

Admission Rules & Regulations

1. Admission shall be open to candidates (1st semester) with at least 45% marks in each SSC & HSSC from a recognized board for the advertised Bachelor degree programs as per eligibility criteria given below.

A. Subsidized Degree Programs

- i. B.Sc. (Hons) Agriculture Degree Program (Four years)
Eligibility: F.Sc. Pre-Medical or F.Sc Pre-Engineering
- ii. DVM Degree Program (Five years)
- iii. B.Sc. (Hons) Biotechnology Degree Program (Four years)
Eligibility: F.Sc. Pre-Medical

B. Non -Subsidized Degree Programs

- i. B.Sc. (Hons) Agriculture Degree Program (Four years)
Eligibility: F.Sc. Pre-Medical or F.Sc Pre-Engineering
- ii. DVM Degree Program (Five years)
- iii. B.Sc. (Hons) Biotechnology Degree Program (Four years)
Eligibility: F.Sc. Pre-Medical
- iv. BBA (Hons) Degree Program (Four years)
Eligibility: F.Sc/D.Com/DBA/I.Com/DAE/ICS (Equivalency certificate needed where required) or F.A with at least one of these subjects (i.e. Mathematics, Statistics, Computer Science, Economics)
- v. BS (CS) Degree Program (Four years)
Eligibility: F.Sc. /FCS or Intermediate in Gen. Science/Computer Science or equivalent
- vi. BS (IT) Degree Program (Four years)
Eligibility: F.Sc./FCS/DIT (Two years) or Intermediate in General Science/Computer Science or equivalent.
- vii. BS (Economics) Degree Program(Four Years)
Eligibility: F.Sc/F.A. preference will be given with at least one of these subjects; (Economics, Statistics, Political Science & Mathematics).

Merit for admission to the above Bachelor Degree Programs shall be determined on the basis of combined percentage of marks obtained in SSC (40% weight) & HSSC or equivalent (60% weight).

2. The number of open merit and reserved seats shall be determined by the Syndicate on the recommendations of Academic Council from time to time.
3. Online Application Forms along with original Bank receipt of Rs.1000/- for admission to the above offered Bachelor Degree Programs shall be invited by the Director Teaching to reach Directorate of Teaching, complete in all respects, on specified dates advertised through press.
4. The candidate is required to submit hardcopy of his/her online application form(s) along with attested copies of the following documents:
 - i. Matric, FA/F.Sc and equivalent certificates
 - ii. Detailed Marks Certificate of matric and intermediate or equivalent examinations.
 - iii. Attempt/Appearance Certificate/Chances availed Certificate.
 - iv. Character Certificate from Head of the Institution last attended.
 - v. Three duly attested passport sized photographs, one to affix on the form at appropriate place, and other two for official use in a separate envelope.
 - vi. Domicile Certificate.
 - vii. Medical fitness certificate from a Registered Medical Practitioner.
 - viii. Migration Certificate for selected candidate within one month from the concerned board.
 - ix. Undertaking from the selected candidate at the time of admission.
5. Candidates applying for multiple Categories/ Degree Programs are required to submit a separate online application form for each category. For each additional apply Rs. 500/= will be charged.
6. Selection for admission on reserved seats except FATA shall be made by the Director Teaching on merit basis from amongst the list of nominees received from the concerned nominating agencies/organizations on or before the affixed date. The nominees will have to submit application forms. If no candidate applies for admission against reserved seats on due dates, the seats shall be allotted to candidates applied in open merit.
7. Undertaking/Agreement
 - i. All candidates selected for admission on open merit/reserved seats, will be required to submit an Undertaking/Deeds of Agreement, on judicial stamp paper of Rs. 50/- or more as per sample provided in the prospectus.
 - ii. Candidates selected for admission on non subsidized rates shall also submit

Undertaking/Deeds of Agreement and surety Bond separately each on judicial stamp paper of Rs. 50/- or more as per sample provided in the prospectus.

