

Semester  
*Spring*  
2025

AIOU

# PROSPECTUS

## BS Islamic Studies (for International Students)

- Faculty of Arabic and Islamic Studies



Allama Iqbal Open University, Islamabad  
[www.aiou.edu.pk](http://www.aiou.edu.pk)

# **PROSPECTUS**

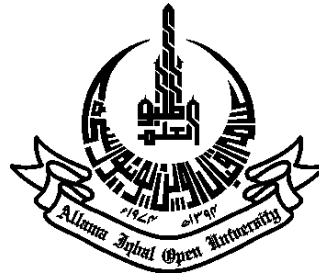
**OF**

**BS Islamic Studies**

**(for International Students)**

**For**

**SEMESTER: SPRING, 2025**



**Directorate of International Collaboration & Exchange**

# CONTENTS

	<b>Page No.</b>
<b>Vice-Chancellor's Message</b> .....	<b>ii</b>
Complete Procedure to Enroll in AIOU Program & Submission of Form in AIOU .....	iii
Important Activities.....	iv
Minimum & Maximum Duration / Semesters-wise .....	v
Revised Policy for Assessment .....	vi
Grading Scheme .....	vii
<b>ALLAMA IQBAL OPEN UNIVERSITY</b> .....	<b>1</b>
<b>FACULTY OF ARABIC &amp; ISLAMIC STUDIES</b> .....	<b>2</b>
<b>Department of Islamic Thought, History &amp; Culture</b> .....	<b>4</b>
BS Islamic Studies (for International Students) 4 Years Program.....	5
BS Islamic Studies (for International Students) 2.5 Years Program.....	7
BS Islamic Studies (for International Students) 2 Years Program .....	8
General Information .....	10
Availability of Learning Material and Procedure for Fee Payment .....	11
Procedure for Fee Payment .....	11
Regulation for Refund of Admission Fee .....	13
General Conditions for Refund .....	14
Important Telephone Numbers .....	14

## Vice-Chancellor's Message

**Dear Student,**

السلام عليكم

Allama Iqbal Open University (AIOU) is one of the mega universities of the world and it occupies a unique position in the education sector of Pakistan, because of its affordability and high quality distance and online academic programs. AIOU has now turned into the most favorite university of the country with high international repute. The university made a landmark progress by ensuring access to quality education for rural areas' underprivileged students and the people of all ages particularly the females can now select and join the programs of their choice, while sitting at their residence and simultaneously continuing their jobs. After assessing the success of many degree programs in Pakistan, AIOU is now going to offer a variety of range programs for students residing worldwide. More than 1.3 million students are getting benefits from the high quality educational services of AIOU in all regions of the country through more than fifty regional offices of the university. It offers-suggests many undergraduate and postgraduate programs at rural and remote areas providing an unparalleled opportunity to all the poor and deprived segments of the society at an affordable cost. The university has recently digitalized all its student-support services for facilitating its students on priority basis. This digitization of the system, it is hoped, will enable AIOU students to get all discipline of educational programmes using their Learning Management System (LMS) portal support online.

Committed to your bright future.



**Prof. Dr. Nasir Mahmood**  
**Vice Chancellor**

## **COMPLETE PROCEDURE TO ENROLL IN AIOU PROGRAMME AND SUBMISSION OF FORM IN AIOU ISLAMABAD**

**International & Overseas Students Shall Submit their Admission using Online System**

**Dear Applicant**

Allama Iqbal Open University and Directorate of International collaboration & Exchange welcome and thanks you for showing your interest in our programs. For online admission, please watch video guidelines:

Fresh Enrollment: [https://www.youtube.com/watch?v=\\_14IPtu4vnk](https://www.youtube.com/watch?v=_14IPtu4vnk)

Continuing Students: <https://www.youtube.com/watch?v=d52VGci6XNQ>

Fee Depositing Process: <https://www.youtube.com/watch?v=A33WSSY9pbA&t=9s>

**THANKS AND LET US KNOW HOW WE CAN HELP OR GUIDE YOUR FURTHER**

**Admission Schedule for International student:**

From semester Autumn 2021, the AIOU has started offering of Matric, FA, Certificate Courses, AD, B.Ed, BS, BBA, PGD and MBA/MPA (COL) Level Programs for international students. Schedule of Admission is given below:

**01<sup>st</sup> January 2025 to 10<sup>th</sup> February 2025**

**Address:**

**Directorate of International Collaboration and Exchange**

Room No. 05, Block No. 25, Allam Iqbal Open University

Sector H-8, Islamabad, Pakistan

**Telephone:** 0092519572495

**Email:** [overseas@aiou.edu.pk](mailto:overseas@aiou.edu.pk)

## **AIOU ACADEMIC CALENDAR**

### **IMPORTANT ACTIVITIES TO BE REMEMBERED**

<b>Autumn Semester</b>			<b>Spring Semester</b>		
<b>Proposed Activity</b>	<b>Schedule</b>		<b>Proposed Activity</b>	<b>Schedule</b>	
	<b>From</b>	<b>To</b>		<b>From</b>	<b>To</b>
<b>Admission</b>	01 July	05 September	<b>Admission</b>	01 January	05 March
<b>Mailing</b>	01 September	15 November	<b>Mailing</b>	01 March	15 May
<b>Study Period</b>	16 November	28 February	<b>Study Period</b>	16 May	30 August
<b>Examination (Conduct)</b>	01 March	30 April	<b>Examination (Conduct)</b>	01 September	30 October
<b>Result Declaration</b>	30 June		<b>Result Declaration</b>	30 December	

**Note:** Contact concerned Regional office for exact schedule of activities. Continuing Students are sent information for all activities by LMS/SMS. Simultaneously information is placed on website ([www.aiou.edu.pk](http://www.aiou.edu.pk)), students can download if not received by post.

