

AIOU

Autumn
2021

PROSPECTUS

Français en ligne

French

online



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

Help Line: (051) 111-112-468

PROSPECTUS

of

FRENCH ONLINE PROGRAMME

For

(Autumn 2021, Semester)



ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD

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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 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, Bahrain, 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

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ALLAMA IQBAL OPEN UNIVERSITY

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

At present, the AIOU is offering programs from Matric to PhD level in diverse disciplines included in the four

faculties. The University has established study centres across the country, where distance education students are provided necessary guidance by their respective tutors. Moreover, the university has established full time study centres, wherein the students of MBA, BS (CS) and MS are being provided instruction, guidance and counseling through face-to-face education. AIOU is offering 4-year under- graduate degrees. In some courses teaching is provided through radio, TV programmes.

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

FACULTY OF SOCIAL SCIENCES AND HUMANITIES

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

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

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

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

DEPARTMENT OF FRENCH
FRENCH ONLINE CERTIFICATE COURSE
(Programme Code 112)

a) Introduction:

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

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

French is the official working language of

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

French is the dominant working language at

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

In order to keep a pace with fast growing approach in launching multifarious programmes by both public and private sector educational institutions, we considered it feasible to launch **new basic and advanced level French language courses in near future. We are also planning to launch several interesting programmes and projects in collaboration with the Embassy of France, Islamabad.** New courses and programmes have been approved by the Committee of Courses and the Faculty Board. These courses and programmes are being prepared in collaboration with the Directorate of E-learning and ICT Section of AIOU. The courses are being prepared according to the 'European Framework of Reference for Languages (CECR). After successfully completing these courses a candidate would be able to appear in the International level DELF Exams conducted by French Ministry of Education. In this way a candidate would have an international certification of French along with the certificate of AIOU that is recognized all over the world. The launching of BS programme in French and various cultural activities for

the students are also two basic objectives in collaboration with the Embassy of France

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

b) Objectives of French courses:

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

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

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

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

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

d) Scheme of Study:

The course comprises the following modules:-

Module	Title
Module 1.	Introducing oneself
Module 2.	First meeting
Module 3.	Likes and dislikes
Module 4.	Getting to know each other
Module 5.	Getting to know each other (continued)
Module 6.	Traveling
Module 7.	Making Plans
Module 8.	Talk about your family

e) Offering:

This course is offered in blended mode. The study material, audio and video files would be uploaded on AGHI PORTAL (Online) and then students will also attend face to face classes in order to practice spoken and listening parts. The classes are held in Islamabad and Lahore. If you can go to Islamabad or Lahore for face to face classes you can apply in the course.

f) Assessment:

• **Assignments**

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

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

• **Mid – Term Exam**

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

• **Final Exam**

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

• **Tutorial System**

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

During the tutorial sessions students will practice pronunciation and conversation skills through role-play, sketches, etc. Students will be given specific task to complete in the tutorial session; students' participation **would be meaningful and productive only if they do the assigned tasks effectively and study the modules before coming to attend the tutorials.**

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

• **Instructional System**

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

• **Study Material**

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

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

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

g) **Fee Structure:**

Detail of the fee is as under:

S. No.	Item	Fee Rs.
1.	Registration Fee (once at the time of registration with the University)	Rs.500/-
2.	Technology Fee	Rs.500/-
3.	Admission Fee (Payable in advance at the time of admission)	Rs.500/-
4.	Course Fee	Rs.3,000/-
	Total Fee	Rs.4,500/-

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

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

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

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

Head, Department of French:

Dr. Farah Naz Sheikh,
Block No. 11, Room No. 111,
Allama Iqbal Open University,
Sector H-8, Islamabad.

Phone: (051) 9057817, 9250558

E-mail: French@aiou.edu.pk

For French Students Only
Choice of Study Center

Full Name:

Address:

.....

Phone Number Home and Office

.....

