The Imperial College of Business Studies, Lahore

ADMISSION POLICY

(Undergraduate & Graduate)
2023 & Onward

THE IMPERIAL COLLEGE OF BUSINESS STUDIES, LAHORE
(Chartered under Imperial College of Business Studies Ordinance 2002, Punjab Ordinance No. XIX,2002)

Bahria Chowk, Canal Bank Roada, Lahore – 53720 Pakistan. www.imperialedu.pk

CONTENTS

1. **Policy Statement**

   1.1 Admissions at ICBS are offered on merit to every student irrespective of nationality, gender, ethnic background, creed, socio-economic status or any other factor.

   1.2 ICBS welcomes applicants from Overseas. Such students shall have to provide No Objection Certificate (NOC) from the Higher Education Commission of Pakistan (HEC) / Government of Pakistan along with required documents.

   1.3 Applicants seeking admission in ICBS are required to fulfill all admission requirements for their respective programs.

   1.4 Applicants shall have to qualify the Entry Test / Aptitude test or Interview as per requirement of the program or requirement from Accreditation Council.

   1.5 All admissions shall remain provisional till verification of relevant academic documents and removal of deficiency, if any. A nominal fee can be charged for verification of academic documents. A-Level qualified applicants must provide IBCC Equivalence Certificate.

2. **Type of Admission**

   2.1 Regular Admission

   Student is admitted on regular basis if he/she fulfills all the eligibility criteria as per rules of ICBS.

   2.2 Provisional Admission

   Result awaiting student will be admitted provisionally in ICBS. When applicant fulfills all the eligibility criteria, (submission of candidate result / any other document relevant to admission) his/her admission will be considered as regular admission. Students have no right to take anylegal action against the ICBS if he/she does not fulfill the criteria.

   Students who fail to meet the Institute admission eligibility requirements before the final examsof their First Semester must withdraw their admission immediately. In cases where the student does not withdraw his/her admission and his/her ineligibility for admission is identified by the Institute at any stage, the Institute will cancel the admission with immediate effect.

   Result awaiting applicants are required to submit an undertaking for the provisional admission along with the application.

   Provisional admission shall be confirmed after the verification of academic documents of the student from the relevant BISE/University/DAI, as the case may be. Verification process shall be completed preferably before the mid of first semester.

2.3 Bi annual admissions

ICBS will admit the students on biannual admission basis (Spring and Fall Semester).

2.4 Admission Morning, Evening and Weekend

Any department can offer Evening / weekend program after fulfillment of requirements as per ICBS rules or accreditation council relevant program at all level of qualification subject to fulfillment of the requirement for Human / Infrastructure / Physical Resources. Student must visit the ICBS website for the details of evening / weekend programs offered at ICBS at the time of admission.

2.5 Admission on Migration Basis

1. Admission is granted on the basis of migration if the applicant fulfills all the requirements as per admission rules of ICBS.

2. ICBS strictly follows the HEC rules for the migration / migration of credit hours mentioned below:

   - ICBS transfers the credit hour of the migrated students as per criteria given by HEC for all the Chartered Higher Education Institutes of Pakistan.
   - Credits are transferred on course to course basis.
   - No credit hour of a course will be transferred if the grade is less than C for undergraduate and B for graduate.

3. **Migration Process**

   The determination of acceptability of credit for course work completed at another recognized Degree Awarding Institution (DAI) is made solely at the discretion of ICBS. The evaluation of any course work or examination from another Institution for acceptance by the Institute will be based only on an official transcript from the institution originally offering the course work or examination. A credit transfer fee shall be charged as per approved from Finance and Planning Committee of ICBS. The following procedure for the transfer of Credit Hours and Transfer of Student are as follow:

   ### 2.5.3.1 Transfer of Credit Hours

   The application for transfer of credit hours shall be submitted by the student along with the following documents.

   - An official transcript showing course title, course credit hours, grades, obtained marks, total marks, etc.
   - The course outline and teaching plan of the course.

