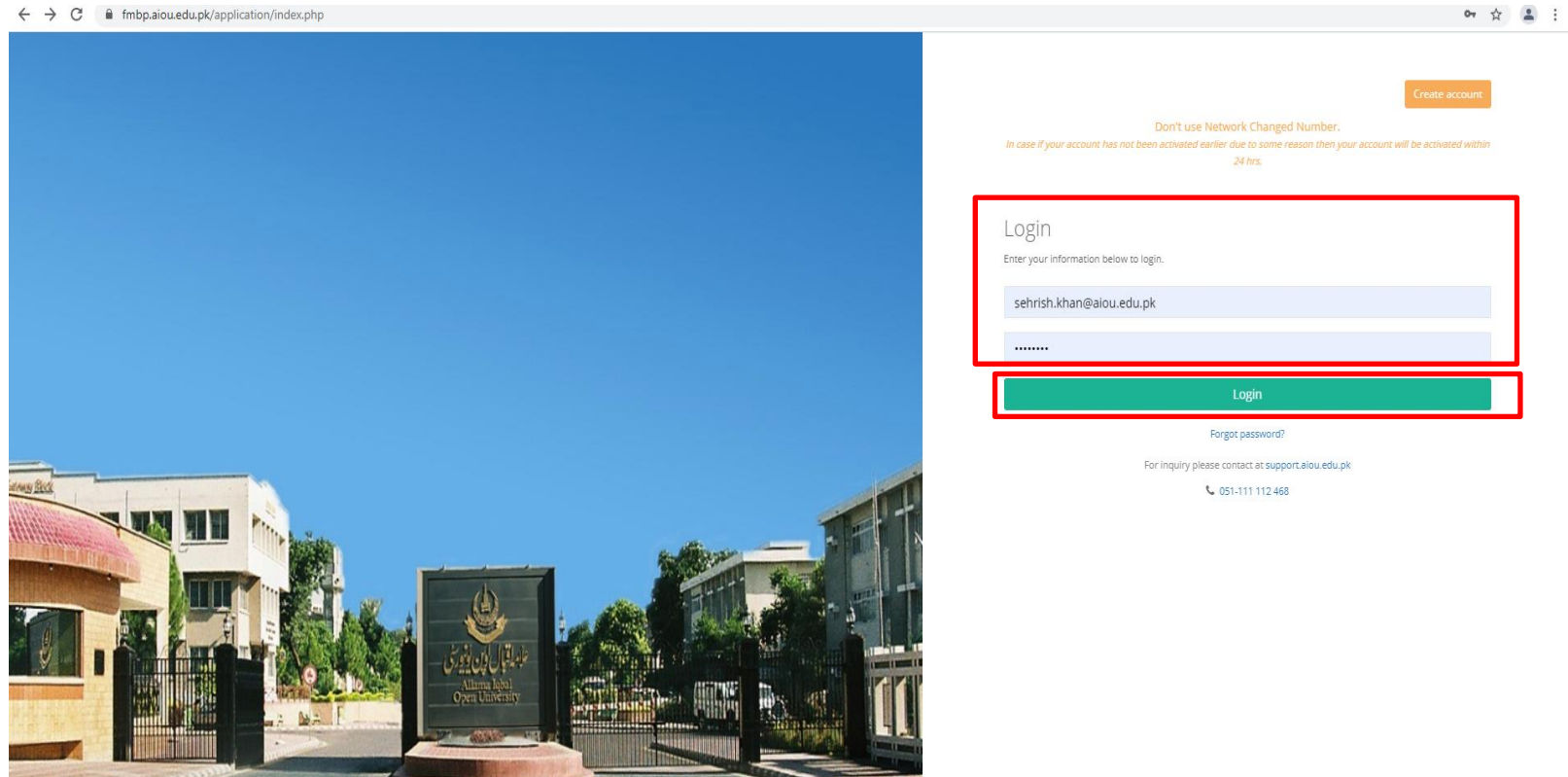
On clicking **Admission for Fresh Applicants**, you can view the window as shown in picture. Here you will have to create your account with your email (Phone number option is not available for international and overseas students).

- 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.

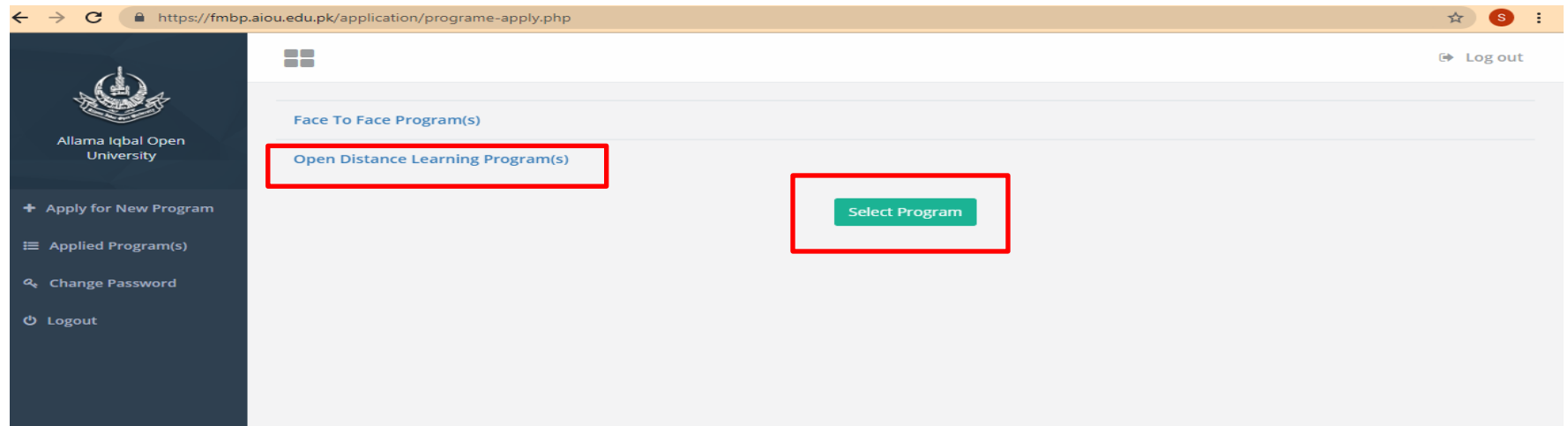
- On successful creation of your account with AIOU you will have to sign in with your [email and password](#) as per shown example:



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 their 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.