E. mail Address:

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

- Lahore
- Islamabad (Saturday: 2:00 PM to 4:00PM)

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

Dr. Farah Naz Sheikh
Head, Department of French
Room No.111 Block No.11,
Telephone: 051-9057817, 9250558
Allama Iqbal Open University, Sector H-8, Islamabad

GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. If an applicant of post-graduate/research level programme does not receive any information regarding admission within three months from submission of application, he/she should presume non-selected.
- 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. The continuing students may enroll through online system on AIOU website within due date.
- 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 student ID. This number must be quoted in all the future correspondence.
- vii. Study material shall be available on AIOU website for downloading.
- viii. Rules and regulations framed, enhanced and changed from time to time by the authorities, bodies of the university will be effective as deemed necessary. The student will have to abide by all such rules and regulations from the date of their implementation.
- ix. 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.
- x. It is the responsibility of the student to remain in touch with the department regarding the academic activities.
- xi. 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.
- xii. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
- xiii. The university reserves the right to change contents of this prospectus without any prior notice as per university policy.
- xiv. 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.
- xv. 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.

PROCEDURE FOR DEPOSITING FEE

Eligible candidates for (Open Merit Programmes) are required to deposit fee in any branch of the following banks:

- (1) Allied Bank Limited (ABL)
- (2) First Women Bank (FWB)
- (3) Muslim Commercial Bank (MCB)
- (4) United Bank Limited (UBL)

Fee can also be deposited through Jazz Cash, Easy Paisa and Upaisa Mobile App/USSD String *786#, Retailer Agent, Franchise and Branches of Mobilink, Telenor and Ubank. For more detail please visit university website.

The Banks/Mobile App/Retailer Agents/Franchise/Branches will provide Transaction ID of deposited fee.

Note: Beware that University has not authorized any person or private institute to collect payment/forms. All the students are instructed to deposit fee by themselves in designated bank branches. In case of any discrepancy in admission fee/admission form the University will not be responsible and the student will have to face the consequences.

PROCEDURE OF FEE DEPOSIT THROUGH TELECOS

Easypaisa

Through Easypaisa App

The account may be created after downloading the Easypaisa Mobile App from Playstore. For using this mode, student must have balance equal to his/her payable fee in Easypaisa mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through Easypaisa App.

1. Login to Easypaisa App
2. Press “View All”
3. In “Payment” Section, select “Fee Collection”
4. Select “AIOU”
5. Enter “Challan Number”
6. Easypaisa App will show the payable amount & due date
7. Press “Pay Now”
8. Fee will be Paid and student will receive confirmation SMS from 3737
9. Student will write **Transaction ID** and **“Paid via Easypaisa App”** on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Through USSD String *786#

The Easypaisa mobile wallet account may be created by dialing *786#. For using this mode, student must have balance equal to his/her payable fee in Easypaisa mobile

account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through USSD string *786#

1. Dial *786#
2. Select “4” (Payments)
3. Select “7” (Fee Collections)
4. Select “99” (Next)
5. Select “AIOU”
6. Enter Challan No.
7. Screen will show the payable amount & due date
8. Enter Mobile Account PIN
9. Fee will be Paid and student will receive confirmation SMS from 3737
10. Student will write **Transaction ID** and “**Paid via Easypaisa786 String**” on the challan and admission form. Further, students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Through Easypaisa Retailer (Agent) Shop/Telenor Franchise / Telenor Bank Branches

Fee can also be paid by visiting any Easypaisa Agent shop, Telenor franchise and Telenor Microfinance Bank branch. For using this mode, student has to pay **Rs.15 per transaction** in addition to the payable fee. Following is the fee payment procedure through this mode.