2.5.3.2 Transfer Procedure

- All the eligibility criteria of ICBS must be completed for the transfer.
- Principally the maximum credits for work done before joining the ICBS will be considered only up to 40% of the undergraduate and MS / M.Phil. Programs to which the application is being made.
- Students should earn 60 credit hours in undergraduate transfer case and 15 credit hoursfor the MS / M.Phil. Programs.
- Transferred / exempted courses will be reflected on the Transcript. However, grades earned from other institutions will not count towards CGPA computation by ICBS.
- Transfer of Credit Hours as per policy of HEC.
- Exemption / Acceptance of credit transfer to a student's academic curriculum shall be determined by the Equivalence Committee of the concerned department and approved in the Board of Studies of the Department.

2.6 Equivalence Committee

1. Equivalence Committee shall be constituted and notified by the Rector.
2. The Committee shall comprise three senior faculty members of the department, headed by the senior members who are to decide for the exemption / acceptance of the courses / credit hours.

3. Processing of Admission

Admission Committee is responsible for admission to undergraduate & postgraduate for on-campus or Online admissions. Admission office is a part of Registrar Office, shall coordinate with all departments of the ICBS and the Registrar office.

3.1 Advertisement in Newspapers, ICBS Website, and other media

Admission Advertisement shall be published in National Newspaper and advertisement uploaded on ICBS website / or adopt any mode. The offered programs in ICBS along with their eligibility criteria display on website. Important dates will also be mentioned in print and electronic media e.g., Test / interview/ Reserve seats interview, display of merit lists and all admission schedule.

3.2 Online/Manual Form Submission

E-Prospectus will be uploaded on ICBS Website (www.imperial.edu.pk) along with the admission schedule, Admission form, provisional admission affidavit, Instruction for Students for downloading and uploading form, Scholarship Form and any other require

data. All candidates who are interested in the admission will apply manually or online for the admission in ICBS.

It is instructed to the applicants to read the instructions carefully and fill the admission formas per instructions uploaded on the ICBS website or in E-Prospectus and upload all the relevant documents as per procedure provided. (***Attested photocopies of all documents (High resolution), will be uploaded or submitted by the applicant***.)

3.3 Scrutiny of forms

All the forms should be scrutinized by concerned department under the supervision of Director of Admission.

3.4 Eligible Candidates for Test/ Interview

Aptitude Test / Entry Test / interview will be conducted as per requirement of the discipline, HEC and Accreditation Councils. Lists of qualifying applicants for will be uploaded on ICBS website or pasted on the Notice Board of admission office. Candidates who will qualify the basic eligibility criteria of the concerned department shall appear in Test & Interview on the prescribed date / schedule uploaded on ICBS website or pasted on the notice boards of Admission office.

3.5 Display of Final Merit Lists

Final Merit Lists will be generated through MIS and will be displayed on ICBS website andpasted on the notice boards of Admission office.

3.6 Fee Submission

The regular and provisionally selected students shall download Fee Challan from the ICBS website or get their Fee Challan directly from the admission office and deposit their fee in any branch of Muslim Commercial Bank / or any other bank approved by ICBS throughout the country directly or online. The students who will not deposit the fee on time, their seats willbe cancelled & next Merit will be displayed.

4. Commencement of Classes

Commencement of classes will be as per Academic Calendar of the session, and it will also be displayed on the ICBS website, Admission notice board and in all relevant departments. The admission office will issue the Roll Number and Registration Number.

Every admitted student will be registered and enrolled as per ICBS rule.

- The Classes of undergraduates of admitted students will commence according to the Academic Calendar of the ICBS or schedule advertised in the Newspaper and the ICBS website.

- The ICBS will display a list of the provisionally selected candidates on the ICBS website

and pasted on the notice board of admission office also.

- The selected candidates will pay / deposit admission fee and other dues within the notified dates; otherwise, their admission will automatically stand cancelled, if they do not get an extension from the admission office.

