

Admission Spring 2024

AIOU

PROSPECTUS

- 1. Certificate of Entrepreneurship in Early Childhood Education**
- 2. Certificate in Literacy & Non-Formal Education**
- 3. Certificate Arabic Bole Chall**



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

Help Line: (051) 111-112-468

PROSPECTUS

OF

Certificate Courses

- **Certificate of Entrepreneurship in Early Childhood Education**
- **BS Certificate in Literacy & Non-Formal Education**
- **Certificate Arabic Bole Chall**

For
SPRING - 2024



Directorate of International Collaboration & Exchange

CONTENTS

	Page No.
Vice-Chancellor’s Message	ii
Complete Procedure to Enroll in AIOU Programmes & Submission of Form in AIOU	iii
Important Activities	iv
Grading Scheme	v
Maximum & Minimum Duration/Semester: Program on ODL Mode.....	vi
 ALLAMA IQBAL OPEN UNIVERSITY	 1
 FACULTY OF EDUCATION	 2
Certificate of Entrepreneurship in Early Childhood Education (CEECE)	4
Certificate in Literacy & Non-Formal Education	6
 FACULTY OF ARABIC & ISLAMIC STUDIES	 7
Certificate Arabic Bole Chall	8
 General Information.....	 9
Availability of Learning Material and Procedure for Fee Payment	11
Procedure for Fee Payment.....	11
Regulation for Refund of Admission Fee	12
General Conditions for Refund	13
Important Telephone Numbers	13

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 for rural areas under-privileged students and the people of all ages particularly the females can now select and join the programs of their choice, while sitting at their residence and simultaneously with continuing their jobs. After assessing the success of many degree programs in Pakistan, AIOU is now going to offer a variety of range programs for the students residing worldwide. 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 postgraduate programs at rural and remote areas providing an unparalleled opportunity to all the poor and deprived segments 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 discipline of educational programmes using their Learning Management system (LMS) portal support online.



Committed to your bright future.

Prof. Dr. Nasir Mahmood
Vice Chancellor

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

International & Overseas Students Shall Submit their Admission using Online System

Dear Applicant

Allama Iqbal Open University and Directorate of International collaboration & Exchange welcome and thanks you for showing your interest in our programs. For online admission, please watch video guidelines:

Fresh Enrollment: <https://www.youtube.com/watch?v= 14IPtu4vnk>

Continuing Students: <https://www.youtube.com/watch?v=d52VGci6XNQ>

Fee Depositing Process: <https://www.youtube.com/watch?v=A33WSSY9pbA&t=9s>

THANKS AND LET US KNOW HOW WE CAN HELP OR GUIDE YOUR FURTHER

Admission Schedule for International student:

From semester Autumn 2021, the AIOU has started offering of Matric, FA, Certificate Courses, AD, BS, B.Ed BBA and PGD Level Programs for international students. Schedule of Admission is given below:

01st March 2024 to 25th March 2024

Address:

Directorate of International Collaboration and Exchange

Room No. 102, Block No. 11, Allam Iqbal Open University

Sector H-8, Islamabad, Pakistan

Telephone: 0092519250175, 0092519572495

Email: overseas@aiou.edu.pk

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

Note: *Contact Directorate of International Collaboration & Exchange for exact schedule of activities. Continuing Students are sent information for all activities by LMS/SMS. Simultaneously information is placed on website (www.aiou.edu.pk).*

AIOU Grading Scheme *

Marks	Grade
80% and above	A+ Grade
70% to 79%	A Grade
60% to 69%	B Grade
50% to 59%	C Grade
40% to 49%	D Grade
Below 40%	Fail

* For those students who were enrolled under grading scheme.

