

ADMISSION, REGISTRATION AND ENROLMENT RULES

General

1. Admissions in DIHE are open to all persons who apply and ‘register online’ for admission to a degree/diploma program and meet the following requirements:
 - a. Meet the ‘Minimum academic Eligibility Requirements’ of entrance as specified in the eligibility criteria as applicable for the concerned degree program.
 - b. Apply online and register for admission in the concerned program, provide proof of past academic record, obtain admit card for aptitude test, qualify the ‘Aptitude Test’ and ‘Interview’ activity for the concerned program.
 - c. Pay the Admission dues, pay semester registration fee and pay fee for enrolment in the courses of the concerned program as given in the fee structure document.
 - d. Provide duly verified documents of their past academic record.
 - e. Transfer candidates are only entertained provided they are transferring from another Higher Education Commission (HEC) recognized university/degree awarding institute.
2. Applications for admission are received online in Fall and Spring Semester in response to announcements made by the Institute mainly through advertisements in national dailies and / or other modes of advertisements including website & social media. All applications for admission are to be submitted on the prescribed Application Form available on DIHE website. Admit card for aptitude test will be issued by the Admission Office at the main campus after scrutiny of past academic record documents.
3. The Aptitude Test paper will be of 90 minutes duration and contain 100 MCQ pattern questions developed by the Head of Dept of the concerned program, the test will be held in the afternoon hours on the specified date at the main campus. It will contain three sections namely: (English comprehension, analytical and subject knowledge). Result / merit list of the candidates who qualify the Aptitude Test will be placed on the website within 72 hrs of the holding of the aptitude test. The list will contain the timing of the Interview. Candidates are required to bring to the interview the original of their testimonials along with a photocopy each.
4. Merit for admission is determined on the basis of marks scored in the test (Aptitude Test (50%), Interview (10%) and past academic record (40%).
5. Any person who is enrolled for an academic program must sign the following statement:
“I solemnly promise that I will faithfully obey the statutes and regulations of the Institute so far as they apply to me”.
6. Instruction for all taught and research courses are conducted in the English Language.
7. The Institute does not accept responsibility for any academic failure by any student for lack of compliance in any subject of study including that of English language.
8. Admission / enrolment in the Institute in any particular subject may be denied or cancelled if:
 - a. The applicant is enrolled in any other institution.
 - b. The applicant fails to satisfy any requirement or condition specified in a course regulation.
 - c. The applicant fails to deposit his dues as set out in fee regulations of the Institute.

- d. The application for admission(s) or enrolment contains untrue or misleading information or is supported by untrue or misleading evidence.
- e. The applicant commits misconduct or any breach of discipline subject to the recommendations of the Discipline Committee.

Fee Structure & Payment

9. At the time of Admission the student is required to pay the following fees:
 - a. Admission fee
 - b. Program / Semester Registration fee
 - c. Course enrolment fee
 - d. Examination fee
 - e. General (*As and when applicable*)
 - f. Convocation Fee (*When applicable*)

Fee payment Rules

10. The following rules apply:
 - a. Student may be granted Merit and/or Need based Scholarship up to a maximum of 30% of tuition fee. The percentage is decided by the Means Testing Committee formed by the Rector
 - b. All other fee will be paid by the student on registration in the First Semester and by due date (48 hours before commencement date of semester in the remainder semesters).
11. Convocation fee, as per existing policy is to be paid before the Comprehensive Examination / or Viva Voce.