The screenshot shows the application portal for Allama Iqbal Open University. The left sidebar contains navigation options: 'Apply for New Program', 'Applied Program(s)', 'Change Password', and 'Logout'. The main content area is titled 'Face To Face Program(s)' and 'Open Distance Learning Program(s)'. A table lists six programs with their respective sessions and deadlines. The fourth row, 'ODL - BED1.5', is selected with a radio button and highlighted by a red box. A 'Select Program' button is located at the bottom right of the table area.

	S.#	Program	Session	Deadline
<input type="radio"/>	1	ODL - SSC	Autumn 2021	Monday , September 06, 2021 23:59
<input type="radio"/>	2	ODL - HSSC	Autumn 2021	Monday , September 06, 2021 23:59
<input type="radio"/>	3	ODL - CERT after SSC	Autumn 2021	Monday , November 01, 2021 23:59
<input checked="" type="radio"/>	4	ODL - BED1.5	Autumn 2021	Monday , November 01, 2021 23:59
<input type="radio"/>	5	ODL - BA/BS/AD/BED4	Autumn 2021	Monday , November 01, 2021 23:59
<input type="radio"/>	6	ODL - PGD	Autumn 2021	Monday , November 01, 2021 23:59

Students wishful to apply for **B. ED (1.5-Year)** Program shall **select Option-4 ODL-BED1.5** as shown in the above picture. While all those students who are applying for other **2.5Years and 4-Years B.E.D** programs shall select **Option-5 ODL-BA/BS/AD/BED4** as shown in the picture below:

This screenshot is similar to the one above, but the fifth row, 'ODL - BA/BS/AD/BED4', is selected with a radio button and highlighted by a red box. The 'Select Program' button remains at the bottom right.

	S.#	Program	Session	Deadline
<input type="radio"/>	1	ODL - SSC	Autumn 2021	Monday , September 06, 2021 23:59
<input type="radio"/>	2	ODL - HSSC	Autumn 2021	Monday , September 06, 2021 23:59
<input type="radio"/>	3	ODL - CERT after SSC	Autumn 2021	Monday , November 01, 2021 23:59
<input type="radio"/>	4	ODL - BED1.5	Autumn 2021	Monday , November 01, 2021 23:59
<input checked="" type="radio"/>	5	ODL - BA/BS/AD/BED4	Autumn 2021	Monday , November 01, 2021 23:59
<input type="radio"/>	6	ODL - PGD	Autumn 2021	Monday , November 01, 2021 23:59

- 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.

The screenshot shows a web browser window with the URL `fmbp.aiou.edu.pk/application/terminal-degree.php?_ID=MTA=`. The page header includes the Alama Iqbal Open University logo and navigation links: 'Apply for New Program', 'Applied Program(s)', 'Change Password', and 'Logout'. The user's profile information is displayed, including 'Image Not Found', 'Tracking ID: 02-2021-3-00131260', 'Username: sehish.khan@aiou.edu.pk', and 'Phone: -'. The program group is 'ODL - PGD Autumn 2021' and the current address is '-'. A progress indicator shows '0%'. The main form is titled 'Degree Information (Terminal/Last Academic Record)' and contains the following fields:

- * Degree Type: [Select an Option]
- * Degree Level: [Select an Option]
- * Degree: [Select an Option]
- * Preference/Major: [Select an Option]
- * Board/University: [Select an Option]

Below this is the 'Marks Information' section with the following fields:

- * Starting Year: [Select an Option]
- * Passing Year: [Select an Option]
- * Roll Number: [Text Input]
- * Exam Type: [Select an Option]
- * Grading: [Select an Option]

The application status is 'Not Submitted'.

- 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.

Logout

Personal Information
Last Update:

Academic Record
Last Update:

Professional Experience
Last Update: September, 02 2021 01:05:18 PM

Courses Information
Last Update:

Photograph and Documents
Last Update:

051-111 112 468

Quick Links
[Prospectuses](#)
[Advertisement](#)

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

- 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:

The screenshot displays the 'Work Experience' section of an application form. The header includes the Allama Iqbal Open University logo, tracking ID (02-2021-3-00136670), username (sehrish.khan@aiou.edu.pk), and program group (QDL - BAKS/ADY/BED4 Autumn 2021). A progress indicator shows 20% completion. The 'Work Experience' table has columns for S.#, Organization, Job Title, Date, and Actions. A message in the first row states: 'If you donot have any working experience click here to complete this section'. At the bottom right, there is an 'Application Form' button and a 'Save & Complete Section' button.

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

fmbp.aiou.edu.pk/application/check-list.php?_ID=NQ==

Application Form Log out

Alama Iqbal Open University

Apply for New Program
Applied Program(s)
Change Password
Logout

Image Not Found

Tracking ID: 02-2021-3-00136670
Username: sehrish.khan@aiou.edu.pk
Phone: _____
Application Status: Not Submitted

Program Group
ODL - BA/BS/AD/BED4
Autumn 2021

Current Address

20%

Applicant (For multiple documents, Please create and upload one PDF document containing all documents.)

