

AIOU

PROSPECTUS

2026

SPRING



Faculty of Social Sciences & Humanities

Associate Degree

DURATION – 2 YEARS

Associate Degree in Education

Associate Degree in Business Administration



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

PROSPECTUS
OF
Associate Degree Programs
FOR
SEMESTER: SPRING, 2026



Allama Iqbal Open University Islamabad
Directorate of International Collaboration & Exchange

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 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 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 the 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

IMPORTANT NOTICE

1. All degrees awarded by AIOU are recognized by HEC.
2. All certificates, i.e., SSC, HSSC, Open Courses, etc., are recognized by IBCC.
3. Other countries have their own rules and policies. Students are advised to check the acceptance of an AIOU degree with their relevant Department / Ministry / Country / Organization before applying for admission to any AIOU educational program.

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, Associate Degree, B.Ed, BS, BBA, PGD and MBA/MPA (COL) Level Programs for international students. Schedule of Admission is given below:

1st January 2026 to 10th February 2026

Address:

Directorate of International Collaboration and Exchange

Room No. 05, Block No. 25, Allam Iqbal Open University

Sector H-8, Islamabad, Pakistan

Telephone: 0092519572495

Email: overseas@aiou.edu.pk

AIOU ACADEMIC CALENDAR

IMPORTANT ACTIVITIES TO BE REMEMBERED

Autumn Semester			Spring Semester		
Proposed Activity	Schedule		Proposed Activity	Schedule	
	From	To		From	To
Admission	01 July	05 September	Admission	01 January	05 March
Mailing	01 September	15 November	Mailing	01 March	15 May
Study Period	16 November	28 February	Study Period	16 May	30 August
Examination (Conduct)	01 March	30 April	Examination (Conduct)	01 September	30 October
Result Declaration	30 June		Result Declaration	30 December	

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).

**MINIMUM AND MAXIMUM DURATION/
SEMESTERS-WISE FOR EACH PROGRAMME**

Sr. No.	Degree Level	Minimum Duration	Maximum Duration
1	SSC/HSSC	2 Years / 4 Semesters	5 Years
2	Certificate (6 Months)	6 Months / 1 Semester	1 Year
3	All Postgraduate Diplomas (1 Year)	1 Year / 2 Semesters	3 Years
4	Associate Degree (2-Years)	2 Years / 4 Semesters	4 Years
5	BEd (1.5 Years)	1.5 Years / 3 Semesters	3 Years
6	BEd (2.5 Years)	2.5 Years / 5 Semesters	5 Years
7	BS/BBA/BEd (4-Years)	4 Years / 8 Semesters	8 Years

Note: Continue students must complete their programs before Spring 2026.

REVISED POLICY FOR ASSESSMENT

As per revised formula securing passing marks in assignments/practical and other components is not compulsory with effect from Spring, 2023 onwards, however, passing marks i.e. 40% in final exams will be mandatory. If a student gets 40 marks out of 100 in the final exams and does not score 50% aggregate marks, he/she will be declared Fail in the respective course and he/she will have to re-register/re-admit in the respective course, whenever said course (s) are offered in any of the subsequent semester (s).

Assignments (weightage)	Quizzes (weightage)	Final Exam (weightage)	Passing Marks
20%	30% (Quiz)	50%	50% (in aggregate) however 40% marks in final exams is mandatory

There is no change in formula for Teaching Practice 1 & 2, Capstone, Long Term Internship and such courses where grading formula/scheme of studies is different and Workshop/Projects are having weightage of marks, students will have clear/pass them too.

Revised Policy: Reappear and Again Reappear

The chance of Re-Appear (FER-I) and Again Re-Appear (FER-II) will be given from Semester Spring 2023 onwards. If a student gets less than 40 marks in final exam.