Non-Payment of Dues

12. The following rules shall apply:
 - a. A student will be declared as defaulter, if he/she fails to clear his/her dues by the prescribed date, each semester.
 - b. Defaulters' list will be posted on the notice board and circulated to the concerned departments.
 - c. A defaulter, if he/she fails to clear his/her dues within 3 days of notification will not be allowed to attend classes or sit in any examination.
 - d. A default fine or Rs.100/- per day will be charged from the defaulter after the expiry of the last day prescribed for the clearance of dues.
 - e. A student will be de-registered if he/she fails to clear dues by the end of second week after the notified date for payment of fees.
 - f. A student once de-registered can register himself/herself again during the same semester or in any subsequent semester on payment of re-registration fee of Rs. 5,000/- and clearing the pending dues.
 - g. In case of withdrawal from a semester or freezing the semester, within 10 days of start of academic session, the student can claim 75% of his / her tuition fee. **The semester registration fee however, will not be refunded.** If a student fails to claim reimbursement

of the tuition fee, the student can have the same amount adjusted against his tuition fee in any subsequent semester. No other adjustment of fee is otherwise allowed.

- h. A student receiving scholarship can claim reimbursement of 75% of his share of fee paid to the institute.

13. The Institute reserves the right to make changes in these regulations, including fee charges, at any point during the calendar year. However, the same will be applicable from the ensuing semester.

Transfer

14. Any person who has been enrolled at another university in Pakistan or abroad in an HEC recognized institution may transfer for a degree or qualification with such credit or status as may be determined by the 'Transfer Committee' constituted for this purpose, provided that he/she passes the departmental qualifying examination, and all previous certificates /degrees are duly attested / verified by HEC. The Head of the transfer Committee signs the list of exempted courses

Registration

15. Names of candidates to be admitted for studies at DIHE, will appear on the 'Successful Candidate List' displayed on the website. He/ she will then be issued 'Admission Letter and Fee Voucher' by the office of the Registrar and fee office respectively. On receipt of the letter of admission, the applicant is required to pay semester registration and course fee by the date specified. Failure to do so will automatically result in the cancellation of admission. However in special circumstances beyond the control of the admitted student, a grace period of up to one week may be allowed with a surcharge of Rs.100/- per day after the expiry of the date. This rule will be applicable in all subsequent semesters, across campuses. Only those students, who are registered and have received the admission letter, will be eligible for enrolment in the courses offered during the semester.

16. Enrolled students are required to use the 'Online Course Registration Portal' and print the fee voucher and deposit copy with the concerned program office. All registered students will be issued a ID Card and registration card carrying student's registration number. The same registration number will be valid in all subsequent semesters.

Enrolment

17. A student is required to enroll for courses on DIHE Portal as per time table of the concerned program.

18. A list of courses exempted (*only if applicable*) against the list of corresponding courses, signed by the student and the Head of the respective department, along with transcript of the previous institute, must be placed in student's personal file. The Institute reserves the right to get the transcript verified from the respective institute.

19. The list of all newly admitted students will be notified to concerned departments by the Admission Office. Thereafter, the concerned students will apply on line on DIHE Portal and register for courses on offer in the semester.

Merit Scholarships

20. Merit scholarships are announced each semester by the Dadabhoy Foundation. Merit Scholarships are awarded only on merit determined by Scholastic Aptitude Test (SAT). A separate application is to be submitted for availing the scholarship. Only those students who have good academic record are considered for scholarship.

Need Based Scholarships

21. Dadabhoy Institute of Higher Education follows a fee concession mandated by the Dadabhoy Foundation for meritorious students with limited financial means. Fee Concession Form has to be submitted along with application form. The Means Testing Committee of the Institute determines the level of the fee concession which ranges from 15% to 30% of the tuition fee.

Add/drop of courses and Semester Freeze

22. A student enrolled in a semester may be allowed by the head of the department to add or drop a course. This shall be permissible only one week after the start of regular semester and is to be done online.

23. There will be no charge on the replacement of a course with another course. However, if a new course is added, the tuition fee accruing on account of that shall be paid by the student.

24. If a student is unable to carry on studies in a particular semester, he may withdraw from the semester within one week of the start of regular classes and may claim 75% of the tuition fee paid by him. He has also the option of freezing the semester. In such cases the tuition fee will remain valid and may be readjusted in any subsequent semester on rejoining. In any case, the courses which he has successfully completed will remain valid for academic years.