S.#	Document	Status	Action
1	*Recent Photograph <input type="button" value="Choose File"/> No file chosen Max File Size (0.5 MB) File Format: jpeg,jpg,png	Not Uploaded File Name: **	<input type="button" value="Upload"/>
2	*CNIC / B-Form / Passport <input type="button" value="Choose File"/> No file chosen Max File Size (0.5 MB) File Format: jpeg,jpg,png,pdf	Not Uploaded File Name: **	<input type="button" value="Upload"/>
3	Local/Domicile <input type="button" value="Choose File"/> No file chosen Max File Size (0.5 MB) File Format: jpeg,jpg,png,pdf	Not Uploaded File Name: **	<input type="button" value="Upload"/>

Guardian (For multiple documents, Please create and upload one PDF document containing all documents.)

S.#	Document	Status	Action
1	Father CNIC / Passport <input type="button" value="Choose File"/> No file chosen	Not Uploaded File Name: **	<input type="button" value="Upload"/>

- 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**:

Logout

Personal Information
Last Update:

Academic Record
Last Update:

Professional Experience
Last Update: September, 02 2021 01:05:18 PM

Courses Information
Last Update:

Photograph and Documents
Last Update:

Quick Links
Prospectuses
Advertisement

051-111 112 468

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 doorsteps 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. Undergraduate admissions are offered in both the semesters where-as postgraduates are offered once a year. The university has established study centers across the country where distance education students are provided necessary guidance by their respective tutors. Moreover, the university has established full-time study centers 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 instructions, guidance, and counselling through face-to-face education.

Apart from curricular and extra-curricular activities during the academic year, the AIOU and its regional centers 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 hostels and the Central Library where computers have

been provided to enable students to access latest information available through open-source databases.

The Directorate of International Collaboration & Exchange is offering programmes from Secondary School Level to the Masters' Degree Programmes to International and Overseas Students in diverse disciplines comprised of four faculties i.e Social Sciences & Humanities, Education, Science, Arabic & Islamic Studies. AIOU aims to enhance the coverage of quality higher education by providing opportunities to those who cannot attend universities because of inflexible timings, cost, or cultural barriers. AIOU is delivering online classes to its International/overseas students. AIOU runs web-based students, Learning Management System (LMS) namely AAGHI portal, accessible anywhere anytime to deal with academic tasks of its International/overseas students besides the National level students. LMS supports a live collaborative platform which adds value to online learning/online examinations of our International/overseas students through interactive virtual classrooms and virtual examinations.

Directorate of international Collaboration & Exchange

Allama Iqbal Open University is one of the first few universities of the country that has a formal International Office setup to look after academic linkages and ties with International Universities.

Directorate of International Collaboration & Exchange is the first point of contact for International/overseas students which handles all international/overseas applications as well as provides support services for students at all AIOU regional campuses.

FACULTY OF EDUCATION

The origin of the Faculty of Education pre-dates the university itself. The National Institute of Education was established in 1973 under the Federal Ministry of Education. It became part of the university in June 1975 as Institute of Education in the then Faculty of Social Sciences. The progressively extending functions of the Institute brought the needs for structural change and in 1984 it got the status of Faculty of Education.

Departments of Faculty of Education

Faculty of Education comprises of the following six departments:

1. Distance, Non-Formal and Continuing Education
2. Educational Planning, Policy Studies and Leadership
3. Early Childhood Education & Elementary Teacher Education
4. Secondary Teacher Education
5. Science Education
6. Special Education

The department was established in 1984 and was renamed as Distance, Non-Formal and Continuing Education in 2008.

It offers specialized degree programmes/courses in Distance Non-Formal and Continuing Education, Adult Education and Educational Technology at MA Education, MEd, MPhil, and PhD in Education. It also offers courses at BA level.

Educational Planning, Policy Studies and Leadership (EPPSL)

The department was established in 1976 was renamed as EPPSL in 2008. It offers programmes in educational planning and management. These programmes are aimed at producing a cadre of professionals for the educational institutions and organizations in the country. Programmes

of EPPSL include Postgraduate Diploma, MA (EPM), MPhil and PhD in Education. The courses of these programmes are attained to the field requirements of target personnel in the areas of educational planning and management.

Secondary Teacher Education

The Department of Teacher Education was established in 1985 and was bifurcated into Secondary and Elementary Teacher Education Departments in July 2003. Its programmes aim at imparting academic and professional knowledge and training to in-services and pre-service teachers and scholars.

The programmes/courses of this department comprise MA, MEd & BEd as professional degree programmes. The department also offers MPhil and PhD in Education, which are aimed to prepare highly skilled leaderships in the field of teacher education.

Early Childhood Education & Elementary Teacher Education

The Department of Elementary Teacher Education was established in 2003. In April 2008, the name of Elementary Teacher Education Department was changed as Early Childhood Education and Elementary Teacher Education Department.

The Department offers Associate Degree in Education, Postgraduate Diploma in ECE, BEd (1-½ year), BEd (2-½), BEd (4 year), MEd, MPhil and PhD programmes. It also offers “Education” as subject at Matric, Intermediate & Graduate level. The department plans to offer non-credit research courses and postgraduate diploma for teaching in higher education.

Science Education

The Department of Science Education was established in 1988. The programmes and courses of the department are mainly focused on education and training of mathematics and science teachers. Presently the department offers specialized courses in science education at undergraduate and postgraduate level. Specialized courses provide conceptual framework and insight into the teaching of science. The department also offers MEd, MPhil and PhD programmes in science education.

Special Education

The Department was established in 1985. The department imparts education and training to teachers for the special children in four specialization namely visual impairment, hearing impairment, physical disabilities and mental retardation with particular emphasis to facilitate mainstreaming of special children. Parents of the special children are also admitted to these programmes. Present programmes/courses of this department comprise MEd, MA, MPhil and PhD in the field of Special Education.

Programmes of Faculty of Education

The faculty has developed and launched more than 275 courses (up to Spring 2015 Semester) in various disciplines from SSC to PhD level programmes. It is now fully recognized by both the government of Pakistan and International agencies as the prime national provider of professional education and training at all levels.