AIOU GPA/CGPA Scheme **

Marks%	Grade Point Average	Marks%	Grade Point Average	Marks%	Grade Point Average	Marks%	Grade Point Average
50	2.00	58	2.54	66	3.07	74	3.61
51	2.07	59	2.60	67	3.14	75	3.68
52	2.13	60	2.67	68	3.21	76	3.74
53	2.20	61	2.74	69	3.27	77	3.81
54	2.27	62	2.80	70	3.34	78	3.88
55	2.34	63	2.87	71	3.41	79	3.94
56	2.40	64	2.94	72	3.47	80-100	4.00
57	2.47	65	3.01	73	3.54		

Marks Obtained	Grade	Grade Point Average (GPA)
80-100%	A	4
65-79%	B	3
50-64%	C	2
Below 50%	F	0

** For those students who were enrolled under GPA/CGPA Scheme.

Minimum and Maximum Duration/Semesters: Programs on ODL Mode

Sr. No.	Degree Level	Minimum Duration	Maximum Duration
1	SSC/HSSC	2 Year / 4 semester	5 years
2	Certificate (6 Month)	6 Month / 1 semester	1 year
3	All Postgraduates Diplomas (1 Year)	1 Year / 2 semester	3 years
4	Associate Degree (2 Year)	2 Year / 4 semester	4 years
5	B. Ed (1.5 Year)	1.5 Year / 3 semester	3 years
	B. Ed (2.5 Year)	2.5 Year / 5 semester	5 years
6	BS/BBA/BEd (4 Year)	4 Year / 8 semester	8 years
7	MEd (1 Year)	1 Year / 2 semester	3 years
8	All Master Degree Programmes (2 Years)	2 Year / 4 semester	4 years

Note: Maximum time duration includes semester freeze period.

The Policy of re-appear and again Re-appear is being discontinued and the concerned students will have to re-register/re-enroll or re-admit in the failed course (s).

ALLAMA IQBAL OPEN UNIVERSITY

Allama Iqbal Open University, a mega university was established in 1974 under an Act of Parliament. The main campus of the university is situated in sector H-8, Islamabad. It was the second open university of the world and the first of its kind in Asia and Africa. The aim of establishing AIOU was to provide affordable and accessible education through distance learning at the door-steps to those people who could not continue their educational journey through formal system of education. The University (AIOU) operates on semester based system and admits students in Spring and Autumn semesters. Under-graduate admissions are offered in both the semesters whereas postgraduates are offered once a year. The under-graduate students are given course books especially prepared by the university on self-instructional principles. However, at post graduate level students are encouraged for self-study; therefore, no text books are provided.

At present, the AIOU is offering programs from Matric to PhD level in diverse disciplines from four faculties. 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 M. Com, MBA (IT), MBA (Banking and Finance), BS (CS), etc. are being provided instructions, guidance and counseling through face-to-face mode of education. AIOU is also offering four years undergraduate degrees in various disciplines.

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 research scholars, a Science Complex has been built where they use the latest equipment of international standards for experiments and research. 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 EDUCATION

INTRODUCTION:

The faculty of education was founded at the time of establishment of 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 1973 as Institute of Education in the 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

Faculty of Education consists of the following 06 departments:

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

Distance, Non-Formal and Continuing Education (DNFCE)

The department was established in 1984 and was renamed as Distance, Non-Formal and Continuing Education in 2008. It offers specialized degree programs/courses in Distance, Non-Formal and Continuing Education, Adult Education and Educational Technology at MA Education, M.Ed., M.Phil. and Ph.D. (MS/MPhil based) level.

DEPARTMENT OF EARLY CHILDHOOD EDUCATION AND 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 Early Childhood Education and Elementary Teacher Education Department offers ADE, PGD in ECE, BEd, MEd, MPhil and PhD programs. It also offers 'Education' as subject at Matric, Intermediate and Graduate level. Early Childhood Education and Elementary Teacher Education Department is one of the largest departments of this institution in terms of its enrollment of students and the number of courses offered by this department.

Educational Planning, Policy Studies & Leadership (EPPSL)

The department was established in 1976 and was renamed as EPPS in 2008. It offers programs in educational planning and management. These programs are aimed at producing a cadre of professionals for the educational institutions and organizations in the country. Programs of EPPSL include postgraduate diplomas, MPhil and PhD (MS/MPhil based). The courses of these programs 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 programs aim at imparting academic and professional knowledge and training to in-service and pre-service teachers and scholars.

Science Education

The Department of Science Education was established in 1988. The programs and courses of the department are mainly focused on education and training of science teachers. Presently, the department offers specialized courses in science at BEd, MA, MEd, MPhil and PhD level. Specialization courses provide conceptual framework and in-depth insight into the teaching of science, effectively.