25. If a student suspends his studies during a semester without seeking proper permission for freezing the semester, his registration will be cancelled and he/she will have to seek re-registration on payment of Rs. 5,000/- and any other amount which otherwise is due on him.

Rules for Admission to MS / M.Phil or Equivalent Degree Programs

26. The institute offers courses leading to the degree of Master of Philosophy, abbreviated as MPhil / Master of Science, abbreviated as MS, or equivalent programs.

27. HEC rules and Regulations for MS/MPhil., or equivalent programs will be followed in letter and spirit, duly approved by the DIHE statutory bodies.

- a. Applications for admission to MS/MPhil or equivalent programs shall be invited online and admission shall be made on the basis of grading previous academic record, DIHE *Aptitude Test /GRE* score, and interview.
- b. Foreign students seeking admission to the Institute shall be required to submit their applications according to procedure given (and modified from time to time) by Higher Education Commission (HEC), Pakistan.

28. These programs of studies shall be offered in the various disciplines, subject to the availability of the infrastructure, staff and facilities, and shall be opened to all the eligible candidates of Pakistan and beyond.

Duration of & registration in to MS/ MPhil or Equivalent Degree Programs

29. The MS / MPhil or equivalent program shall extend over a period of at least one and a half year (3 Semesters) and shall not extend beyond 3 years (6 Semesters). However, one year extension may be granted on the recommendation of the supervisor, subject to the approval of the statutory bodies. The minimum qualification for a candidate to be registered as Ph.D. scholar shall be MS/M.Phil or equivalent degree with minimum 3.00 CGPA or First Division in the relevant field from this university or an equivalent degree from any other HEC recognized university.

- a. Candidate should have passed the entry test
- b. After selection, the candidate will have to obtain consent of a qualified faculty member of the Department / Institute / College concerned who will act as his / her supervisor. In certain cases, co-supervisor can be appointed from other Departments / Universities / Research & Development Organizations where the scholar can conduct part of his / her thesis research work.
- c. A candidate accepted in Ph.D. program by the BASR must register himself / herself within thirty (30) days of the issue of the notification by the BASR Secretary.
- d. Candidate should have deposited the prescribed dues in the university account within the period mentioned on the challan.
- e. Candidate should have submitted an undertaking that he / she shall abide by the rules and regulations framed by the university from time to time.
- f. Candidate should have submitted all the documents required by the university.

30. The scheme of studies for these degree programs shall be as under:

- a. MS / MPhil or equivalent degree program will comprise total 30 credit hours (including a minimum of 24 Credit Hours of Course Work + 06 Credit Hours for Thesis OR complete 30 credit hours of course work)
- b. MS / MPhil or equivalent degree program students have to register /enroll for Compulsory and optional Courses prescribed by the academic department.
- c. Courses must be approved by the Statutory Bodies of DIHE
- d. If a student has opted for MS/MPhil or equivalent by course work, the 6 credit hours course work (in lieu of thesis) must be in subjects related to the major area of concentration.
- e. Passing of each course with a minimum 2.5 CGPA on a scale of 4 is mandatory in order to earn the degree.
- f. Thesis based on original research work will be carried out under the guidance of a supervisor and/or co-supervisor.
- g. Evaluation of the thesis by an external evaluator/ examiner and its successful defense viva-voce Examination.

Eligibility

31. The following eligibility requirements shall be applicable:

- a. At least sixteen years of studies (B.E., B.S., M.Sc., MA, MBA) or its equivalent qualification with at least second division/CGPA 2.5 in the relevant field.
- b. Candidates holding MBBS, BDS, Pharm-D, DVM and other equivalent degrees will be required to complete Deficiency Course Work as per recommendation by the Departmental Research Committee.
- c. The deficiency course work shall comprise minimum 3 courses and shall be spread over ONE semester. Students will be graded as pass/fail. However, these courses will not be added to the overall completion of the degree program.

