

Form -09: Admission and Examination Policy

1. Is there an admission office in the business school or university? Are the resources and infrastructure enough to support the activities of admission office?
2. Provide the organizational structure of admission office. Attach the profiles of the staff working in the admission office as Appendix-9A.
3. Briefly describe the overall admission policy and strategy of the school and attach the complete policy as Appendix-9B. Explain how the admission policy aligned with the vision, mission and strategic objectives of the school.
4. What are the steps taken to improve student intake over the last three years?
5. Provide detail of the entry requirements for each business program in Table 9.1.

Table 9.1. Entry requirements

Program names	Eligibility criteria (%)	Minimum requirements
	Matric/O-levels or equivalent	
	Intermediate/A-levels or equivalent	
	SAT/NAT/GAT etc. score	
	Other requirements	

6. Provide details of the selection procedure for each business program.
7. What type of selection tools are used in the selection procedure? Provide details in Table 9.2.

Table 9.2. Selection tools

Tools	Weightage in percentage
Academic performance/grades	
Entry /NTS test	
Interview/Group discussion	
Others (recommendation letters, work experience, etc...)	

8. What is the frequency of student intake per academic year for each program? Provide details in Table 9.3.

Table 9.3. Frequency of student intake

Program name	Intake once / twice	Starting month(s)	Total students intake

9. Attach the semester/academic calendar for last three years as Appendix-9C.
10. Provide past three years' selection process results for each program in Table 9.4.

Table 9.4. Selection process

Program name	Applications received	Successful students	Admissions offered	Students enrolled

11. Provide an overview of the credit transfer and the credit exemption policy and attach the policy as Appendix-9D.
12. Provide an overview of the migration/student transfer policy and attach the policy as Appendix-9E.
13. Does the policy and process follow the HEC or the global norm of safety and security of question papers, invigilation process and conduct of examination, vetting of question paper, marking of answer scripts, submission of results and moderation of grades. Provide any necessary details.
14. How are the processes mentioned under Item 13 communicated to students, faculty and other stakeholders?
15. Provide documentary evidence to support that the examination rules have been implemented continuously over the last three years in Appendix-9F.
16. Is there a specialized examination cell in the business school or in the university?
17. Is the examination cell headed by a senior manager assisted by sufficient staff? Please provide the hierarchical chart of the cell.
18. Provide details of the facilities and equipment available in the examination cell.