PhD in Education with following specializations:

- Distance and Non-Formal Education
- Educational Planning and Management
- Teacher Education
- Special Education
- Science Education

MPhil Education with following specializations:

- Distance and Non-Formal Education
- Educational Planning & Management
- Elementar
- y Teacher Education
- Teacher Education
- Special Education
- Science Education

MEd Education with following specializations:

- MEd Distance and Non-Formal Education
- MEd Elementary Teacher Education
- MEd Teacher Education
- MEd Science Education
- MEd Special Education

International/Overseas Programmes:

Faculty of Education is offering following degree programmes for International/Overseas Students at Masters' level:

MA Education with following specializations:

- MA Educational Planning and Management
- MA Teacher Education
- MA Special Education

MA EDUCATION PROGRAMMES

- MA (Distance and Non-Formal Education)
- MA (Educational Planning and Management)
- MA (Education) Teacher Education
- MA (Special Education)

All programmes of Faculty of Education are recognized by HEC and accreditation is under process with NACTE.

Eligibility:

A graduate with second division is eligible to apply for admission to MA Education (DNFE & STE), MA (Special Education) and MA and PGD in Educational Planning and Management.

M.A Educational Planning and Management (M.A - EPM)

The programme of Educational Planning and Management (EPM) is the first master's degree venture of the Allama Iqbal Open University. The early courses of the EPM were launched in 1976 under the Institute of Education. In 1984, when the status of the Institute of Education was raised to the Faculty of Education the Department of Educational Planning and Management was created within the Faculty of Education to organize the EPM programmes. The Department of EPM offers courses of study in the professional areas of Educational Planning and Management which are aimed at producing a cadre of professionals for educational institutions and organizations of the country for all levels of planning and management jobs.

1) Objectives of Program

To produce a cadre of professionals for educational institutions and other organizations of the country for all levels of managerial and administrative jobs by equipping them with the knowledge and skills of educational planning and management

2) Duration of Program

MA Educational Planning & Management Programme comprises of 20 courses (60 credit hours) Minimum 04 semester (two year) duration program

3) Admission criteria/eligibility

A graduate with second division is eligible to apply for admission to MA in Educational Planning and Management.

4) Semester-wise scheme of study with credit hours

1st Semester

Course Code	Course title	Cr.Hrs
6557	Basic Concept of Education Planning-I	3
6558	Basic Concept of Education Planning-II	3
6561	Plan Implementation and Management-I	3
6562	Plan Implementation and Management-II	3

2nd Semester

Student can take maximum 06 courses (Courses code 6559, 6560, 6563, 6564 are compulsory) Student can take maximum 4 collateral area courses through the programme (Autumn and Spring):

Course Code	Course title	Cr.Hrs
6559	Processes of Educational Planning-I	3
6560	Processes of Educational Planning-II	3
6563	Curriculum Planning and Evaluation-I	3
6564	Curriculum Planning & Evaluation-II	3
6567	Development Education-I	3
6568	Development Education-II	3
6571	Project Implementation, Monitoring & Evaluation -I	3

6572	Project Implementation, Monitoring & Evaluation -II	3
6573	Population Education-I	3
6574	Population Education-II	3
510	Research Thesis	12
826	Elementary Education	3
827	Secondary Education	3
828	Higher Education	3
829	Teacher Education	3

3rd Semester

Student can take maximum six courses (Student must complete EPM (6569, 6560 courses before enrolling in Research Thesis 510

Course Code	Course title	Cr.Hrs
6557	Basic Concept of Education Planning-I	3
6558	Basic Concept of Education Planning-II	3
6561	Plan Implementation and Management-I	3
6562	Plan Implementation and Management-II	3
6565	Economics and Financing of Education-I	3

6566	Economics and Financing of Education-II	3
6569	Educational Research and Statistics-I	3
6570	Educational Research and Statistics-II	3
831	Foundation of Education	3
837	Educational Research	3
838	Curriculum & Instruction	3
840	Educational Psychology	3

4th Semester

Student can take maximum 06 courses

Course Code	Course title	Cr.Hrs
6559	Processes of Educational Planning-I	3
6560	Processes of Educational Planning-II	3
6563	Curriculum Planning and Evaluation-I	3
6564	Curriculum Planning and Evaluation-II	3
6567	Development Education-I	3
6568	Development Education-II	3
6571	Project Implementation, Monitoring & Evaluation -I	3
6572	Project Implementation, Monitoring & Evaluation -II	3
6573	Population Education-I	3

6574	Population Education-II	3
510	Research Thesis	12
826	Elementary Education	3
827	Secondary Education	3
828	Higher Education	3
829	Teacher Education	3

Option “A”

Collateral area courses as offered by the department A student can obtain MA EPM degree after completing course work equivalent to 60 credit hours. The student may take 48 credit hours from EPM programme and 12 credit hours from other master level courses offered by Faculty of Education or he/she may take 54 credit hours from EPM and six credit hours from other master level programmes of Faculty of Education. (Details about the courses are given on next page).

Option “B” (Research Thesis)

A student can complete the requirements for MA EPM degree by completing 48 credits course work and EPM 510 Research Thesis (12 credit hours).

Note:

1. Fresh students are offered only 4 courses (EPM–6557, 6558, 6561 and 6562) in the first semester i.e. Spring Semester.
2. Students can take course work equivalent to 18 credit hours in a semester (Except 1st Semester)
3. A student must complete EPM (6569, 6570) courses before enrolling in EPM Research Thesis-510.

4. A student can apply for award of Diploma in EPM after completing 30 credit hours courses work required for PGD EPM.
6. A student must opt courses in pair (I & II) (e.g., Process of Educational Planning-I also take Process of Educational Planning-II)
7. Student may opt maximum four collateral area courses (Spring/Autumn) for completion of MA-EPM

5) Award of degree

Master's degree in educational planning and Management can be awarded only when the students have completed 60 credit hours.

6) Method of instructions

Medium of instructions for MA (EPM) is English. International /Overseas students will attend their classes only online through our Online Learning Management System (LMS) and they will submit their assignments online in the typed form only.