Procedure

31. The following procedure for admission shall be applicable:

- a. Admission to MS/ MPhil or equivalent programs shall be offered twice a year in the Spring and Fall semesters, as per approved academic calendar
- b. The online application forms will be available on DIHE website. The candidates are encouraged to apply online. However, applications shall be considered complete when a hard copy of the form along with the following documents, is submitted to the Admission office, within the deadline announced:
- I. Photocopy of the last degree / transcript/marks statement
 - II. Photocopy of Computerized National Identity Card
 - III. Two passport size photographs
 - IV. Copy of valid GRE/NTS/ DIHE Entrance Test if available
- c. The admission shall be made on the basis of cumulative merit to be determined from previous academic record and performance in the written test and interview. Foreign students who cannot appear in admission test are required to submit their valid GRE (General) scores (60 percentile or better as per HEC prevailing criteria) along with their applications and the shortlisted candidates shall be interviewed through Skype (schedule shall be communicated).
- d. There will be 20 percent weightage for NTS score, if valid, and the candidate will be exempted from appearing in section I (English + Communication Skills) of the DIHE Entrance Test. However, the candidate will be required to clear section II (Subject knowledge and application of 80% marks).
- e. Test paper will be developed by the Departmental Admission Committee (DAC) and comprise the following sections:

Section-I	English + Communication Skills	20%
Section-II	Subject Knowledge and Application	80%

- f. The candidates will be required to score at least 50% marks in both section to become eligible for consideration for provisional admission.
- g. The admission test will be conducted by the respective department at DIHE, following the guidelines of the Higher Education Commission (HEC) of Pakistan. The Departmental Admission Committee shall be constituted by the respective Dean in consultation with the Head of the department and admissions shall be approved by the Dean on' the recommendations of the DAC concerned.
- h. Interview is the mandatory part of the admission and all short listed candidates must appear before the interview panel. The shortlisted foreign applicants may be interviewed through Skype.
- i. For compilation of merit the following scheme shall be adopted or as revised from time to time:

Pakistani National	<u>Weightage</u>
Past Academic Record	40 %
Admission Test	40 %
Interview	20 %
Overseas / Foreign Students	
Academic Record	40 %

- j. The admission shall be made on the basis of cumulative 60% marks as per above mentioned bifurcation comprising previous academic record, performance in the written test and interview.
- k. Anyone who has been rusticated or expelled by any university or college for misconduct or for use of unfair means in the examinations or any offence involving moral turpitude shall not be eligible for admission. Anyone who ceased to be a student under institute's MPhil rules shall also be ineligible for admission in the same program.
- l. The overseas / international applicants must follow the procedure for application as per HEC / Ministry of Interior prevalent Policy. An overseas student seeking admission at DIHE has to first obtain the equivalence of Certificates/Degrees from the Higher Education Commission (HEC) of Pakistan. The Refugees (status recognized by the Government of Pakistan) will be considered as foreigners.

Deferment of Admission

32. The student who secures the admission but cannot join the program in that semester due to unavoidable circumstances can apply for **deferment of admission** for one year. However, such requests need to be made prior to enrollment and commencement of classes, through concerned Head of the Department (HoD).

33. The deferment of admission is subject to the approval of Dean on recommendation of the concerned HoD and payment of deferment fee@ Rs 1,000/- for national students (US\$ 100 for international students).

34. The maximum time period for completion of degree for such students shall be counted after their joining/ enrolling in the respective program. In the case, student does not join the institute after one year his / her admission shall be treated as cancelled.

Freezing a Semester

35. Once enrolled (i.e. after the classes have started and GR No allocated), the students are not allowed to freeze their first semester during coursework and any semester during dissertation / thesis research.

36. Students are not allowed to freeze semester more than twice during entire duration of the program. Frozen semester(s) shall be counted towards total duration of program and no extra time shall be given for completion of degree requirements. The students shall be required to complete all degree requirements within maximum period allowed for the program.

