## Admissions & Financial Matters

### Procedure

**HITEC UNIVERSITY**

**APPLICATION FOR ADMISSION**
UNDERGRADUATE PROGRAMME 2010

Please tick (✓) any one; separate form is required in order to apply for another discipline.

<table>
<thead>
<tr>
<th>Engineering</th>
<th>Business Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="#">+</a></td>
<td><a href="#">−</a></td>
</tr>
</tbody>
</table>

In case of Engineering Programs, indicate your preference, first choice is numbered as "1" and second choice as "2".

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Electrical</td>
<td></td>
</tr>
</tbody>
</table>

Fill in the form and submit.
Admissions

The admission in HITEC University is strictly based on the merit. The University is open to all persons irrespective of applicant’s gender, religion, race, creed, colour or domicile. Admission shall be granted on the basis of eligibility criteria of the University. Applicants, who have appeared in Intermediate / Degree or equivalent level examination prescribed for admission in a program and are awaiting results, will be provisionally admitted against an undertaking that they will pass their examination as per admission criteria. Students are required to submit attested copies of their certificates / degrees within four weeks of declaration of results, failing which the University will cancel their admission. Only those students who would have completed all the formalities and would have deposited their fees and other dues on the prescribed date will be eligible for registration. Every undergraduate student, admitted on merit, is expected to take the full load of the courses prescribed for each semester. A master student, however, will have the option to register for fewer courses.

Eligibility Criteria

Bachelor of Engineering, BS (Engg)
- FSc with Physics, Chemistry and Mathematics.
- Equivalent qualification like Cambridge Overseas Higher School Certificate / British General Certificate of Education (A-Level) etc.
- Diploma of Associate Engineer.
- Minimum 60% marks in FSc / equivalent.

Bachelor in Business Administration, BBA
- Intermediate or an equivalent qualification like overseas High School Certificate / British General Certificate of Education (A-Levels) etc.
- Minimum 50% marks in Intermediate/equivalent.

Bachelor in Islamic Studies, BS (IS)
- Intermediate or an equivalent qualification like overseas High School Certificate / British General Certificate of Education (A-Levels) etc.
- Minimum 50% marks in Intermediate/equivalent.

Master in Business Administration, MBA
- BBA, BA, B.Com, BSc or equivalent.
- Minimum CGPA of 2.3/4.00 or 50% marks.

Masters in Engineering, MS (Engg)
- BE/BSc Engineering (in relevant discipline).
- Minimum CGPA 2.5/4.00 or 60% marks.
- Local GAT/GRE conducted by NTS (min 50% marks)/HITEC University Entry Test.

Master in Mathematics, MS (Maths)
- BS/MSc Mathematics.
- Minimum CGPA 2.5/4.00 or 60% marks.
- Local GAT/GRE conducted by NTS (min 50% marks)/HITEC University Entry Test.

PhD Engineering
- MS with CGPA 3.0/4.0 from an HEC/PEC recognized institution.
The admission in HITEC University is strictly based on the merit. The University is open to all persons irrespective of Intermediate or an equivalent qualification like overseas applicant’s gender, religion, race, creed, colour or domicile. High School Certificate / British General Certificate of Admission shall be granted on the basis of eligibility criteria of Education (A-Levels) etc. Minimum 50% marks in Intermediate/equivalent.

Applicants, who have appeared in Intermediate /Degree or equivalent level examination prescribed for admission in a program and are awaiting results, will be provisionally admitted against an undertaking that they will pass their examination as per admission criteria. Students are required to submit attested copies of their certificates /degrees within four weeks of declaration of results, failing which the University will cancel their admission. Only those students who would have completed all the formalities and would have deposited their fees and other dues on the prescribed date will be eligible for registration. Every undergraduate student, admitted on merit, is expected to take the full load of the courses prescribed for each semester. A master student, however, will have the option to register for fewer courses.

Eligibility Criteria

Admission Test

Written entrance test, as advertised in the national press will be held for various disciplines in the subject as shown against each discipline.

Engineering:
English, Physics, Mathematics and Chemistry

Management
Mathematics, English and General Knowledge.

Islamic Studies
English and Islamic Studies.

Weightages

Weightages of subjects for the preparation of merit list, for each discipline, is as under:

Engineering
- Mathematics 40%
- Physics 30%
- Chemistry 15%
- English 15%

Management
- Mathematics 40%
- English 40%
- General Knowledge 20%

Islamic Studies
- English 50%
- Islamic Studies 50%

Selection Procedure

- Submitted applications are examined for correctness of information with the requirement in the advertisement.
- Incomplete applications are rejected.
- Candidate meeting the eligibility criteria will be required to appear in the HITEC University Test.
- Final Merit List will be prepared by assigning the percentages as given below:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>HITEC university Entrance Test</td>
<td>70%</td>
</tr>
<tr>
<td>FSc Part-1 or FSc/A-Level</td>
<td>20%</td>
</tr>
<tr>
<td>SSC/O-Level</td>
<td>10%</td>
</tr>
</tbody>
</table>

(Final merit list of O/A level candidates who are in A Level (final year) will be prepared by assigning 30% weighting to O-Level and 70% weighting to HITEC University entrance test).
Admissions

**Required Documents**

**Bachelors Program:**
- Attested photocopy of SSC / equivalent certificate along with detail marks sheets.
- Attested photocopy of HSSC-I.
- Intermediate / equivalent certificate along with detail mark sheet.
- Attested photocopy of equivalence certificate, if applicable.
- Application form duly affixed with passport size latest photograph.
- Attested photocopy of NIC or Form 'B' (if NIC not issued).