7) Evaluation scheme

i. Assignments

Two assignments for each course (100+100 marks) shall be submitted online through LMS.

ii. Workshops

A weeklong online workshop for each course will be held at the end of each semester. Participation in the workshop is mandatory.

iii. Presentation

Nil

iv. Final/mid-term examination

International/overseas students will have to appear in their online Examinations for one hundred (100) marks final written paper of each course.

iv. Application Procedure/Merit Lists/Fee Payment

All International/overseas students shall submit their applications online for MA-EPM after submission of the applications students shall wait for the display of departmental merit lists. Students are required to submit their online admission form with all the relevant attested documents including experience certificates online.

Successful candidates will be informed through email about their merit after that they will have to pay their fee online as per guided method in earlier pages of the prospectus. within stipulate time period.

Fee Tariff of MA EPM

Registration Fee: (at 1 st Admission in University)	50 US\$
Admission Fee: (at 1 st Admission in University)	50US\$
Per 3 credit hours fee: 100US\$ (100×4) =400US\$/-	400US\$
Total Fee of 1 st Semester	500US\$

9) Research work/thesis project (if Applicable)

Course code 510, Research Thesis 12 credit hours is available as an optional course. To take admission in Course Code 510, Courses 6569 & 6570 are pre-requisite.

MA (Education) Teacher Education

Eligibility

Applicant having Bachelor's degree with minimum 45% marks (2nd division) from any well recognized institution.

Objectives

The programme intends to achieve the following specific objectives:

1. To produce highly skilled, proficient, and competent professionals who can positively influence and motivate the vast majority of classroom teachers at all levels.
2. To inculcate research skills to initiate research at grass root level.
3. To enable educators with professional vision through the intensive study of new developments, trends, and directions in the field of education in the light of modern scientific and technical advancement.
4. To produce teachers who can make positive contribution to the wholesome growth and development of the individual by enabling him/her to understand how to learn, how to live together and how to work cooperatively as members of the group in team spirit.
5. To produce teachers who can play the role of effective organizers of teaching and learning activities.

Breakup of Programme

MA Education (Specialization in Teacher Education) Programme comprises of 20 courses (60 credit hours) with the following details:

1st Semester 18 Credits Hours

S. No.	Code	Course Title	Credit Hours
1	6500	Foundations of Education	3
2	837	Educational Research	3
3	6501	Educational Psychology & Guidance	3
4	6503	Curriculum and Instruction	3
5	6505	Islamic System of Education	3
6	6507	Educational Measurement and Evaluation	3

2nd Semester 18 Credits Hours

1	6508	Teaching of English	3
2	827	Secondary Education	3
3	828	Higher Education	3
4	829	Teacher Education in Pakistan	3

AND

Please select any one cluster from the following two clusters.

1	6509	Teaching of Urdu	3
2	6511	Teaching of Pakistan Studies	3

OR

1	6515	Teaching of Mathematics	3
2	6516	Teaching of Physics	3

3rd Semester 12 Credits Hours

1	6502	Educational Management and Supervision	3
2	6506	Education in Pakistan	3
3	6554	Workshop and Teaching Practice-I	3
4	6555	Workshop and Teaching Practice-II	3

Student cannot take the course 6555 before 6554. Enrollment in 6554 is prerequisite for course 6555.

4th Semester 12 Credits Hours

S. No.	Code	Course Title	Credit Hours
1	6552	Textbook Development-I	3
2	6553	Textbook Development-II	3
3	6573	Planning for Population Education-I	3
4	6574	Planning for Population Education-II	3

Fee Tariff of MA TEACHER EDUCATION

Registration Fee: (at 1 st Admission in University)	50 US\$
Admission Fee: (at 1 st Admission in University)	50US\$
Per 3 credit hours fee: 100US\$ (100×6) =600US\$/-	600US\$
Total Fee of 1 st Semester	700US\$

Note:

1. The department will provide detail of online workshops later.
2. Courses offering in the pedagogical/ collaterals specialization and alternate courses of thesis will depend

upon availability. The students will be informed about it in the continuing student form/letter at the beginning of each semester.

3. The department may change the course or their sequence.
4. A student can obtain MA Education specialization in Teacher Education after completing course work equivalent to 60 credits.

Chairperson
Department of Secondary Teacher Education
Allama Iqbal Open University,
Sector H – 8, Islamabad Ph: 051-9057705

MA Special Education

Objectives:

Objectives of the MA Special Education programmes are as:

1. To acquaint the teachers of special children with latest curricula, teaching techniques and methodologies.
2. To meet country's increasing demand of trained specialized manpower in Special Education at all levels.
3. To develop attitude and behavior appropriate for special educational personnel enabling them to meet individual students and group needs.

Eligibility:

Applicant having Bachelor's degree or 14 years of education with minimum 45% marks (second division) from any HEC/Internationally recognized university/institute.

Breakup of Programme:

MA Special Education Programme comprises 60 credit hours with the following details.

1st Semester		18 Credits Hours	
S. No.	Code	Course Title	Credit Hours
1	671	Educational Psychology	3
2	672	Perspectives of Special Education	3
3	673	Handicapped Person in the Community	3
4	831	Foundations of Education	3
5	837	Educational Research	3
6	838	Curriculum Development & Instruction	3

2nd Semester

(Students can take any specialization area of 12 credit hours)

A. VISUAL IMPAIRMENT

3601	Braille Practical Course—Urdu	3
3602	Braille Practical Course—English	3
677	Independence Training for Visually Handicapped.	3
678	Special Education for Visually Handicapped	3
<i>Note:</i> Students enrolled in courses 3601 and 3602 will arrange Slate/Braille Frame and Braille papers by themselves.		