37. Student can apply on prescribed form' with payment of Rs. 1,000 (US\$ 100 for international students) for freezing of semester preferably prior to commencement of classes or within two weeks of the commencement of that semester. The deposited tuition fee (if any) shall be adjusted in the next semester.

38. However, under special circumstances students may apply for freeze of semester before the commencement date of midterm exams announced in the academic calendar. In such cases, the deposited fee shall not be reimbursed / adjusted, and all of the registered courses for that semester shall be considered

as withdrawn. The withdrawn courses shall appear on the result card with letter grade 'W' against each course, on the final transcript.

39. Freeze of semester shall be indicated without mentioning of registered courses. Such students have to resume their studies in the following semester. All rules regarding registration of courses (section B) shall apply.

Registration & Enrollment

40. An academic year of the Institute shall comprise of two semesters namely Fall and Spring semesters. However, summer semester can be offered subject to approval of the Academic Council, DIHE.

41. The requirements for the MPhil degree shall comprise prescribed coursework and research work. After completion of coursework requirement, the student has to write a thesis that demonstrates his / her capacity to pursue original research based upon a good understanding of the research techniques and concept appropriate to the discipline.

42. The courses of study and syllabi for MS / MPhil or equivalent degrees shall be approved by the Academic Council on recommendation of the respective Boards of Studies. Such courses and syllabi shall become effective from the date of approval by the Academic Council or such other date as the council may determine.

43. The normal duration for the completion of MPhil degree is one and a half academic years. The maximum allowed time period for completion of all the requirements for MPhil degree (coursework and submission of final copy of thesis) shall be three academic years, further extendable for one year with the approval of the Statutory Bodies.

44. Following tentative timelines of the activities are to be followed:

Activities	Timeline
a. Coursework Completion of coursework with CGPA required for the degree i.e., CGPA 2.5/4.0	Within two years, from date of commencement of 1st registered Semester.
b. Proposal defense	Within two years
c. Submission of initial draft of thesis	Within maximum 2.5 years from date of 1st registration in MPhil Program
d. Defense and Final Submission of thesis	Within maximum 3 years from date of registration in MPhil program. (In very special circumstances 1 year extension may be given after the approval of Statutory Bodies)

- The students failing in completion of activity within prescribed time period shall cease to be a student at DIHE.
- English shall be the medium of instruction.

Registration of Courses

45. During the coursework a student registering at least 12 credit hours in each semester shall be considered as a full time student. In exceptional cases, the student can register in more than 12 credit hours with approval of the respective HoD. Normally it is allowed at the end of program.

46. Within the 1st week from the date of commencement of a semester, students can make registration of courses / thesis with 'Normal Fee'.

47. During 2nd week from the date of commencement of a semester, students can make registration of courses / thesis by paying 'Normal Fee' along with 'Fine at the rate imposed by DIHE'.

48. There shall be NO registration of courses / thesis after second week from the commencement of the semester.

49. The students can add/drop a course within two weeks from the commencement of the semester. After two weeks no such requests shall be entertained on any grounds.

50. The Head of each department shall forward all the registration cards (duly completed) to the Controller of Examinations during 4th week from the commencement of semester.

51. A core course without passing its pre-requisite(s) cannot be registered in any case. However, an elective course can be registered even if a student has not passed its pre-requisite course by submitting the consent form duly signed by course instructor and HoD concerned at the time of registration.

Suspension of Registration:

52. If a student fails to register courses/research or does not apply for freeze of semester or remains absent from classes for two weeks or more, Department Council can recommend suspension of registration for such students during that semester. Suspended registration can be restored at his / her joining the relevant department subject to the following:

- a. The student justifies by extending solid reason(s).
- b. Absent semester / suspended time period shall be considered as freeze semester / time period.
- c. Students shall be required to pay prescribed fee including semester freeze fee and any other penalty as imposed by the department

53. A second time suspension of registration shall lead to cancellation of his / her admission.

Medium of Instruction

54. The medium of instruction and examinations for all programs will be English.