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	4.00
65-79%	B	3.00
50-64%	C	2.00
Below 50%	F	0.00

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

New AIOU GPA/CGPA Scheme from Semester Autumn-2021 & onwards

Percentage of Marks	Letter Grade	GPA	Percentage of Marks	Letter Grade	GPA
85% and above but below 100%	A	4.0	60% and above but below 65%	C+	2.3
80% and above but below 85%	A-	3.7	55% and above but below 60%	C	2.0
75% and above but below 80%	B+	3.3	52% and above but below 55%	C-	1.7
70% and above but below 75%	B	3.0	50% and above but below 52%	D	1.0
65% and above but below 70%	B-	2.7	Below 50%	F	0.0

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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. 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 educational journey through formal system of education. The University (AIOU) operates on semester system and admits students in Autumn and Spring semesters. Under graduate admissions are being offered in both the semesters whereas post graduates are being offered once a year. The enrolled students are given course books specially prepared by the university based on self-instructional principles. However, at post graduate level reprints of foreign books, allied material with university prepared study guides help students to polish their skills.

At present, the AIOU is offering programmes from Matric to PhD level in diverse disciplines comprising four faculties. The university has established study centres across the country, where distance education students are being provided

necessary guidance by their respective tutors. Moreover, the university has established full time study centres, wherein the students of MBA (IT), MBA (Banking and Finance), BS (CS), MSc/BS Chemistry, MSc/BS Microbiology etc. are being provided instruction, guidance and counselling through face-to-face education. AIOU is offering four years under graduate degrees.

Apart from curricular activities during the academic year, the AIOU and its regional centres actively participate in the co-curricular activities by arranging educational and literary seminars, workshops and conferences, attended not only by the students and faculties of the university, but also by the renowned dignitaries and scholars. For the science students and research scholars, a science complex has been built where they use the latest state of the art equipment for experimentation 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 the students to access the latest information available through open source databases.

Programme Coordinators	Address
B. Ed 1.5 Year	Dr. Syed Nasir Hussain Assistant Professor ECE & ETED Phone: 051-9574275
B. Ed 2.5 Years	Dr. Mubeshera Tufail Lecturer ECE & ETED Ph: 051-9574281 Email: mubeshera.tufail@aiou.edu.pk
B. Ed 4 Years ETE	Dr. Muhammad Samiullah Assistant Professor ECE & ETED Ph: 051-9574274
B. Ed 4 Years (Secondary Teacher Education)	Dr. Sidra Rizwan Assistant Professor, STED Ph: 051-9574424
B. Ed 2.5 Years (Science Education)	Mr. Arshad Mehmood Qamar Lecturer Science Education Department Faculty of Education Ph: 051-9574332
B. Ed 4 Years (Science Education)	Mr. Arshad Mehmood Qamar Lecturer Science Education Department Faculty of Education Ph: 051-9574332

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 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 THE FACULTY

Faculty of Education comprises the following six departments:

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

Distance, Non Formal & 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 programmes/courses in Distance Non-Formal and Continuing Education, Adult Education and Educational Technology at MA Education, MEd, MPhil and PhD (MS/MPhil Based) level. It also offers courses at BA level.

Educational Planning,

Policy Studies & 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 (MS/MPhil Based). The courses of these programmes are attained to the field requirements of target personnel in the areas of educational planning and management.

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 programmes, 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.

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.

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 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 programmes. Present programmes/courses of this department 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 the following specializations:

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

BEd/PGD/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
- Associate Degree in Education (2 years)
- Courses of Education at SSC, HSSC and BA level

Impersonation for attendance, or;

Note: Any misbehave/misconduct during and/or after online classes may lead to cancellation of admission of the student.

**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 4 Years, BEd 1.5 Year, BEd 2.5 Years, M.Ed, MPhil and Ph.D programmes. It also offers “Education” as subject at Matric, Intermediate and Graduate level.

The department is planning to launch BS.Ed Early Childhood Education.

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.

ASSOCIATE DEGREE **IN EDUCATION (ADE) (Two Year)**

Programme Code:

5	6	1	5
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Introduction:

The National Education Policy of 2009 states that to improve the overall quality of education in Pakistan, the standard of teacher education must be raised. The policy calls for reforms in pre-service training and standardization of professional qualifications.

As a step towards improvement in educational standards new National Scheme of Studies for school education was developed.

It was notified by the Ministry of Education (MOE) in 2006. Major objectives of new scheme included teaching of school subjects using interactive student centered methods focusing on development of higher order cognitive skills. The new scheme suggests a paradigm shift in learning from teacher centered, rote learning to student centered and active learning. Better educated and trained teachers are required to implement the scheme effectively. ADE and B.Ed (Hons.) programmes have been introduced with the focus on nurturing those aspects in teachers that correspond to the basic requirements of National Education Policy 2009, National Scheme of Studies 2006, National Professional Teaching Standards 2008 and National Accreditation Council for Teacher Education 2009.