Special Education

The department was established in 1985. The department imparts education and training to teachers for the special children in four specializations 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 programs. Present programs/courses of this department are comprised of postgraduate diploma, MEd, MA, MPhil and PhD (MS/MPhil based) in Special Education.

Programmes of Faculty of Education

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

The faculty is offering the following academic programmes:

PhD Education with following specializations:

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

MPhil Education with following specializations:

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

MEd/MA Education with following specializations (for continuing students only):

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

BEd/PGD/BS/ADE/SSC/HSSC/BA level Educational programmes:

- BEd (1.5 year, 2.5 years, 4 years)
- PGD Educational Planning and Management
- PGD Early Childhood Education
- BS Early Childhood Care and Education (ECCE)
- BS Instruction Design and Technology (face to face program)
- Associate Degree in Education (2 years)
- PGD Entrepreneurship in ECCE (Early Childhood Care and Education)
- Certificate of Entrepreneurship in Early Childhood Education (CEECE)
- Courses of Education at SSC, HSSC and BA level

CERTIFICATE OF ENTREPRENEURSHIP IN EARLY CHILDHOOD EDUCATION (CEECE)

1. Introduction of the Program

Early childhood education (from 3 to 5 years) is crucial for the development of life-long learning. This program has been designed to help youth understand the concepts related to entrepreneurship and, Early Childhood Education and Development. It is aimed to provide him/her with skills to run an Early Childhood Development (ECD) center effectively. The purpose of this program is to enhance skills and knowledge of participants for working with young children (age group 3-5 years); provide participants the exposure to child-centered interactive learning methodologies, assessment tools and daily lesson content, enabling them to create conducive physical and psychological environment and to involve parents and communities in children's learning. The program also assists to enhance the knowledge of the students about ECE national curriculum to understand the process of achieving the objectives of teaching young children in ECD centers, using effective activities; and develop their understanding of the importance of family, particularly parents' involvement and to learn different ways to ensure parents' participation in the learning process of their children. The program also gives an orientation to students about cross cutting themes such as child rights, child protection, corporal punishment, inclusive education, child health and nutrition.

The courses are helpful to enhance knowledge and skills of the students about entrepreneurship in education. The courses are aimed at developing the attitude and skills of students about initiating and sustaining educational change within society using the entrepreneurial principles. It is helpful to understand the process of achieving the objectives of teaching-learning process in educational institutions through effective activities; and develop their understanding of the importance of stakeholder's role in education.

The program will use an interactive approach involving the use of study guides, assignments, workshops, examination and presentations, preparation of action plan and business plan in workshops.

2. Objectives of the Program:

The objectives of Certificate of Entrepreneurship in Early Childhood Education are given below:

1. Train youth interested in pursuing their career in educational ventures across the Globe.
2. Equip educational entrepreneurs with entrepreneurial skills to effectively work in educational set up.
3. Provide students with the knowledge, techniques and strategies to become qualified educational entrepreneur.
4. Assist educational entrepreneurs in various fields of early childhood education as selected by them such as literacy and language development, pedagogical skills, educational assessment and school management.

3. Eligibility for Admission:

Intermediate/equivalent to intermediate (12 years of education)

4. DETAIL OF COURSES:

Compulsory courses			
S. No.	Course Title	Course Code	Credit Hours
1	Social Entrepreneurship	1617	03
2	Educational Entrepreneurship	1618	03
3	Trends & Challenges in Educational Entrepreneurship	1619	03
Any two of the following courses (selected by students)			
1	Introduction to Early Childhood Education	1624	03
2	Early Childhood Curriculum	1625	03
3	Child Development	1626	03
4	Classroom Assessment	1627	03
5	Teaching Literacy	1628	03
6	Language Learning in Early Childhood	1629	03

Fee Structure:

Certificate Program Fee:

US\$ 500

For any assistance contact:

Directorate of International Collaboration & Exchange

Phone: +92-51-9572495

E-mail: overseas@aiou.edu.pk

Allama Iqbal Open University (AIOU) reserves the right to amend the policy of fee structure, course offering and assessment of courses when required. The department may change the sequence of the course(s) offering as per availability of course(s).