8. Determination of Merit

Final Marks shall be adjusted as follows.

- i. Ten marks shall be deducted from the candidate who has passed the Inter exam in more than one chance.
- ii. Clearing F.Sc and/or other equivalent examinations in parts from Pre-Medical or Pre-Engineering group or vice versa will be considered as a second chance and ten marks shall be deducted for the purpose of merit list.
- iii. Twenty marks shall be added for Hafiz-e-Quran. To establish merit, test for the purpose shall be conducted by the University.
- iv. In case two candidates have equal merit, the one senior in age will be given preference over the other in admission. In case of same age the decision will be made on the basis of marks in SSC.

9. The merit list of all the eligible candidates seeking admission into various Bachelor Degree Programs will be displayed on the University website and main Notice Board.

Provisional admission will be granted to students on the basis of merit, subject to the verification of documents of all the admitted students from the concerned Board. Each provisionally selected candidate for admission will be required to bring his/her original documents on the date of deposit of dues in person.

10. For the registration in the University, date of birth, name and parentage will be used as per recorded in the Secondary School Certificate. Nonetheless, changes, if any, can be made as per correction produced in SSC through legal procedure
11. Whenever needed, equivalence of the academic qualification shall be determined by the Equivalence Committee of the University.
12. On completion of the admission process, documents of admitted students will be verified from the respective Boards soon after completion of the admission process. Fate of the provisional admission shall be decided as confirmed after the verification of documents from the concerned board.
13. Foreign students (including those from Afghanistan) shall be considered for provisional admission subject to approval/clearance of relevant Ministries/ organizations of the Government of Pakistan.
14. Incorrect information or suppression of fact, provided in the application form, shall entail refusal of admission and/or up to the expulsion from University, even if admission has already been

granted by the University.

15. Candidates selected for admission will be required to finalize the admission requirements within the notified period by the Directorate of Teaching, failing which their right of admission will be forfeited and the seats will be allotted to next deserving candidates on the waiting list.
16. Candidate who have attained or shall attain the age of 25 years on the fixed date for admission or have obtained a bachelor degree shall not be eligible for admission to Bachelor degree programs. A student convicted of any offense or has served a sentence in Jail will not be eligible for admission in the University.
17. Late admission to candidate in Part-1 (1st semester) will be allowed only to those students who are on the waiting list not later than the commencement of the regular classes.
18. After finalization of the admission, the list showing the particulars of the students admitted shall be communicated by the Directorate of Teaching to the Controller of Examinations on the prescribed Proforma for the record and issuance of registration.
19. Admission and Semester's Registration
 - i. Renewal/Registration to B.Sc. (Hons.) Agriculture from 1st to 4th semester shall be made by the Directorate of Teaching and 5th semester onwards by the concerned Chairman/ Director.
 - ii. Renewal/Registration to B.Sc. (Hons.) Biotechnology and DVM from 2nd semester onward shall be made by the concerned Chairman/ Director.
 - iii. Renewal/Registration to BS (Economics) from 2nd semester onward shall be made by the Director IDS.
 - iv. Renewal/Registration to BBA (Hons.), BS (CS) and BS (IT), from 2nd semester onward shall be made by the Director IBMS
20. Admission Policy on Reserved Seats of FATA
 - i. Directorate of Teaching shall communicate admission program along with number of reserved seats and its eligibility criteria for admission to FATA secretariat, who will be responsible for further publicity in all Agencies/Federal Region (FR).
 - ii. Candidate from FATA/FR seeking admission on reserved seat shall submit hard copy of his/her application to FATA Secretariat located on Warsak Road, Peshawar along with all necessary documents indicated in clause-4.
 - iii. FATA Secretariat shall be responsible to examine information filled in by the candidates in the applications forms of University of Agriculture, Peshawar and certify that the information given and documents attached with the form are correct.
 - iv. FATA Secretariat shall be responsible to prepare Agency/FR wise merit list of the eligible

candidates and shall inform them to appear before the admission committee along with original documents on notified date and time.

v. The following Admission Committee will process the provisional selection of candidates.