- Transfer of online admission form from one department to another will be done. if the candidates apply for the said discipline on the following conditions:

- If falls on departmental merit list.

- The seat is available in the concerned department.

4.1 Student's Enrollment in Faculty of Engineering and Technology

- Total strength of students in Faculty of Engineering and Technology as per approved by theAccreditation Council of Pakistan.

- Total strength of students in Architecture Engineering as per approved by the AccreditationCouncil of Pakistan.

- Seats in other departments can be increased or decreased depending upon the available physical resources, and human resources *etc.* as approved by the competent authority.

4.2 Induction Weightage in Engineering & Technology and other Programs

Induction Weightage strictly followed as given by the Accreditation Councils.

Pakistan Engineering Council (PEC)

- 60% weightage of F.Sc. or Equivalent / ICS / DAE / B.Sc.

- 30% to Entry Test.

National Technology Council (NTC)

- 50 % marks in F.Sc. (Pre-Engineering/Pre-Medical) or Equivalent Qualification A-Level/

  ICS/DAE/B.Sc. (Excluding sports and hafiz-e-Quran)

- 70% weightage of F.Sc. or Equivalent / ICS / DAE / B.Sc.

- 30% to Entry Test.

Note: **Deficiency:** Student pre-medical musthave to pass the two deficiency courses in mathematics* / biology of 06 credit hours in 1st two semesters.

*Only applicable for Biomedical Engineering Technology

National Computing Education Accreditation Council (NCEAC)

Eligibility Criteria, Duration of the Program and Award of Degree:

- Minimum 50% marks in Intermediate/12 years schooling/A- Level (HSSC) or Equivalent with Mathematics are required for admission in all BS Computing Programs other than BS Computing Engineering.

*Equivalency certificate by IBCC will be required in case of education from some other country or system.

- Minimum 60% marks in Intermediate/12 years schooling/A- Level (HSSC) or Equivalent with Mathematics are required for admission in BS Computer Engineering Program.

- The students who have not studied Mathematics at intermediate level have to pass deficiency courses of Mathematics (06 credits) in first two semesters.

- At minimum 130 credit hours are required for award of BS degrees in any computing discipline mentioned in this document.

- The minimum duration for completion of BS Computing degrees is four years. The HEC allows maximum period of seven years to complete BS degree requirements.

- A minimum 2.0 CGPA (Cumulative Grade Point Average) on a scale of 4.0 is required for award of BS Computing Degree.

- The students after successful completion of 04 semesters in BS Computing Programs may exit with Associate Degree in Computing subject to completion of all requirements for the award of associate degree, i.e., Credit Hours, CGPA, and compulsory courses.

5. Undergraduate Programs offered by the ICBS

5.1 Two-Year Associate Degree Programs

These include two-year degree programs offering fundamental academic and working knowledge of a particular held to enable graduates enter in the job market earlier than those who enter after four-year undergraduate / equivalent degree programs. These programs generally do not require licensure unless required by their respective accreditation or professional councils (For example, ADP in Business Administration, ADP in Arts, ADP in Computer Science etc.,)

5.1.1 Associate Degree Programs in Computer Science

Associate Degree in Computing Associate Degree (AD) computing program is a two years degree which covers important aspect of the computing discipline. The duration of the Associate Degree is two years with an option to upgrade it to a full-fledged bachelor's degree program. Important features of the AD programs are as follows;

1. Associate Degree Computing comprises of 04 semesters / 02 years duration. AD Computing may only be offered under semester system.

2. Semester duration is 18 weeks, including two weeks for examinations and results

3. The minimum credits for award of Associate Degree Computing are 72 Credit Hours.

4. Normal load per semester will be five to six courses and maximum up to 8 courses under special circumstances as per the university/DAI rules and regulations.

5. Courses will be described through Credit Hours (Cr Hr) system.

6. 1 (one) Theory Cr Hr is equivalent to 1 (one) contact hour per week in a normal semester of 15/16 weeks teaching so a 3 Cr Hr course means 45 contact hours for the whole semester.