سرٹیفکیٹ ان لٹریسی اینڈ نان فارمل ایجوکیشن

سرٹیفکیٹ میں شامل ماڈیولز

نمبر شمار	کورس کوڈ	کورس کا نام
-1	1605	غیر رسمی تعلیم کا تعارف
-2	1606	خواندگی اور زندگی کی مہارتیں
-3	1607	غیر رسمی تعلیم میں تدریسی معاونات
-4	1608	مہارتوں پر مبنی پیشہ ورانہ تربیت
-5	1609	غیر رسمی تعلیم میں تدریسی حکمت عملیاں
-6	1610	غیر رسمی تعلیم میں جائزہ

کورس کے اجراء کے مقاصد

- 1- ملک میں غیر رسمی تعلیم کے تربیت یافتہ اساتذہ کی کمی کو پورا کرنا۔
- 2- تربیت یافتہ اساتذہ کی فراہمی سے ملک میں خواندگی کی شرح کو مناسب حد تک بڑھانا۔
- 3- غیر رسمی تعلیم کے طلباء کو خواندگی اور زندگی گزارنے کی بنیادی مہارتیں سکھانا۔
- 4- تعلیم چھوڑ جانے والے بچوں کو دوبارہ تعلیمی عمل میں شامل کرنا۔

داخلے کی اہلیت

کم از کم میٹرک / سیکنڈری سکول سرٹیفکیٹ (سیکنڈ ڈویژن) کے حامل امیدوار داخلے کے اہل ہوں گے تاہم اعلیٰ تعلیم یافتہ افراد بھی اس کورس سے مستفید ہو سکتے ہیں۔

کورس کرنے کا طریقہ

کورس بذریعہ آن لائن ہوگا۔ داخلہ مکمل ہونے پر سرٹیفکیٹ کورس کی کتب یونیورسٹی کی ویب سائٹ پر موجود ہیں۔ ہر مضمون کی دو امتحانی مشقیں مکمل کرنا ہوں گی اور امتحانی مشقیں اپنے LMS پورٹل پر Upload کرنا ہوں گی۔

کورس کی مدت: 6 ماہ (ایک سمسٹر)

نمایاں خصوصیات

- ☆ غیر رسمی اور خواندگی کے اداروں میں ملازمت کے مواقع۔
- ☆ پیشہ ورانہ صلاحیتوں میں نکھار۔
- ☆ پڑھانے کے غیر رسمی طریقوں سے واقفیت۔
- ☆ تدریسی معاونات اور ان کا استعمال۔

پروگرام فیس: 500 ڈالر

مزید رہنمائی اور معلومات کے لئے رابطہ

Directorate of International Collaboration & Exchange
Phone: +92-51-9572495
E-mail: overseas@aiou.edu.pk

کلیہ عربی و علوم اسلامیہ

تعارف

علامہ اقبال اوپن یونیورسٹی کے قیام کے ساتھ ہی ادارہ عربی و علوم اسلامیہ قائم کیا گیا۔ اس ادارے میں عربی اور علوم اسلامیہ کے شعبے موجود تھے۔ ادارے کی طرف سے ابتدائی سطح پر اللسان العربی اے ٹی ٹی سی (تدریب المعلمین) اور میٹرک ایف اے اور بی اے کی سطح پر عربی اور اسلامیات فقہ اور سیرت طیبہ ﷺ کے کورسز پیش کئے گئے۔

اس ادارے کے قیام کا مقصد اسلامی علوم کی ترویج اور نئی نسل کو اسلامی علوم سے اس طرح روشناس کرنا تھا کہ وہ معاشرے کو اسلام کے سانچے میں ڈھالنے کے لئے موثر کردار ادا کر سکیں اور اس کے ساتھ اہل مغرب کی جانب سے اسلام پر جو اعتراضات کئے جاتے ہیں ان کا جواب ان ہی کی زبان اور ان ہی کے انداز میں اخلاقیات کے اصولوں کو مد نظر رکھ کر دے سکیں۔ ان مقاصد کے حصول کے لئے 1987 میں علوم اسلامیہ میں ایم فل کی ابتدا کی گئی۔ بعد میں 1999 میں ایم اے عربی و علوم اسلامیہ کے پروگراموں کا باقاعدہ اجرا کر دیا گیا اور ایم اے علوم اسلامیہ کو چار ذیلی تخصصات میں بھی تقسیم کیا گیا اور عربی زبان کو ان کی بنیاد قرار دیا گیا۔