ADE is a transitional two-year programme of 69 credit hours linked with and leads to B.Ed (4 year) which has replaced the diploma, PTC, CT programmes providing an opportunity to prospective teachers to enhance their academic qualifications and acquire a professional degree.

Aims & Objectives:

- To equip the prospective teachers with adequate knowledge of subject matter, contemporary pedagogy techniques, communication skills, critical thinking, and dispositions to be an elementary school teacher.

- To offer students a teacher education programme that allows them to move through a four-year B.Ed., by completing part of the degree (ADE) and completing the remaining two years of the programme immediately, or by completing the additional year(s) at a later date.

Eligibility Criteria (ADE):

Program:	Associate Degree in Education (ADE)
Title:	Associate Degree in Education (ADE)
Duration:	2 Years (4 Semesters)
Semesters:	04-Semester
Semester Duration:	16–18 Weeks

Maximum Course

Load Per Semester: 18 Credit Hours

Total Credit Hours: 69 Credit Hours

Medium of Instruction: English/Urdu

Mode: ODL

Eligibility Criteria:

Minimum entry requirement for admission is Intermediate or equivalent.

Assessment Criteria:

As per AIOU policy.

Workshop:

The workshop for each course will comprise of 12 hours, with two hours daily for six days as per AIOU policy.

Credit Hours-wise breakup:

Total Credit Hours (CH): 69

- General Education Course (GC): (In semester 1, 2 & 3)
- Discipline Courses (DC): 30 CH (in semester 1, 2, 3 & 4)

Semester-Wise Breakup of Scheme of Studies

First Semester

18 – Credit Hours

Sr. No.	Course Code	Name of Course	Credit Hours
1.	6411	Foundations of Education	03
2.	8277	Quantitative Reasoning-I	03
3.	9378	Ideology and Constitution of Pakistan	03
4.	9382	Functional English	03
5.	9384	Application of Information & Communication Technologies	03(2+1)
6.	9401/5437	Islamic Studies OR Ethics (For Non-Muslims student only)	03

Second Semester

18 – Credit Hours

1.	6402	Educational Psychology & Guidance	03
2.	6416	Urdu	03
3.	8278	Quantitative Reasoning-II	03
4.	9381	Expository Writing	03
5.	9389	Basics of Environmental Sciences	03(2+1)
6.	9410	Introduction to Sociology: Culture and Society	03

Third Semester**18–Credit Hours**

Sr. No.	Course Code	Name of Course	Credit Hours
1.	5026	Entrepreneurship	03
2.	6400	General Methods of Teaching	03
3.	6403	Classroom Management	03
4.	6996	Supervised School Observation	03
5.	9385	Civics and Community Engagement	03
6	9374	Pakistan Studies	03

Fourth Semester**15–Credit Hours**

1.	6404	General Science	03
2.	6407	Classroom Assessment	03
3.	6997	Teaching Practice	03
4.	8612	Professionalism in Teaching	03
5.	8655	Curriculum and Instruction	03

Fee Structure: (First Semester)

Item	Fee
Registration Fee: (At the time of 1 st Admission)	US\$ 50/-
Admission Fee: (At the time of 1 st Admission)	US\$ 50/-
Per Course Fee @ US\$ 100/- = Total Fee of Courses (US\$ 100 x 6 Courses)	US\$ 600/-
Total First Semester Fee=	US\$ 700/-

For any Assistance Contact**Directorate of International Collaboration & Exchange**

Phone: +92 51 9572495

E-mail: overseas@aiou.edu.pk

FACULTY OF SOCIAL SCIENCES AND HUMANITIES

First established in 1981 with five departments, the Faculty of Social Sciences and Humanities has, over the years, flourished to become, by far, the largest Faculty of the University. It, today, consists of 14 departments offering masters programmes in major areas of Social Sciences and Humanities like, Business Administration, Economics, Mass Communication, Sociology, Urdu, Library & Information Sciences, History, Pakistan Studies and Teaching of English as a foreign Language (TEFL). Additionally, efforts are afoot to plan and launch post-graduate programmes in Pakistani Languages and Law.