7. 1 Lab Cr Hr is equivalent to 3 contact hours per week for 15/16 weeks

8. Summer/Winter semester of shorter can also be offered (if required), however, Summer/winter semester is mainly offered to cover deficiency courses.

Admission Requirement/Eligibility Criteria for AD Computing and Further Pathways

- Minimum 50% marks in Intermediate/12 years schooling/A- Level (HSSC) or Equivalent with Mathematics are required for admission in Associate Degree Computing. *Equivalency certificate by IBCC will be required in case of education from some other country or system.

- The students who have not studied Mathematics at intermediate level have to pass deficiency courses of Mathematics (06 credits) in first two semesters.

- A minimum 2.0 CGPA (Cumulative Grade Point Average) on a scale of 4.0 is required for award of AD Computing degree.

- The candidates with AD Computing Degrees are eligible for admission in 5th Semester of BS Computing Programs. Such students shall complete the deficiency courses of General Education (if any) during 5th to 8th Semester.

- The candidates who acquired ADP Computing Degrees prior to the admission criteria (as stated above) are also eligible for admission in 5th Semester of BS Computing Programs. Such students shall complete the deficiency courses of General Education (if any) during 5th to 8th Semester.

Degree Equivalency

The Associate Degree is equivalent to 14 years of schooling – level 05 qualification as per National Qualifications Framework of Pakistan.

The ICBS offers the following Associate Degree Program (2 Years) in the Faculties mentioned below:

1. **Faculty of Computer Sciences**
   - Associate Degree in Computer Science
   - Associate Degree in Data Science

- Associate Degree in Artificial Intelligence
- Associate Degree in Software Technology
- Associate Degree in Information Technology

2. Faculty of Business Administration

- Associate Degree in Business Administration
- Associate Degree in Aviation Management

3. Faculty of Art, Social Sciences & Humanities

1. Associate Degree in Arts with following area of specialization
   - Economics
   - Urdu
   - Pakistan Studies
   - English
   - Islamic Studies
2. Associate Degree in Art with following area of specialization
   - Textile Design
   - Interior Design
   - Fine Art
   - Product Design
   - Art and Design

5.3. 5th Semester Lateral Entry Program

It is two years degree program. Those students who passed two years ADP program, two years B.A., B.Sc. (Annual) are eligible to take the admission in 5th Semester Entry Programs subject to submission of Equivalence Report by the Departmental Equivalence Committee for admission in 4 years degree program vide letter No. 9-1(HEC)/AC/ACAD-CURRI/2019/761 dated April 22, 2019 of HEC **(Annex-A)**.

The ICBS offers the 5th semester lateral entry program in the faculties mentioned below:

1. Faculty of Computer Sciences

- 5th Semester Lateral Entry in all ADP Computing Degree acquired by the candidates

2. Faculty of Business Administration

- 5th Semester Lateral Entry in all ADP Management and Administrative Degree holders and BA/ B.Sc.

3. Faculty of Art, Social Sciences & Humanities

- 5th Semester Lateral Entry Program offered to all ADP in Arts/ ADP Science/ BA and B.Sc.

5.4. BS (4 Years) Degree Programs

The ICBS offers the following BS (4 Years) Degree programs in the faculties mentioned below:

1. Faculty of Business Administration

2. Faculty of Computer Sciences
3. Faculty of Engineering and Technology
4. Faculty of Arts, Social Sciences, and Humanities

Faculty of Business Administration

1. Bachelor of Business Administration (BBA)
2. BS Supply Chain Management
3. BS Accounting and Finance
4. Bachelor of Commerce B. Com (Hons)
5. BS Public Administration