B. HEARING IMPAIRMENT

680	General Introduction to the Hearing impairment	3
681	Psychology of Deafness & Child Development	3
682	Speech and Hearing	3
683	Audiology and Audiometry	3

C. MENTAL RETARDATION

3603	Introduction and Assessment of Mentally Retarded Children-I	3
3604	Introduction and Assessment of Mentally Retarded Children-II	3
3605	Education of Mentally Retarded Children-I	3
3606	Education of Mentally Retarded Children-II	3

D. PHYSICAL DISABILITY

3607	Physical Handicaps-I	3
3608	Physical Handicaps-II	3
3609	Educational Adaptations for Children with Physical Disabilities-I	3
3610	Educational Adaptations for Children with Physical Disabilities-II	3

3rd Semester**18 Credit hours**

S.#	Code	Course Title	Cr.Hrs.
1	3611	Organization and Management of Special Schools-I	3
2	3612	Organization and Management of Special Schools-II	3
3	3613	Community Based Rehabilitation of People with Disabilities-I	3
4	3614	Community Based Rehabilitation of People with Disabilities-II	3
5	3600	Face to Face Component	3
6	846	Teaching Strategies	3

Note: - Course code 3600 comprises three components:

- i) 6 days online workshops
 - ii) teaching practice of 40 lessons in special schools/centers and
 - iii) Final lessons.
- Student who fails or absents in any one component will be declared fail in the course and must take fresh admission in this course.

4th Semester

694	Thesis	12
OR		
Any 12 credit hours master level courses from the courses offered by Faculty of Education and not attempted previously by the student.		
a. Visual Impairment		
3601	Braille Practical Course Urdu	03

3602	Braille Practical Course English	03
677	Independence Training for the visually Handicapped	03
678	Special Education for the Visually Handicapped Children	03
b. Hearing Impairment		
680	General Introducing to the Hearing Impairment	03
681	Psychology of Deafness and Child Development	03
682	Speech and Hearing	03
683	Audiology and Audiometry	03
c. Mental Retardation		
3603	Introduction and Assessment of Mentally Retarded Children-I	03
3604	Introducing and Assessment of Mentally Retarded Children –II	03
3605	Education of the Mentally Retarded Children –I	03
3606	Education of the Mentally Retarded Children –II	03
d. Physical Disabilities		
3607	Physical Handicaps-I	03
3608	Physical Handicaps-II	03
3609	Education Adaptation for Children with Physical Disabilities-I	03
3610	Education Adaptation for Children with Physical Disabilities-II	03

e. Other Courses Offered by the Faculty		
826	Elementary Education	03
827	Secondary Education	03
828	Higher Education	03
829	Teacher Education in Pakistan	03
833	Students Support Services	03
834	Educational Technology	03
835	Foundations of Adult Education	03
841	Educational Measurement and Evaluation	03
842	Concepts and Method of Distance Education	03
843	Educational Guidance & Counseling	03
851	The System of Distance Education	03
852	Broadcast Media in Distance Education	03
853	Non-Broadcast Media in Distance Education	03
854	Development Material for Distance and Non Formal Education	03

Chairperson
 Department of Special Education
 AIOU, Sector H – 8, Islamabad.
 Ph: 051-9057853

Fee Tariff of MA Education

Fee Tariff of MA TEACHER EDUCATION

Registration Fee: (at 1 st Admission in University)	50 US\$
Admission Fee: (at 1 st Admission in University)	50US\$
Per 3 credit hours fee: 100US\$ (100×6) =600US\$/-	600US\$
Total Fee of 1st Semester	700US\$

Note:

Programme Coordinators (MA/PGD Education) Specialization in:

- 1. Distance and Non-Formal Education**
 Dr. Aftab Ahmed Ph: 051-9057720
 Email: aftab.ahmed@aiou.edu.pk
- 2. Educational Planning and Management**
 Ms. Tahira Bibi
 Ph: 051-9057715 / 051-9057717
 Email: tahira.naushahi@aiou.edu.pk
- 3. Secondary Teacher Education**
 Dr. Tooba Saleem
 Ph: 051-9057890
 Email: tooba.saleem@aiou.edu.pk

MEd Programme

Specialization in (Elementary Teacher Education)

Eligibility

- i. Applicant having bachelor's degree and BEd/BSEd with minimum 45% marks (2nd division) in both degrees from any HEC/Internationally recognized institution.
- ii. According to AIOU Rules overseas graduates of B.Ed (Arabic) have to pass 651 and all compulsory courses of B.Ed (General) along with- BA (with English) to be eligible for M.Ed Admission in Next offering it will be also mentioned in prospectus.

1st Semester: 18 Credit Hours

S. No.	Code	Course Title	Credit Hours
1	840	Educational Psychology	3
2	826	Elementary Education	3
3	838	Curriculum Development and Instruction	3
4	1627	Classroom Assessment	3
5	837	Educational Research	3
6	622	Elementary School Management	3

2nd Semester:

18 Credit Hours

S. No.	Code	Course Title	Credit Hours
1	625	Perspective of Elementary Education	3
2	627	ICT in Education	3
3	831	Foundations of Education	3
4	623	Teaching Strategies at Elementary level	3

5	629	Guidance & Counselling in Elementary School	3
6	626	Elementary Teacher Education	3
OR			
1	625	Perspective of Elementary Education	3
2	627	ICT in Education	3
3	699	Thesis	12

Note: Course offering will depend on its availability. The department may change the sequence of courses' offering. For each 3-credit course there will be an online workshop for two days. There will be one week workshop for thesis. The workshop will be organized according to the guidelines of the department. Instead of thesis, the student may take courses of 12 credit hours.

For any information, please contact:

Chairman

Early Childhood Education & Elementary Teacher
Education Department, AIOU, Islamabad.
Ph: 051-9057718, 051-9057719

MEd Programme
Specialization in (Teacher Education)

Eligibility

Applicant having bachelor's degree and BEd/BSEd with minimum 45% marks (2nd division) in both degrees from any HEC/Internationally recognized institution.