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| a) Director of Teaching | Convener |
| b) Adl. Secretary FATA Secretariat/ Nominee | Member |
| c) Director, L&DD FATA | Member |
| d) Section Officer (C-II) | Secretary |

vi. FATA Secretariat will finalize names of the selected candidates for each Agency/FR and will submit it to Directorate of Teaching, UAP for further process as per University rules.

21. Late Admission

- i. Late admission/registration to remaining classes will be allowed up to one week after the last date of admission by the Director Teaching in case of B.Sc. (Hons.) Agriculture Part-I (2nd semester) and Part-II (3rd & 4th semesters) and by the Chairman/Director concerned for the BSc (Hons.) Agric. Part-III (5th & 6th semesters) and Part-IV (7th & 8th semesters), B.Sc. (Hons.) Biotechnology, DVM, BS (Economics), BBA (Hons.), BS(CS) & BS (IT) 2nd semester onward with payment of late fee Rs. 550/-.
- ii. Late admission/registration after one week of the last date of admission may be granted by the Senior Dean (In case of AMKC Mardan by the Director) up to two weeks with late fee of Rs. 1100/-

22. Admission to Opt a Discipline (5th Semester)

- i. In B.Sc. (Hons.) Agric. Part III and BBA (Hons.) Part III, a student shall apply for admission in specialization to the concerned department on his/her choice.
- ii. Admission in a discipline shall be granted purely on merit. The number of students to be admitted shall be decided by the concerned Chairman/Director of the department/institute in consultation with the concerned Dean keeping in view the existing staff and available facilities.
- iii. Change of specialization will be allowed to students with consent of the concerned Chairman/ Director and approval of the respective Dean (In case of AMKC Mardan by the Director) within three weeks of the beginning of the classes.
- iv. Merit for admission in the discipline shall be determined on the basis of total grade points earned by the student in the previous three semesters (CGPA).

23. Attendance

- i. Minimum of 75% attendance is compulsory in a subject for all Bachelor Degree Programs.

- ii. Absence from classes without prior permission/genuine reason for two consecutive weeks (two weeks means four theory classes for a three credit hours course), shall entail cancellation of admission in the course by the class teacher.
 - iii. The admission can be restored on the appeal of the student to the concerned teacher when made within next five days of the cancellation order with a payment of Rs. 550/- subject to fulfillment of the required attendance (75%) thereafter in the semester.
 - iv. The chance of appeal can be availed only once in the same semester. The decision will be subject to approval of the Chairman/Director concerned.
 - v. The decision pertaining to cancellation/ restoration will be communicated to Director Teaching/ Controller of Examinations for record.
 - vi. Students whose names have been removed from the roll for continued absence shall not be entitled to refund of fee paid to the University for that semester.
 - vii. Leave up to 7 days in all Degree Programs may be granted by the concerned teacher.
 - viii. Leave up to 15 days in all Degree Programs may be granted by the concerned Chairman/Director.
 - ix. Leave beyond 15 days but not exceeding 21 days may be granted by the Dean in verifiable exceptional cases. In case of leave beyond 21 days, the semester can be frozen on the request of the student. The frozen semester shall be completed after the completion of all other semesters of the concerned degree program within the maximum permissible duration.
24. Student shall be enrolled as full time regular student in a degree program offered by the University. Such student cannot be allowed admission simultaneously in any other University/Degree awarding institution as well. In case a student is found and verified for dual enrollment s/he will be liable for cancellation of her/his enrollment from this University by the Director Teaching during 1st to 4th semesters and concerned Chairmen/Director/HoD from 5th semester onwards.
25. Students, remaining absent in the examination of a semester without permission and valid reason, will not be allowed for registration in the next semester until and unless he/she clears examination with required GPA/CGPA.
26. A student of each Degree Program must pass each course with at least a 'C' grade and maintain a grade point average (GPA) of 2.0. A student whose GPA is less than 2.0 at the end of the semester shall not be promoted to the next semester.
27. At the end of the 2nd semester, the student must secure a minimum GPA of 2.0 and must also have

passed 50% of the subjects failing which s/he will be given the option to get readmission in 1st semester of the following session.