Faculty of Computer Sciences

1. BS Computer Science
2. Bachelor of Information Technology
3. BS Data Science
4. BS Artificial Intelligence

Faculty of Engineering & Technology

1. B.Sc. Electrical Engineering
2. B.Sc. Civil Engineering
3. B.Sc. Mechanical Engineering
4. B.Sc. Electrical Engineering Technology
5. B.Sc. Civil Engineering Technology
6. B.Sc. Mechanical Engineering Technology
7. B.Sc. Biomedical Engineering Technology
8. B.Sc. Architectural Engineering Technology
9. B.Sc. Software Engineering Technology
10. B.Sc. Garment Engineering Technology
11. B.Sc. Fashion Design and Engineering Technology
12. B.Sc. Textile Engineering Technology
13. B.Sc. Computer Engineering Technology
14. B.Sc. Electronics Engineering Technology

Faculty of Art, Social Sciences & Humanities

1. BS Economics
2. BS Urdu
3. BS Pakistan Studies
4. BS Islamic Studies
5. BS English
6. BS Political Science
7. Bachelor of Architecture (5 Years Degree Program)

6. Eligibility Criteria of Undergraduate Programs

1. Eligibility criteria should be advertising and uploaded on ICBS website for information.

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FACULTY OF ENGINEERING & TECHNOLOGY		
Sr.	Program	Eligibility Criteria
1.	All B.Sc. Engineering Programs	F.Sc. (Pre-Engineering) / DAE (Electronics/Electrical) / B.Sc.(Math, Physics, Chemistry) with 60% are eligible to apply, Qualifying the ICBS Entry Test

2.	All B.Sc. Engineering Technology	50% marks in F.Sc. (Pre-Engineering / Pre-Medical) or equivalentqualification A-Level / ICS / DAE /B.Sc. (Excluding Sports and Hafiz-e-Quran) Qualifying the ICBS Entry Test **Deficiency:** Student pre-medical musthave to pass the two deficiency courses in mathematics* / biology of 06 credit hours in 1st two semesters. *Only applicable for Biomedical Engineering Technology

FACULTY OF BUSINESS ADMINISTRATION

Sr.	Program	Eligibility Criteria
1.	Bachelor of Business Administration (BBA)	F.A. (Mathematics / Statistics / Economics) / F.Sc (Pre-medical & Pre- engineering) / ICS/I.Com/A-level and Equivalent
2.	BS supply Chain Management	
3.	BS Accounting and Finance	
4.	Bachelor of Commerce (B. Com (Hons))	
5.	BS Public Administration	

FACULTY OF COMPUTER SCIENCES

Sr.	Program	Eligibility Criteria
1.	BS Computer Science BS Information Technology BS Data Science BS Artificial Intelligence	The minimum requirements for admission in a Bachelor degree program in Computer Science and InformationTechnology is at least 50% marks in Intermediate (HSSC) examination with Mathematics or equivalentqualification with Mathematics certified by IBCC. **Deficiency:** Student with pre-medical must have to pass deficiency courses in mathematics of 6 credit hours in 1st two semesters.

FACULTY OF ART, SOCIAL SCIENCES & HUMANITIES

Sr.	Program	Eligibility Criteria
1.	BS Economics	General Science, F.Sc (Pre-medical/Pre-engineering),ICS (Physics/ Economics/ Statistics), I.Com and F.A with Economics & A-level witheconomics are eligible to apply.
2.	BS Urdu	F.A. / F.Sc. / I.Com / ICS / DAE / A-Level certificate or equivalent with minimum 40% marks.
3.	BS Pakistan Studies	
4.	BS Islamic Studies	
5.	BS English	
6.	BS Political Science	
7.	Bachelor of Architecture	1) Intermediate or A-Level (12 years of Education) with combination of any three (03) of the following subjects: Mathematics, Physics, Chemistry, Biology, Computer Sciences, Statistics, Fine Arts, Economics, Psychology, and Sociology. 2) 2nd Division in Intermediate. 3) Qualifying the ICBS Entry Test / UET Test also acceptable

7. **Graduate Programs offered by the ICBS**

The ICBS offers the following Graduate Degree programs in the faculties mentioned below:

1. **Faculty of Engineering & Technology**

   1. M.Sc. Electrical Engineering
   2. M.Sc. Civil Engineering
   3. M.Sc. Mechanical Engineering
   4. M.Sc. Engineering Management

2. **Faculty of Computer Sciences**

   1. MS Computer Science
   2. MS Information Technology
   3. Ph.D. Computer Science

3. **Faculty of Business Administration**

   1. MS Management Science
   2. Ph.D. Management Science
   3. Master of Business Administration (MBA)
   4. Executive MBA*
      *Admission eligibility after 16-years education + 3-years job experience

4. **Faculty of Art, Social Sciences & Humanities**

   1. M.Phil.   Urdu
   2. M.Phil.   Pakistan Studies
   3. M.Phil.   Islamic Studies
   4. M.Phil.   English
   5. M.Phil.   Political Science
   6. Master of Architecture
   7. Ph.D.   Urdu
   8. Ph.D.   Pakistan Studies
   9. Ph.D.   Islamic Studies
   10. Ph.D.   English
   11. Ph.D.   Political Science

8. **Admission Eligibility for MS/M.Phil. Degree Program**

   8.1. Eligibility requirements for Admission in MS/MPhil

   i. Basic Academic Qualification:

   Sixteen years or 4-year education in the relevant or equivalent Subject (Minimum 124 credit hours) after HSSC (12 Year of Education). Equivalent shall be required for admission in the MPhil/MS/Equivalent program.

   ii.   Admission Test:

   8.2. ICBS will conduct admission test as an eligibility condition for admission in the MS/M.Phil program with a passing score of 50%.

   8.3. ICBS will conduct the interview for test qualified candidates.

   8.4. Those candidates who scored 60 % marks aggregate (Academic qualification, Test

and Interview) are eligible for admission in the MS/M.Phil.

iii.   Intradisciplinary Qualifications

The intradisciplinary admission is also allowed subject to fulfillment of the following requirements:

Note: Intradisciplinary refers to sub-disciplines occurring within one of the ten broad disciplines defined by UNESCO's International Standard Classification of Education (ISCED-F-2013).

8.5. The applicant has a strong interest in pursuing an MS/MPhil in a different discipline.

8.6. The applicant has passed GRE-Subject/equivalent test (In case the GRE-Subject test for a specific field/discipline is not available/conducted in Pakistan) with minimum 50% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 6.

8.7. The admission committee is satisfied that the applicant's knowledge of primary area (level 6) has sufficiently prepared him or her to undertake the course of studies of the MS/MPhil (or, in the opinion of the admission committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).

9. Admission Eligibility for Ph.D. Degree Programs

9.1 Academic Qualification

Students who are interested to take the admission in PhD may be granted provisional admission upon satisfaction with the Admission Committee regarding Statement of Purpose and students' commitment to the PhD program, provided that confirmation of the admission shall be subject to the fulfilment of the following requirements and documents. Admission Committee will decide to accept or reject a candidate based on an MS degree without research.

i.   Intra-disciplinary Qualifications

Consistent with best practices internationally (including leading global universities), intradisciplinary admissions may only be allowed by ICBS, if:

Note: Intra-disciplinary refers to sub-disciplines that occur within one of the ten broad disciplines defined by UNESCO's International Standard Classification of Education (ISCED-F-2013).

i. The applicant has a strong interest in pursuing a PhD in a different discipline.

ii. The applicant has passed GRE-Subject/Equivalent Test (In case the GRE-Subject test for a specific field/discipline is not available/conducted in Pakistan) with minimum 50% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 7.

iii. If the admission committee is satisfied that the applicant's knowledge of the primary area (level 7) has sufficiently prepared him or her to undertake the course of study of the doctoral program (or, in the opinion of the admissions committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).