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

In tune with the government's policy of promoting and strengthening a culture of higher education and research in the country, the AIOU's Faculty of Social Sciences and Humanities has shown a lot of dynamism over the past few years. It has launched MPhil/PhD programmes in Iqbaliat,

Urdu and Mass Communication and History while preparations are being made to launch MPhil Business Administration, Applied Linguistics.

The Faculty of Social Sciences & Humanities also offers several bachelors' level programmes in such professional areas like Bachelors in Library & Information Sciences (BLIS), BS-Business Administration, BS-Commerce and Mass communication. Tens of thousands of students comprising all demographic groups and, from all over the country, enroll, each year, in these bachelor's level programmes.

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

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

ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION

(Programme Code 4009)

Scheme of Study for Applicants taking admission after intermediate.

Eligibility:

- The applicants having intermediate or equivalent qualification would be eligible to apply.

Degree Requirements

Following requirements are necessary for award of Associate degree:

- Successful completion of 69 credit hours of study (total 23 courses) in minimum four semesters

Teaching Mode:

Open and Distance Learning all over Pakistan.

Scheme of Study for applicants taking admission after Intermediate

1st Semester

Sr. No.	Course Title	Areas	Credit Hours	Course Code
1	Functional English	Functional English	3(3+0)	9382
2	Basics of Environmental Sciences	Gen Edu (Natural Science)	3(2+1)	9389
3	Quantitative Reasoning	Quantitative Reasoning-I	3(3+0)	9424
4	Financial Accounting	Major	3(3+0)	5418
5	Fundamentals of Business	Major	3(3+0)	5402
			15 Credit Hours	

2nd Semester

1	Expository Writing	Expository Writing	3(3+0)	9381
2	Islamiat / Ethics (for Non-Muslim)	Islamic Studies/ Ethics	3(3+0)	9401/ 5437
3	Application of information and communication Technologies	ICT	3(2+1)	9384
4	Principles of Marketing	Major	3(3+0)	8407
5	Advanced Accounting	Major	3(3+0)	5419
6	Principles of Management	Major	3(3+0)	5414
			18 Credit Hours	

3rd Semester

Sr. No.	Course Title	Areas	Credit Hours	Course Code
1	Ideology and Constitution of Pakistan	Ideology and Constitution	3(3+0)	9378
2	Entrepreneurship	Entrepreneurship	3(3+0)	5026
3	Quantitative Reasoning -II	Quantitative Reasoning-II	3(3+0)	9383
4	Human Resource Management	Major	3(3+0)	8425
5	Civics and Community Engagement	Civics and Community Engagement	3(3+0)	9385
6	Introduction to Psychology		3(3+0)	8411
				18 Credit Hours

4th Semester

1	Literature of Pakistani Languages	Art & Humanities	3(3+0)	9006
2	Business Law	Major	3(3+0)	5413
3	Introduction to Business Finance	Major	3(3+0)	8594
4	Production & Operations Management	Major	3(3+0)	8418

5	Cost Accounting	Major	3(3+0)	5410
6	Pakistan Studies	Social Science	3(3+0)	9374
				18 Credit Hours

Fee Structure: (First Semester)

Item	Fee
Registration Fee: (At the time of 1 st Admission)	US\$ 50/-
Admission Fee: (At the time of 1 st Admission)	US\$ 50/-
Per Course Fee @ US\$ 100/- = Total Fee of Courses (US\$ 100 x 5 Courses)	US\$ 500/-
Total First Semester Fee=	US\$ 600/-

For any Assistance Contact**Directorate of International Collaboration & Exchange**

Phone: +92 51 9572495

E-mail: overseas@aiou.edu.pk

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 (LMS) 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 changed during the semester. However, in real hardship cases, the change in courses will be allowed before the start of study period after deposit of prescribed fee. 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 (Aaghi Portal) and Website at their given addresses.
- viii. After confirmation of admission students are usually intimated about the part time tutors for each course through student CMS portal. 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 Directorate of IC&E 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 Admission Department 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 without prescribed fee, less fee or fee deposited after due date will not be considered in any case.
- 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 Examinations 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 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.
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		
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2.	Sehrish Khan Assistant Director sehrish.khan@aiou.edu.pk	+92-51-9572471
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