Scheme of Studies

1st Semester: 18 Credit Hours

Code	Course Title	Cr. Hrs
831	Foundations of Education	3
837	Educational Research	3
838	Curriculum Development and instruction	3
840	Educational Psychology	3
6507	Educational Measurement & Evaluation	3
6505	Islamic System of Education	3

2nd Semester: 18 Credit Hours

826	Elementary Education	3
827	Secondary Education	3
828	Higher Education	3
829	Teacher Education in Pakistan	3
6552	Textbook Development-I	3
6553	Textbook Development-II	3

For any information, please contact:

Chairperson

Department of Secondary Teacher Education
AIOU, H-8, Islamabad, Ph: 051-9057705

M.Ed Programme
Specialization in (Science Education)

Eligibility

BSc with BEd (at least 2nd Div) **OR** BS ED (2nd Div) **OR** BSCS with BEd, BS Engineering / Medical / all science related areas with BEd (Science).

Scheme of Studies

1st Semester: 18 Credit Hours

Code	Course Title	Cr. Hrs
831	Foundations of Education	3
837	Educational Research	3
838	Curriculum Development & Instruction	3
840	Educational Psychology	3
695	Foundations of Science Education	3
696	Teaching Strategies in Science Education	3

2nd Semester 18 Credit Hours

697	Assessment in Science Education	3
698	Laboratory Organization, Management And Safety Methods	3
848	Thesis	12
OR in lieu of Thesis		
846	Teaching Strategies	3
855	Computers in Education	3
6506	Education in Pakistan	3
6507	Educational Measurement & Evaluation	3

For any information, please contact:

Incharge/Head of Department Department of Science Education, Ph: 051-9057249

**MEd Programme
Specialization in (Special Education)**

Eligibility

Applicant having Bachelor's Degree 2nd Division and BEd/BS.Ed with minimum (2nd division) from any HEC/Internationally recognized institution.

1st Semester: 18 Credit Hours

Core Courses

Code	Course Title	Credit Hours
671	Educational Psychology	3
672	Perspectives of Special Education	3
673	Handicapped Person in the Community	3
831	Foundations of Education	3
837	Educational Research	3
838	Curriculum Development and Instruction	3

2nd Semester: 18 Credit Hours, Specialization Courses:

846	Teaching Strategies	3
3600	Face to Face Component i. Workshop, ii. Teaching Practice in Special School/ Centers iii. Final Lessons	3

Note: Student fail or absent in any one of the 3 components mentioned above will be declared fail in the course. He/she will be get enrolled as fresh student in the course. No re-appear chance.

Specialization Areas: (Any one of the following four specialization)		
A. VISUAL IMPAIRMENT		
3601	Braille Practical Course-Urdu	3
3602	Braille Practical Course-English	3
677	Independence Training for the Visually Handicapped.	3
678	Special Education for the Visually Handicapped	3
Note: Students enrolled in course 3601 & 3602 will arrange Slate/ Braille Frame and Braille paper by themselves.		
B. HEARING IMPAIRMENT		
680	General Introduction to the Hearing Impairment	3
681	Psychology of Deafness & Child Development	3
682	Speech and Hearing	3
683	Audiology and Audiometry	3
C. MENTAL RETARDATION		
3603	Introduction and Assessment of Mentally Retarded Children-I	3
3604	Introduction and Assessment of Mentally Retarded Children-II	3
3605	Education of Mentally Retarded Children-I	3
3606	Education of Mentally Retarded Children-II	3
D. PHYSICAL DISABILITIES		
3607	Physical Handicaps-I	3
3608	Physical Handicaps-II	3

3609	Educational Adaptations for Children with Physical Disabilities-I	3
3610	Educational Adaptations for Children with Physical Disabilities-II	3

Chairperson

Department of Special Education
Ph: 051-9057859, 051-9250078

Fee Tariff for First Semester of M. Ed Programmes:

Registration Fee: (at 1 st Admission in University)	50 US\$
Admission Fee: (at 1 st Admission in University)	50US\$
Per 3 credit hours fee: 100US\$ (100×6) =600US\$/-	600US\$
Total Fee of 1 st Semester	700US\$

Fee Depositing Procedure:

Eligible candidates for (OPEN MERIT PROGRAMMES) are required to deposit their fee online as per prescribed method given in starting pages of the prospectus.

Programme Coordinators

Please contact to concern coordinators, if need, any help
Specialization in:

- Distance and Non-Formal Education**
Dr. Amtul Hafeez Ph: 051-9057706
Email: amtulhafeezch@yahoo.com
- Science Education**
Dr. Farkhunda Rasheed Chaudhry
051-9057797

Email: farkhanda.rasheed@aiou.edu.pk

3. Secondary Teacher Education

Dr. Tooba Saleem

Ph: 051-9057890

Email: tooba.saleem@aiou.edu.pk

4. Special Education

Dr. Zahid Majeed

Ph: 051-9057294, 051-9250078

Email: zahid_majeed@aiou.edu.pk

5. Early Childhood Education & Elementary Teacher

Dr. Muhammad Athar Hussain

Ph: 051-9057703

Email: [muhammad.athar@aiou.edu.pk](mailto:mohammad.athar@aiou.edu.pk)

Scheme of Studies

Method of Instruction

In online learning system, the courses are taught through self- instructional materials, media component (where applicable), tutorial meetings and workshops.

i) Self-Instructional Material

The study materials include study guides, allied materials, and media support (if any)

ii) Tutorials (if applicable)

Tutorials provide useful guidance in the form of lectures, discussions, questions answer sessions and general clarification of any course related issues if required.

iii) Workshops (Compulsory)

At the end of each semester there will be a compulsory workshop for each three-credit course. These may be organized online. The workshops are compulsory component of each course.