1. Student may visit any nearest Easypaisa Retailer (Agent) Shop, Telenor franchise or Telenor Microfinance Bank branch

2. Student will inform the retailer/franchisee/teller that he/she wish to pay fee of AIOU
3. Retailer/Franchisee/Teller will ask the student to share CNIC number, Mobile Number & Challan Number
4. Retailer/Franchisee/Teller will enter the Challan Number in his Easypaisa Tab/system
5. Tab/System will show the payable amount & due date
6. Student will hand-over the fee amount to retailer/franchisee/teller
7. Once the fee amount is handed over, the retailer/franchisee/teller will process the fee transaction
8. Fee will be paid and student will receive confirmation SMS from 3737 on mobile number. Transaction charges will be mentioned in the confirmation SMS
9. Student will write **Transaction ID** and “**Paid via Easypaisa Agent/Franchisee/Teller**” on the challan and admission form. Bank stamp will be embossed only in case the fee is paid through Telenor Microfinance Bank branches. Further students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Upaisa Through Upaisa App

The account may be created after downloading the Upaisa Mobile App from Playstore. For using this mode, student must have balance equal to his/her payable fee in Upaisa mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through Upaisa App.

1. Login to Upaisa App
2. Please click on “Payments”
3. Click on “AIOU”
4. Enter “Challan Number”
5. Upaisa App will show the payable amount
6. Press “Pay Now”
7. Fee will be Paid and student will receive confirmation SMS
8. Student will write **Transaction ID** and **“Paid via Upaisa App”** on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU.

Through USSD String *786#

The Upaisa mobile wallet account may be created by dialing *786#. For using this mode, student must have balance equal to his/her payable fee in Upaisa mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through USSD string *786#

1. Dial *786#
2. Select “Payments”
3. Select “AIOU”
4. Enter Challan No.
5. Screen will show the payable amount
6. Student will enter his/her Mobile Number and PIN
7. Fee will be Paid & student will receive confirmation SMS

8. Student will write **Transaction ID** and **“Paid via Upaisa786 String”** on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Through Upaisa Agent Shop/Ufone Franchise /PTCL OSS/U Microfinance Bank Branches

Fee can also be paid by visiting any Upaisa Agent shop, Ufone franchise, PTCL One stop shop (OSS) and U Microfinance Bank branch. For using this mode, student has to pay **Rs.15 per transaction** in addition to the payable fee. Following is the fee payment procedure through this mode.

1. Student may visit any nearest Upaisa Retailer (Agent) Shop, Ufone Franchise, PTCL OSS or U Microfinance Bank branch
2. Student will inform the retailer/franchisee/teller that he/she wish to pay fee of AIOU
3. Retailer/Franchisee/Teller will ask the student to share CNIC number, Mobile Number & Challan Number
4. Retailer/Franchisee/Teller will enter the Challan Number in his Upaisa Tab/system
5. Tab/System will show the payable amount & due date

6. Student will hand-over the fee amount to retailer/franchisee/ teller
7. Once the fee amount is handed over, the retailer/franchisee/teller will process the fee transaction
8. Fee will be paid and student will receive confirmation SMS on mobile number. Transaction charges will be mentioned in the confirmation SMS
9. Student will write **Transaction ID** and **“Paid via Upaisa Agent/Franchisee/Teller”** on the challan and admission form. Bank stamp will be embossed only in case the fee is paid through U Microfinance Bank branches. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Jazz Cash

Through Jazzcash App

The account may be created after downloading the Jazzcash Mobile App from Playstore. For using this mode, student must have balance equal to his/her payable fee in Jazzcash mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through Jazzcash App.

1. Login to Jazzcash App
2. Please click on “Education Fee”
3. Select “Universities” from the Menu

4. Select “AIOU” from the Sub Menu
5. Enter “Challan Number”
6. Jazzcash App will show the payable amount and due date
7. Enter MPIN
8. Fee will be Paid & student will receive confirmation SMS
9. Student will write **Transaction ID** and **“Paid via Jazzcash App”** on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Through USSD String *786#

The Jazzcash mobile wallet account may be created by dialing *786#. For using this mode, student must have balance equal to his/her payable fee in Jazzcash mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through USSD string *786#

1. Dial *786#
2. Select “Payments”
3. Select “Education Payments”
4. Select “AIOU”
5. Enter Challan No.
6. Screen will show the payable amount
7. Enter MPIN

8. Fee will be Paid & student will receive confirmation SMS
9. Student will write **Transaction ID** and **“Paid via Jazzcash786 String”** on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Through Jazzcash Agent Shop/Jazz Franchise /Mobilink Microfinance Bank Branches

Fee can also be paid by visiting any Jazzcash Agent shop, Jazz franchise and Mobilink Microfinance Bank branch. For using this mode, student has to pay Rs.20 per transaction in addition to the payable fee. Following is the fee payment procedure through this mode.