1998 میں علامہ اقبال اوپن یونیورسٹی ایکٹ XXXIX 1974 کی رو سے منظور شدہ کلیہ عربی و علوم اسلامیہ کو معرض وجود میں لایا گیا اور ادارہ عربی و علوم اسلامیہ کو کلیہ عربی و علوم اسلامیہ کے نام سے ایک مستقل کلیہ (Faculty) کا درجہ دیا گیا۔

کلیہ عربی و علوم اسلامیہ کے شعبے

کلیہ عربی و علوم اسلامیہ میں درج ذیل شعبے قائم کئے ہیں۔ شعبہ عربی، شعبہ قرآن و تفسیر، شعبہ حدیث و سیرت، شعبہ اسلامی فکر تاریخ و تہذیب اور شعبہ اسلامی فقہ۔

شعبہ عربی زبان و ادب کا تعارف

عربی زبان و ادب علوم اسلامیہ کی بنیاد ہے اور یہ بہت گہرا تعلق ہے۔ اس کے لئے شروع سے ہی شعبہ عربی اور علوم اسلامیہ ساتھ ساتھ ہیں۔ اس شعبے نے ایم اے عربی اور بی ایڈ عربی کے لئے اہم کتابیں تیار کی ہیں۔ اس شعبے کے مقبول عام پروگراموں میں عربی بول چال، اللسان العربی اور تدریب المعلمین (اے ٹی ٹی سی) اور بی ایڈ عربی جیسے پروگرامز شامل ہیں۔ شعبہ عربی کے اہم پروگرام

شعبہ عربی کی جانب سے طلباء و طالبات کے لیے مندرجہ ذیل کورسز پیش کئے جاتے ہیں۔

- | | |
|---------------------------|--------------------------------------|
| (1) لغۃ القرآن | (2) اللسان العربی |
| (3) عربی بول چال | (4) عربی صرف و نحو (درس نظامی میٹرک) |
| (5) میٹرک عربی | (6) انٹرمیڈیٹ عربی |
| (7) تدریب المعلمین (ATTC) | (8) بی اے عربی |
| (9) ایم فل عربی | (10) پی ایچ ڈی عربی |

مزید رہنمائی اور معلومات کے لئے رابطہ

Directorate of International Collaboration & Exchange
Phone: +92-51-9572495
E-mail: overseas@aiou.edu.pk

عربی بول چال سرٹیفکیٹ کورس

روزمرہ عربی بول چال کا یہ پروگرام ایک سمسٹر پر مبنی ہے۔ عربی زبان کی منوثر تدریس کے لیے علامہ اقبال اوپن یونیورسٹی سے یہ کورس پیش کیا جاتا ہے۔ مراسلاتی اسباق کے ساتھ ساتھ ہفتہ وار ریڈیو پروگرام کی سہولت مہیا کی گئی ہے۔ آن لائن ٹیوٹوریل مینٹننگز کا انعقاد بھی کیا جاتا ہے جس میں اساتذہ طلبہ کی رہنمائی کے لئے موجود ہوتے ہیں۔ یہ کورس ہر سال بہار اخزاں دونوں سمسٹر میں پیش کیا جاتا ہے۔

کوڈ نمبر	کورس	مدت کورس	داخلے کا معیار	کورس فیس
114	عربی بول چال	چھ ماہ	اردو پڑھنا لکھنا اور سمجھنا	500 ڈالر

کامیاب ہونے والے طلبہ کو سرٹیفکیٹ جاری کیا جاتا ہے۔ اس کورس میں داخلے کے لئے میٹرک پاس ہونے کی شرط نہیں ہے، اردو پڑھنے کی صلاحیت اور عربی زبان سیکھنے کا شوق کافی ہے۔ 0114 کورس BSCS میں بھی شامل ہے جو عربی بول چال پر مبنی ہے اور اس کی مدت بھی صرف چھ ماہ ہے۔

GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A candidate is required to apply for admission online only.
- iii. If an applicant does not receive any information regarding admission within three months from submission of application, he/she should presume no admission.
- iv. A course taken by any student cannot be change during the semester. However, in real hardship cases, the change in courses will be allowed only before the start of study period after deposit of prescribed fee. The study period schedule is available on AIOU website.
- v. The address of a student will not be changed during the semester.
- 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 along with the roll number, course(s), code numbers and semester.
- vii. Study material shall be available at the LMS and on the AIOU website.
- viii. After confirmation of admission students are usually intimated about the part time tutors for each course. If you do not found information about tutors, you are required to contact the Directorate of International Collaboration & Exchange immediately without any delay.
- ix. 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.
- x. 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.
- xi. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
- xii. 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.
- xiii. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.

- xiv. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
- xv. The student must inform the Directorate of IC & E in writing about admission mistakes within the period of 15 days, which is not according to the admission form/ check list or mistake in name and address. No request for any change will be entertained after the stipulated period.
- xvi. Admission cannot be granted if the fee deposited after due.
- xvii. 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.
- xviii. 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.
- xix. The degree/diploma/certificate of the student will be quashed:
 - i) If any mistake found in compilation or declaration of result at any stage.
 - ii) If any candidate found ineligible for a degree/ diploma/certificate during the cross verification process of result and documents at any stage.

- iii) If found that candidate submitted forged/fake/ illegal document(s) in the University at any stage.

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 case of any discrepancy in admission fee/ admission form the University will not be responsible and the student will have to face the consequences.

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

- (i) The Applicant/candidate/student who have submitted his/her fee for Admissions but do not wish to continue and applied for refund of fee before the start of his/her study period as per Academic Calendar available on the AIOU website corresponding to his/her respective semester i.e Autumn or Spring, the fees will be refunded after the deduction @ 10% of the total fee.
- (ii) The Applicant/Candidate who was not eligible but deposited the fee for admission and applied for refund within one year from the date of fee deposit, the fee shall be refunded after deduction @15% of total fee.
- (iii) The student who has deposited his/her fee in excess of due fee that total excess amount shall be refunded or adjusted as the case may be.
- (iv) The Treasurer Department shall verify the fee of students and shall send the case to the Audit Department for pre-audit.
- (v) The cheque will be issued to the candidate by the Campus Payment Section (CPS), Treasurer's Department.
- (vi) In the case of death, the full fee will be refunded through crossed cheque in favour of the Blood Relative of deceased student, after fulfilling all the codal formalities. The refund case must be submitted within one year of fee deposit.
- (vii) 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.
- (viii) If the admission of an Applicant/Candidate is not matured due to any reason beyond the control of the University or due to unforeseen issues, the whole paid fee, without any deductions shall be refunded to the respective applicant/candidate. The refund case must be submitted within one year of fee deposit.

Note: Beware that University has not authorized any person or private institute to collect payment All the students are instructed to deposit fee by themselves. 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.

REFUND OF OTHER FEE

1. All kind of other fee including but not limited to Degree fee, Re-appear exams fee, change off name / father name, examiner registration fee, tutor registration fee, late assignment evaluation fee, analysis fee, rechecking of answer scripts fee, NOC fee, subject/group change fee, thesis evaluation fee, thesis extension fee, job fee, tender fee tec. will not be refunded. Only excess fee deposited will be refunded/adjusted.
2. The extension in thesis fee in excess shall be refunded on approval of concerned Dean with certificate that fee was deposited in excess.
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. #	Name	Telephone Nos.
1.	Director Admissions	+92-51-9250043 +92-51-9571501
2.	Controller of Examinations	+92-51-9250012 +92-51-9250013 (Fax)
3.	Director Students Affairs	+92-51-9572400 +92-51-9572401
Directorate of International Collaboration & Exchange		
1.	Dr. Zahid Majeed Director Zahid_majeed@aiou.edu.pk	+92-51-9572450
2.	Sehrish Khan Assistant Director sehrish.khan@aiou.edu.pk	+92-51-9572471
3.	Mr. Muhammad Ajab Superintendent overseas@aiou.edu.pk	+92-51-9572495