9.2 Admission Test

i. ICBS will conduct the test equivalent to GRE/HAT developed by ICBS (Test will be prepared by the relevant Department as per policy of HEC), with the passing score of 70%.   OR

ii. ICBS also accept a test equivalent to GRE/HAT General, conducted by testing bodies accredited by HEC, with a passing score of 70%.

9.3 Research Proposal

PhD candidate should submit a research proposal at the time of interview (500 words as per format of ICBS, provided)

9.4 Interview

Interview will be conducted by the concerned Departmental PhD Admission Committee headed by Head of concerned Department.

9.5 Eligibility

Those candidates who scored the aggregate 70% marks will be eligible for admission in PhD program.

Note: All degree programs offered at ICBS are run under semester system

1. The students are not allowed to change their major subjects unless they have applied for multiple programs and without the consent of the concerned HOD. They can change major and minor subjects within one week working days after commencement of regular classes. No application for the change of subjects will be entertained after one week working days after commencement of classes.

2. Supplementary cases are eligible to apply for provisional admission after completion of his/her certification or degree they are considering as a regular student. In case of the applicant not clear the supplementary examination his / her admission stands cancelled. Applicants do not reserve the right for any legal action against the institute.

10. Reserved Seats (Based on)

10.1 Disability

2% seats are reserved for the disabled and handicapped applicants. Physical disability means disability that cannot be rectified by any equipment. Being short sighted and hard of hearing does not fall under the definition of disability for admission purpose. The candidates must online submit the certificate of their physical disability duly signed by the Medical Superintendent or Deputy Superintendent of any Government Hospital with their forms. Disable quota in case of Engineering & Technology Faculty as per criteria of Accreditation Councils.

10.2 Sports Basis

2% seats are reserved on sports basis. The candidate must attach their Certificates of Board, Division and District level sports competitions and then may appear for sports trial on the datesduly notified on ICBS website.

10.3 Other Provinces Seats

Twenty-four (24) seats are reserved for the students of other provinces *i.e.,* 04 for Sindh, 04 for Balochistan, 04 for Khyber Pakhtoon Khwa (KPK), 04 for Gilgit Baltistan and 08 seats for FATA.

10.4 Backward Region Seats

Five (05) seats are reserved for the backward regions of Punjab like Rajanpur & D.G Khan

10.5 ICBS Teaching and Non-Teaching Staff

1. 1% seats are reserved for the children of ICBS teaching staff on inter-se-merit

2. 1% seats are reserved for the children of ICBS non-teaching on inter-se-merit.

10.6 Foreign / Overseas Students seats

Twenty (20) additional seats are reserved in BS programs for Foreign and Overseas Students. The foreigner and overseas student's seats can be decrease or increase with the approval of competent authority. The candidates selected on these seats shall pay their fee etc. in US Dollars($) per annum.

10.7 Minority Quota

Minority quota will be awarded as per instructions of Government of Punjab at all level of qualification.

11. Scholarships

ICBS offers different scholarships to the students for the promotion of education. Categories ofthese scholarships are as under:

1. Merit Based
2. Need Based
3. Martyred / Army / Police officers
4. Sports Based
5. Quarantine Based (in case or quarantine circumstances)
6. Natural Disaster Effectives

12. Terms & Conditions

a. General conditions for admission against these reserved seats as per rules and terms of ICBS.

b. The candidates from the provinces other than Punjab have to route their application for the reserved seats to the ICBS admission through the concerned Provincial Government along with domicile certificate within due date mentioned in the ICBS website.

c. The candidates from foreign countries have to route their application for admission through the concerned embassy and Higher Education Commission, Islamabad within due date. Pakistani dual nationals can apply directly.