28. At the end of 4th semester, the student must secure a minimum GPA of 2.0 and must have passed 70% of the subjects registered in that semester failing which s/he will be barred from promotion to the next semester/class.
29. Student, who failed to attain the required minimum grade point (i.e. 2.0) in a semester, will be liable for cancellation of her/his enrollment from the University. Such students will be allowed readmission with next year class to continue his/her studies however this period shall be counted towards the maximum time allowed for the completion of degree.
30. Scheme of Studies (Status)
The University offers courses leading to degrees of B.Sc. (Hons.) Agri, B.Sc. (Hons.) Biotechnology, DVM, BS (Economics), BBA (Hons.), BS (CS) & BS (IT) in various specializations, under the semester system.
31. The duration of each Bachelor degree program shall be four years (8 semesters) after F.A/F.Sc, while the duration of DVM degree program shall be five years (10 semesters).
32. There shall be two semesters (Fall and Spring) and if and when necessary, a summer semester in an academic year can also be arranged.
33. Medium of instructions for teaching and examination shall be English except Islamic Studies and Pakistan Studies where Urdu shall be the medium of teaching.
34. Islamic Studies shall be compulsory for Muslims with the option of taking Ethics for non-Muslim students.
35. Each student shall take 15 credit hours in each of the 5th, 6th & 7th semesters and 13 credit hours in 8th semester including 4 credit hours internship/project as provided in the scheme of studies.
36. The Spring Semester shall normally start in January and fall semester in August/ September. However, the Director Teaching in consultation with Vice Chancellor can make changes in Academic Calendar.
37. Each semester shall be of 16-18 weeks teaching including registration and examination according to Academic Calendar.
38. The University shall offer every required course at least once in an academic year.
39. The credit requirements for each Bachelor degree programs is as under:

B.Sc. (Hons) Agriculture	140 credit hours
B.Sc. (Hons) Biotechnology	137 credit hours
DVM	203 credit hours

BBA (Hons) 124 credit hours

BS (CS) 136 credit hours

BS (IT) 133 credit hours

BS (Economics) 130 credit hours

i. A course having 3 credit hours means two theory lectures and a practical per week.

ii. Course having 3 credit hours with no practical means 3 lectures a week, respectively.

40. Two examinations shall be held in theory part of a subject, one in the middle and other at the end of the semester.
41. Where a course does not include a practical, the midterm shall carry 30% of marks including assignments and quizzes and the final term exam shall carry 70% of marks. In case a course includes a practical, the practical shall carry 30% of marks, the midterm shall carry 30% of marks including assignments & quizzes, and the final term shall carry 40% marks. However, in case of a course with no theory, practical shall carry 100% of marks.
42. A student who fails a course shall be given three more chances within the maximum duration allowed for completion the degree.
43. A student is required to be registered in each semester; however, if s/he fails to get enrolled/registered for two consecutive semesters without any written intimation will lose right for the re-admission in a degree program in which s/he was initially registered. The reason considered justifiable includes circumstances beyond his/her control such as judicial lock-up or under treatment in hospital. The intimation to this effect is obligatory to be given within 15 days to the Director Teaching (in case of B.Sc. Hons. Agriculture Part I & II) and to the Chairman/Director concerned in case of BSc. Hons. Agriculture (Part III & IV), B.Sc. Hons. Biotechnology, DVM, BS (Economics), BBA Hons., BSCS and BSIT (2nd semester onwards) degree programs respectively.
44. Total duration for the completion of a Bachelor degree program including the missing semester, however, shall not exceed six years or 12 semesters.