1. Student may visit any nearest Jazzcash Retailer (Agent) Shop, Jazz Franchise or Mobilink Microfinance Bank branch
2. Student will inform the retailer/franchisee/teller that he/she wish to pay fee of AIOU
3. Retailer/Franchisee/Teller will ask the student to share CNIC number, Mobile Number & Challan Number
4. Retailer/Franchisee/Teller will enter the Challan Number in his Jazzcash Tab/system
5. Tab/System will show the payable amount & due date
6. Student will hand-over the fee amount to retailer/franchisee/teller

7. Once the fee amount is handed over, the retailer/franchisee/teller will process the fee transaction
8. Fee will be paid and student will receive confirmation SMS on mobile number. Transaction charges will be mentioned in the confirmation SMS
9. Student will write **Transaction ID** and **“Paid via Jazzcash Agent/Franchisee/Teller”** on the challan and admission form. Bank stamp will be embossed only in case the fee is paid through Mobilink Microfinance Bank branches. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU.

Admission form (Original) to be sent to Directorate of Admission and Mailing through Post Office or any other courier service.
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Note: Beware that University has not authorized any person or private institute to collect payment/forms. All the students are instructed to deposit fee by themselves in designated bank branches. In case of any discrepancy in admission fee/admission form the University will not be responsible and the student will have to face the consequences.
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**REGULATIONS FOR
REFUND OF ADMISSION FEE**

1. The students who has submitted their fees for Admission but do not wish to continue and have applied for refund of fee before dispatch of study material/ books, the fees will be refunded after deduction @ 10% of total fee.
 2. the student who was not eligible but deposited fee for Admission, the fee shall be refunded after deduction @ 15% of total fee.
 3. The students who have deposited their fee in excess of due fee the total excess amount shall be refunded or adjusted as the case may be.
 4. The Treasurer Department shall verify the fee of students and shall send the case to the audit for pre-audit.
 5. the cheque will be issued to the candidate by the campus payment section, Treasurer Department.
 6. Admission fee will be refunded/ adjusted maximum up to one year.
 7. After dispatching the study material, the candidate shall not be eligible for the refund of fee.
- 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. The Bank Challan/ 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 enrollment/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, Reappear exams fee, change off name/father name, examiner registration fee, tutor registration fee, workshop center change, 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.
3. 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. No.	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

Instructions

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

STUDENT COUNSELING

a) Introduction:

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

b) Objectives:

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

c) Information Lobby:

Since last two years, the information lobby has been setup in the Gateway Block which has been equipped with all relevant information regarding system and students' data base. Data base has been provided to the staff with the courtesy of Computer Science Department. Assistance regarding completion of admission forms, assistance in the selection of courses, problems and information regarding fee tariff is provided to the applicants. Staff of this Directorate also assists the information counters during the period of admission i.e. February-April, and August to October.

d) Overseas Services:

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

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

The co-ordination includes the following:

- i. Keeping liaison with the Pakistani Institutions abroad for enrolment of the students as well as provision of tutorial support where possible.
- ii. Coordinating with the Foreign Office and Embassies abroad for the conduct of examination and imparting admission information to the Pakistanis residing in their vicinity.
- iii. Replying to the queries of the students as well as general public abroad.
- iv. Admission of Overseas Pakistanis residing in the Middle East/Gulf Estates and Saudi Arabia.
- v. Providing information guidance and academic counseling to the overseas students.
- vi. The study packets are also delivered in the supervision of Overseas Cell.
- vii. The assignment schedule, supplementary material and students guide is also prepared and provided to the Overseas Students by the Director Overseas.
- viii. The assignments of the overseas students are received in the directorate and evaluation is arranged through the courtesy of Director Regional Services.
- ix. The final examinations are arranged and conducted by the Examinations Department

however the information regarding examinations and results is conveyed by the Overseas Cell.