**Masters Program**
- Attested photocopy of SSC / equivalent certificate along with detail marks sheets.
- HSSC / equivalent certificate along with detail mark sheet.
- Attested photocopy of Bachelor's degree with detail marks sheet.
- Attested photocopy of equivalence certificate, if applicable.
- Application form duly affixed with passport size latest photograph.

**Registration**

- Applicants will be registered as bonafide students of HITEC University after completing admission formalities and depositing of all dues.
- At the time of registration the applicants will be required to get their original documents verified and submit the attested photocopies of each document.
- The applicants will be allocated the University registration number and will be issued the University Registration card by the Registrar Office. This will allow the students to get enrolled in different courses offered by the concerned department.
- If a student fails to get himself registered within prescribed time, his/her name shall be deemed to have been struck off the university rolls and he/she shall not be allowed to appear in any examination in that semester.
Admissions

Dates to Remember

<table>
<thead>
<tr>
<th>Events</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Availability of Admission Form</td>
<td>28 June, 2010</td>
</tr>
<tr>
<td>Last date of submission of Admission Form</td>
<td>17 July, 2010</td>
</tr>
<tr>
<td>Entrance Test</td>
<td>24 July, 2010</td>
</tr>
<tr>
<td>Declaration of Result of Entrance Test / 1st Merit List</td>
<td>31 July, 2010</td>
</tr>
<tr>
<td>Depositing Dues / Registration for 1st Merit List</td>
<td>2-6 Aug, 2010</td>
</tr>
<tr>
<td>Announcement of 2nd Merit List</td>
<td>7 Aug, 2010</td>
</tr>
<tr>
<td>Depositing Dues / Registration for 2nd Merit List</td>
<td>9-13 Aug, 2010</td>
</tr>
<tr>
<td>Third Merit List (If Required)</td>
<td>16 Aug, 2010</td>
</tr>
<tr>
<td>Orientation of Freshmen</td>
<td>18-19 Sep, 2010</td>
</tr>
<tr>
<td>Fall Semester Begins</td>
<td>20 Sep, 2010</td>
</tr>
</tbody>
</table>
Financial Matters

Fees Structure

<table>
<thead>
<tr>
<th>Programs</th>
<th>Admission / Registration / Development (One Time)</th>
<th>Security Deposit (One Time)</th>
<th>Tuition Fees (Per Semester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS Engg</td>
<td>Rs. 20,000/-</td>
<td>Rs. 10,000/-</td>
<td>Rs. 56,650/-</td>
</tr>
<tr>
<td>BBA</td>
<td>Rs. 20,000/-</td>
<td>Rs. 10,000/-</td>
<td>Rs. 45,650/-</td>
</tr>
<tr>
<td>BS Islamic Studies</td>
<td>Rs. 3,000/-</td>
<td>Rs. 5,000/-</td>
<td>Rs. 8,000/-</td>
</tr>
<tr>
<td>MS Engg</td>
<td>Rs. 10,000/-</td>
<td>Rs. 10,000/-</td>
<td>Rs. 4,000/-</td>
</tr>
<tr>
<td>MS Mathematics</td>
<td></td>
<td></td>
<td>Per credit hour</td>
</tr>
</tbody>
</table>

Financial Assistance

The University earmarks a substantial amount every year for financial assistance to deserving students. It might be in one of the following forms:

- At the time of new admissions, HITEC University grants 50% concession to top 40 students on the first merit list for the first semester only.

- Merit Scholarship is awarded on the basis of semester results to top position holders of each discipline.

- Financial aid is granted to the students on need-cum-merit basis. Student should have minimum of 2.25 GPA to qualify for this assistance.

- "Muhammad Nusrat Scholarship” has been established to support the needy students, especially those enrolled in Islamic Studies Programs.
Financial Matters

Accommodation

Only limited on-campus accommodation is available on "first come first served basis". Accommodation charges are:

- Hostel security (refundable): Rs: 10,000/-
- Monthly rent: Rs: 4,000/-

Transport

Transport facility is available for Islamabad and Rawalpindi areas only. Transport charges are:

- Transport security (refundable): RS: 5,000/-
- Monthly charges: Rs: 2,500/-

Refund Policy

- Before commencement of classes, only registration charges will be deducted.
- After the commencement of classes only security deposit will be refunded.

Late Fees Charges

- Fees for every semester should be deposited within ten day of the start of the semester.
- Fines as given below will be charged for late deposit of fees after 10 days of the start of semester:
  - 10-20 days Rs: 2,000
  - 21-30 days Rs: 5,000
  - After 30 days Rs:10,000
DISCLAIMER
The information in this prospectus is correct at the time of going to print. It provides general guidance to the students and does not form part of any contract. The University would endeavor to provide the courses and facilities described herein, but reserves the right to make alterations in its programs, policies and fees tariff at any time, if necessary.