Evaluation Procedure

Procedure to prepare the result of a course is given as under:

- a) Weightage for course assignments and final examination is 30:70 respectively.
- b) Minimum required marks to pass the assignments and final examination are 40%

Aggregate of components should be	40%	
Weightage (30%) of the marks secured in course assignments (40%)	$\frac{40 \times 30}{100}$	= 12%
Weightage (70%) of the marks secured in final examination (40%)	$\frac{70 \times 40}{100}$	= 28%
Total		= 40%

Grading System

Fail	Below 40 %
Grade D	40% to 49%
Grade C	50 % to 59%
Grade B	60 % to 69 %
Grade A	70% to 79 %
Grade A + (Distinction)	80 % or more

Specific Information

1. The student shall be allowed to pursue only one programme at a time at AIOU and shall not be allowed to enroll or appear in a programme of some other recognized institution during that period.
2. The copyright of the thesis will rest with the university. However, the student who completed the thesis will be allowed to publish it after written permission from the Vice Chancellor.
3. Fee structure of any course/thesis/seminars programme may be changed without prior information. Student must

deposit the required fee as intimated by the Directorate of International Collaboration & Exchange/Admissions Department.

4. At the end of each semester there will be compulsory workshops. Each session of the workshop is compulsory. Students who earn at least 40% marks in assignment component will be eligible for workshop. Only those students who qualify the assignments components and workshop will be eligible to take final examination.

Attainment of Certificate/Degree

On successful completion of the programme the student will have to apply to the Controller of Examinations for the issuance of diploma/degree. The student may apply for a single course certificate in case he/she wants to discontinue the studies.

FACULTY MEMBERS

Chairpersons of Departments

1. **Dean /Professor Dr. Nasir Mahmood**
Science Education Department
Ph: 051-9057719, 051-9057718
Email: Nasir.mahmood@aiou.edu.pk
2. **Dr. Tanzila Nabeel**
Special Education Department
Ph: 051-9057853, 051-9250078
Email: tanzilanabeel@gmail.com
3. **Dr. Naveed Sultana**
Secondary Teacher Education Department
Ph: 051-9057890
Email: drnaveeda@gmail.com
4. **Dr. Muhammad Ajmal Chaudhary**
Distance, Non-Formal & Continuing Education
Department Ph: 051-9250055
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5. **Dr. Fazal ur Rehman**
Early Childhood Education & Elementary Teacher
Education Department
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Email: fazalaiou@yahoo.com
6. **Dr. Afshan Huma**
Educational Planning, Policy Studies & Leadership
Department Ph: 051-9250059
Email: afhsan.hum@aiou.edu.pk

Associate Professor

Dr. Muhammad Athar Hussain

Distance, Non-Formal & Continuing Education
Department, Ph: 051-9057268
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Assistant Professors

1. **Dr. Munazza Ambreen**
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2. **Dr. Azhar Mumtaz Saadi**
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Email: tanveer.afzal@aiou.edu.pk
4. **Dr. Rehmatullah Bhatti**
Distance, Non-Formal & Continuing Education
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Email: rehmat.ullah@aiou.edu.pk
5. **Dr. Hafiz Tahir Jameel**
Special Education Department
6. **Dr. Muhammad Samiullah**
Early Childhood Education & Elementary Teacher
Education Department
Ph: 051-9057851

7. **Dr. Zafar Iqbal Lilla**
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Email: zafarar72@yahoo.com
8. **Dr. Amtul Hafeez**
Distance, Non-Formal & Continuing Education
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9. **Dr. Sidra Rizwan**
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Email: sidra.rizwan@aiou.edu.pk
10. **Dr. Farkhunda Rasheed Ch.**
Science Education Department Ph: 051-9057797
Email: farkhunda.rasheed@aiou.edu.pk
11. **Dr. Hina Noor**
Special Education Department
12. **Dr. Naila Naseer**
Distance, Non-Formal & Continuing Education
Deptt. Ph: 051-9057194
Email: naila.naseer@aiou.edu.pk

Lecturers

1. **Dr. Aftab Ahmed**
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Deptt. Ph: 051-9057249
Email: aftab.ahmed@aiou.edu.pk

2. **Dr. Zaheer Ahmad**
Distance, Non-Formal & Continuing Education
Deptt. Ph: 051-9057720
Email: zaheer.ahmad@aiou.edu.pk
3. **Mr. Arshad Mehmood Qamar**
Science Education Department Ph: 051-9057168
Email: arshad.mehmood@aiou.edu.pk
4. **Ms. Tahira Bibi**
Educational Planning, Policy Studies & Leadership
Deptt. Ph: 051-9057715 / 051-9057717
Email: tahira.naushahi@aiou.edu.pk
5. **Dr. Sarwat Maqbool**
Educational Planning, Policy Studies & Leadership
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Email: sarwatmaqbool@gmail.com
6. **Mr. Hamid Ali Nadeem**
Educational Planning, Policy Studies & Leadership
Deptt. Ph: 051-9057709
Email: hamid.ali@aiou.edu.pk
7. **Dr. Rukhsana Durrani**
Early Childhood Education and Elementary
Education
8. **Ms. Mubeshera Tufail**
Early Childhood Education and Elementary
Education

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
- 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
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, though cross cheque.
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 severe 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 etc. 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

Sr. #	Name	Telephone Nos.
1.	Director Admissions	051-9057298 051-9250043 051-9250162 (Fax)
2.	Assistant Registrar (Mailing)	051-9057281-82 051-9250185, 051-9057611
3.	Controller of Examinations	051-9057310 051-9057328 051-9250012
4.	Director Students Affairs	051-9250174
5.	Dy. Registrar (Teachers Education)	051-9057428 051-9057299
Directorate of International Collaboration & Exchange		
1.	Dr. Zahid Majeed Director zahid_majeed@aiou.edu.pk	+92-51-9057294
2.	Sehrish Khan Assistant Director sehrish.khan@aiou.edu.pk	+92-51-9057811
3.	Mr. Muhammad Ajab Superintendent overseas@aiou.edu.pk	+92-51-9057165 +92-51-9250175