13. Documents

1. Passport Size Photographs (3)
2. CNIC Copy
3. Matric Result (Verified by concerned Board)
4. Inter Result (Verified by concerned Board)
5. B.A (Verified by HEC)
6. BS/MA (Verified by HEC)
7. MS/M.Phil. (Verified by HEC)
8. Domicile
9. Published Articles (if any)

14. Online Admission Forms Requirements

a. The candidates must read E-Prospectus carefully and apply online at the ICBS website www.imperial.edu.pk

b. Applicant registered him / herself on the website.

c. Download the Admission Form, filled it and submit.

d. Applicant has to upload the attested photocopies of the following documents with the online Admission Form:
  ➢ Matriculation Certificate / Equivalent (Attested)
  ➢ Intermediate Certificate / Equivalent (Attested)
  ➢ Provisional / Character Certificate from the Head of the Institution last attended. (Attested)
  ➢ Domicile Certificate. (Attested)
  ➢ CNIC/Form B. of the candidate (Attested)
  ➢ Monthly Income Certificate of Father / Guardian. (only applicable for need base applicantfor Scholarship)
  ➢ Passport size photographs.
  ➢ CNIC/Form B. of the candidate's Father / Guardian. (Attested)

e. In case of Foreign / Overseas Candidate:
  ➢ Attested photocopy of Foreign Passport / Residential Permit.

- Forwarding letter from the concerned embassy and Higher Education Commission, Islamabad.

f. There is no boundary of age limit for admission in any program as per notification of HEC with reference No. 1-3/AD-QA/HEC/NQAC(21)/2016/53 Dated: March 18, 2016.

g. After payment of dues online, the candidate shall get his/her Roll No. and section assignedin LMS of ICBS.

h. The selected candidates will be admitted provisionally and the Verification Committee of theICBS, Lahore will make final admission after the verification of the documents. If at any stage after the admission it comes to the knowledge of the authorities that the documents presented by the candidate are fake or there is a misstatement or clerical error in the documents, his/ her admission will be cancelled and applicant / student do not reserve the right for any legal action.

HIGHER EDUCATION COMMISSION
H-9 ISLAMABAD, PAKISTAN, Website: http://www.hec.gov.pk

Sulaiman Ahmad
Director (Academics Division)

No.9-1/HEC/ACAD-CURRI/2019/ 761
22nd April 2019

SUBJECT : ADMISSION OF BA/BSC DEGREE HOLDER STUDENTS IN BS (FOUR YEAR) PROGRAM

As per decision of the Commission in its 31st Meeting, it is to inform that students who have passed BA/BSc degrees (Level-5 Qualification *i.e.* 14 years education) can be admitted in Third Year (5th semester) of BS (four years) degree program upon successful completion of 15-18 credit hours bridging courses to be decided by the admitting university.

With best regards

Sulaiman Ahmad

Vice Chancellors/Rectors/Heads
All Public/Private Sector Universities / Degree Awarding Institutions

Copy to:
1. The Secretary to President/Chancellor, Government of Pakistan, Islamabad
2. The Secretary to the Governor/Chancellor, Punjab, Lahore
3. The Secretary to the Governor/Chancellor, Sindh, Karachi
4. The Secretary to the Governor/Chancellor, Khyber Pakhtunkhwa, Peshawar
5. The Secretary to the Governor/Chancellor, Balochistan, Quetta
6. The Secretary to President/Chancellor, Azad Jammu & Kashmir, Muzaffarabad
7. The Secretary, Higher Education Department (HED), Government of Punjab, Lahore
8. The Secretary, School Education and Literacy Department, Government of Sindh, Karachi
9. The Secretary, Higher Education Department (HED), Government of Khyber Pakhtunkhwa, Peshawar
10. The Secretary, Higher Education Department (HED), Government of Balochistan, Quetta
11. The Secretary, Higher Education Department (HED), Azad Jammu & Kashmir, Muzaffarabad
12. ES to Chairman, Higher Education Commission, Islamabad
13. ES to Executive Director, Higher Education Commission, Islamabad
14. Director General, Academics, Higher Education Commission, Islamabad
15. Director General, Accreditation & Attestation, Higher Education Commission, Islamabad
16. Managing Director, Quality Assurance Agency, Higher Education Commission, Islamabad
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