- x. The complaints regarding examination are also pursued/ tackled/got resolved/conveyed by the Overseas Cell.
- xi. Appointment of Tutor Counsellors.

e) Future Plans:

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

Postal Address:

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

Phone: 051-9250174

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



ALLAMA IQBAL OPEN UNIVERSITY (DEPARTMENT OF EXAMINATIONS)

FEE TARIFF*

Sr.#	Programme	Fee Rates for		
		Ordinary	Urgent	Duplicate
1.	Course Certificate of SSC/HSSC/Bachelor programme/ Elementary Arabic/Non Credit	Rs.400/-	Rs.800/-	Rs.1600/-
2.	SSC(Matric)/HSSC(Intermediate)/PTC/CT/ATTC	Rs.500/-	Rs.1000/-	Rs.2000/-
3.	BA/B.Com/BBA(old)/BLIS/BCS/Associate Degree (2 years)/ Undergraduate Diploma/Certificate	Rs.800/-	Rs.1600/-	Rs.3200/-
4.	BS / BBA (4 years) Associate Degree (4 years) etc.	Rs.1200/-	Rs.2400/-	Rs.4800/-
5.	B. Ed. (old programme)	Rs.1000/-	Rs.2000/-	Rs.4000/-
6.	B.Ed. (1.5 years / 2.5 years / 4 years)	Rs.1200/-	Rs.2400/-	Rs.4800/-
7.	MA/M.Sc/M.Ed/MBA/M.Com/MBA & MPA Executive	Rs.1200/-	Rs.2400/-	Rs.4800/-
8.	Postgraduate Diploma / Certificate	Rs.1000/-	Rs.2000/-	Rs.4000/-
9.	M.Phil/MS/LLM/M.Sc (Honors)	Rs.2000/-	Rs.4000/-	Rs.8000/-
10.	Ph.D	Rs.3000/-	Rs.6000/-	Rs.12000/-

11.	Fee of Triplicate Certificate/Degree from Matric to Bachelor Programme	Rs.5000/-
	Fee of Triplicate Degree of B.Ed /BS (4years)/Master/MS/MPhil Programme	Rs.10000/-

12.	Change of Examination Center	Rs.600/-
13.	Duplicate Result Card Per Semester (Beyond Two Current Semesters)	Rs.100/-
14.	Rechecking of per Answer Script ATTC /CT/PTC/B.Ed / all Graduate Programme	Rs.700/-
	Rechecking of per Answer Script BS / MA / MSc / PGD & equivalent	Rs.800/-
	Rechecking of per Answer Script MS / MPhil / PhD & equivalent	Rs.1000/-

15.	Change in name or any other correction in Certificate/ Degree (made by Board/University or Court decision)	Double Fee of Ordinary Prescribed for Programme
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16.	Verification of Certificate/Degree (By Students or Departments)	By Post Rs.600/-	By hand (same day) Rs.1000/-
	Verification of Certificate/Degree from Foreign Organizations/Oversees Countries	USD 100* * including USD 25 for Courier Charges	

Sr. No.	Re-Appear Exams Fee for Programme	Fee Rate Per Course
1.	SSC / PTC / Elementary Arabic	Rs.100/-
2.	ATTC	Rs.180/-
3.	HSSC / CT / Diploma 10 + 3	Rs.200/-
4.	Bachelor / Associate Degree (2 years)	Rs.300/-
5.	BS / BBA / Associate Degree (4 years)	Rs.400/-
6.	B. Ed. (old) / B.Ed (1.5 years / 2.5 years / 4 years)	Rs.400/-
7.	M.A / M.Sc / MBA / M.Ed / PGD / MS / M.Phil	Rs.500/-
8.	Ph.D	Rs.800/-

*Applicable with effect from 01st January 2020.

