

COMSATS Institute of Information Technology
Registrar Office, Principal Seat, Islamabad

No. CIIT-Reg/Notif-773/13/1366

Dated: October 08, 2013

NOTIFICATION

Subject: **Uniform Admission Guidelines**

The CIIT Executive Committee (CEC) in its 74th meeting held on 20th September 2013 has approved the Uniform Admission Guidelines, which are enclosed herewith and notified for reference, record and compliance by all concerned across the CIIT system.

Encl.: Admission Guide Lines (02-pages)



(Fayyaz Hussain)
Additional Registrar

Distribution:

1. All Deans of CIIT System;
2. All Directors/Incharges of CIIT Campuses;
3. Director (P & D and HRD);
4. Controller of Examinations;
5. Additional Treasurer, PS;
6. All Additional/Deputy/Assistant Registrars (Academics), CIIT;
7. PS to the Rector;
8. PS to the Pro-Rector;
9. PA to the Registrar;
10. Master File.

**Uniform Policy/Guidelines for
“Provisional Admission; Confirmation of Admission; Cancellation of
Admission; and Transfer of Admission; Letters”
for Non-DDP Undergraduate Programs**

Provisional Admission Letter:

1. The “Provisional Admission Letter” shall be issued to those applicants who succeed to secure position in the admission merit list displayed by the Campus Admission Office. The “Provisional Admission Letter” shall be duly signed by the In-charge Admissions of the relevant campus subject to the fulfilment of the following:
 - a. Submission of complete educational documents;
 - b. Deposit of tuition and admission fee;
 - c. Submission of Affidavit of Hope certificate (in case of result awaiting candidate);
 - d. The Admission Office after issuing the Provisional Admission Letter shall forward the file to Academic Office of the respective campus for verification process from respective Board/Institute/University;

Admission Confirmation Letter:

2. “Admission Confirmation Letter” shall only be issued by the Academic department/section of the relevant campus before the start of first semester terminal exams, provided the following requirements are completed:
 - a. Submission of all mandatory documents required for confirmation of admission including F. Sc./ A level result certificate;
 - b. Verification of original educational documents;
 - c. Payment of full applicable fee of the semester;
 - d. Submission of equivalency certificates (if applicable) from IBCC/HEC etc;
 - e. Statement of Entrance for O-Level/A-Level candidates shall be considered mandatory along with other documents;
 - f. Fulfilment of all other mandatory requirements for the confirmation of admission;
3. The verification process of the certificates/degrees shall be completed by the relevant campus before the start of terminal exams of first semester.
4. Admission Confirmation letter shall be issued by Academic section of the relevant campus if the academic record has been verified from the relevant board/Institute/University.
5. The list of those students whose “Admission Confirmation Letters” are issued shall be forwarded to the Examination Section of the relevant campus to issue admit cards for terminal exams of the semester.

6. In case of any delay in verification process from campus side, the relevant campus will be responsible and student may not be penalized, however, delay at student end may lead him/her to disqualification from the terminal exams of first semester and cancellation of admission.
7. Applicants who have applied for improvement shall not be considered for admission under the category of Result Awaiting Candidates and their most immediate notified result shall be counted in the preparation of merit list.
8. **Applicants will not be considered for admission on the basis of Matric/ O level Examination results only and their merit will be calculated on the basis of Intermediate/ A level with minimum 3 subjects (Part I) results only.**

Cancellation of Admission:

- a. Notification of Cancellation of Admission upon providing any false information/credentials shall be issued immediately by the Academic Office of the respective campus.
- b. A student, who fails to submit pending mandatory documents within a stipulated time period as indicated above, his/her admission shall be cancelled and he/she shall be disqualified from the rolls of CIIT.
- c. Any candidate providing false information in any case shall be placed and considered as black listed candidate and his/her details shall be uploaded in Campus Management System i.e. CU-Online for future reference.
- d. The admission of any student, violating Code of Conduct for Students, shall stand cancel.

Policy for Transfer of Admission:

The policy of "**Transfer of Admission**" shall facilitate the students to transfer their admission from one campus to another with mutual consent of both campuses **subject to merit and availability of seat**. This policy is different from the policy of Inter-Campus Migration and has following terms & conditions:

- a. "Transfer of Admission" shall not be allowed after start of classes of first semester
 - b. The student will apply at the campus of origin (where he deposited the dues) requesting for transfer of admission. The campus of origin will forward the request to the destination campus with confirmation that the fee shall be transferred if he/she is accepted.
 - c. The cases of "Transfer of Admission" shall be dealt with by taking merit of the destination campus in consideration.
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