**Minimum and Maximum Duration/Semesters-wise for each Programme**

Sr. No.	Degree Level	Minimum Duration	Maximum Duration
1	SSC/HSSC	2 years / 4 semesters	5 years
2	Certificate (6 Months)	6 Months / 1 Semester	1 Year
3	All Postgraduate Diplomas (1 Year)	1 Year / 2 Semesters	3 Years
4	Associate Degree (2-years)	2 years / 4 Semesters	4 Years
5	BEd (1.5 Years)	1.5 Years / 3 Semesters	3 Years
6	BEd (2.5 Years)	2.5 Years / 5 Semesters	5 Years
7	BS/BBA/BEd (4-years)	4 Years / 8 Semesters	8 Years
8	MEd (1 Year)	1 Year / 2 Semesters	3 Years
9	All Master Degree Programs (2 Years)	2 Years / 4 Semesters	4 Years

## **Revised Policy for Assessment for BS (ODL)/B.Ed/PGDs Programmes**

As per revised formula securing passing marks in assignments/practical and other components is not compulsory w.e.f. Spring, 2023 onwards, however, passing marks i.e. 40% in final exams will be mandatory. If a student gets 40 marks out of 100 in the final exams and does not score 50% aggregate marks, he/she will be declared Fail in the respective course and he/she will have to re-register/re-admit in the respective course, whenever said course (s) are offered in any of the subsequent semester (s).

Assignments (weightage)	Workshop (attendance/quizzes, etc.) (weightage)	Final Exam (weightage)	Passing Marks
20%	30% Quiz)	50%	50% (in aggregate) however 40% marks in final exams is mandatory

There is no change in formula for Teaching Practice 1 & 2, Research Projects, Long Term Internship and such courses where grading formula/scheme of studies is different and workshops/projects are having weightage of marks, students will have clear/pass them too.

## **Revised Policy: Reappear and Again Reappear**

The chance of Re-appear and again Re-appear will be given from Semester Spring 2023 onwards. If a student gets less than 40 marks in final exam.



### AIOU Grading Scheme \*

Marks	Grade
80% and above	A+ Grade
70% to 79%	A Grade
60% to 69%	B Grade
50% to 59%	C Grade
40% to 49%	D Grade
Below 40%	Fail

\* For those students who were enrolled under grading scheme.

### AIOU GPA/CGPA Scheme \*\*

Marks %	Grade Point Average	Marks %	Grade Point Average	Marks %	Grade Point Average	Marks %	Grade Point Average
50	2.00	58	2.54	66	3.07	74	3.61
51	2.07	59	2.60	67	3.14	75	3.68
52	2.13	60	2.67	68	3.21	76	3.74
53	2.20	61	2.74	69	3.27	77	3.81
54	2.27	62	2.80	70	3.34	78	3.88
55	2.34	63	2.87	71	3.41	79	3.94
56	2.40	64	2.94	72	3.47	80-100	4.00
57	2.47	65	3.01	73	3.54		

Marks Obtained	Grade	Grade Point Average (GPA)
80-100%	A	4.00
65-79%	B	3.00
50-64%	C	2.00
Below 50%	F	0.00

\*\* For those students who were enrolled under GPA/CGPA Scheme.

### New AIOU GPA/CGPA Scheme from Semester Autumn-2021 & onwards

Percentage of Marks	Letter Grade	GPA	Percentage of Marks	Letter Grade	GPA
85% and above but below 100%	A	4.0	60% and above but below 65%	C+	2.3
80% and above but below 85%	A-	3.7	55% and above but below 60%	C	2.0
75% and above but below 80%	B+	3.3	52% and above but below 55%	C-	1.7
70% and above but below 75%	B	3.0	50% and above but below 52%	D	1.0
65% and above but below 70%	B-	2.7	Below 50%	F	0.0

## **ALLAMA IQBAL OPEN UNIVERSITY**

Allama Iqbal Open University, a mega university was established in 1974 under an Act of Parliament. The main campus of the university is situated in sector H-8, Islamabad. It was the second open university of the world and the first of its kind in Asia and Africa. The aim of establishing AIOU was to provide affordable and accessible education through distance learning at the door-steps to those people who could not continue their educational journey through formal system of education. The University (AIOU) operates on semester based system and admits students in Spring and Autumn semesters. Under-graduate admissions are offered in both the semesters whereas postgraduates are offered once a year. The under-graduate students are given course books especially prepared by the university on self-instructional principles. However, at post graduate level students are encouraged for self study; therefore no text books are provided.

At present, the AIOU is offering programs from Matric to PhD level in diverse disciplines from four faculties. The university has established study centers across the country, where distance education students are provided necessary guidance by their respective tutors. Moreover, the university

has established full time study centers, wherein the students of M.Com, MBA (IT), MBA (Banking and Finance), BS (CS), etc. are being provided instructions, guidance and counseling through face-to-face mode of education. AIOU is also offering four years under-graduate degrees in various disciplines.

Apart from curricular and extra-curricular activities during the academic year, the AIOU and its regional centers actively participate in the co-curricular activities by arranging educational and literary seminars, workshops and conferences, attended not only by the students and faculties of the university, but also by the renowned dignitaries and scholars. For the science students and research scholars, a Science Complex has been built where they use the latest equipment of international standards for experiments and research. To meet the present day challenges, internet facility is also available in the student's hostel and the Central Library where computers have been provided to enable students to access latest information available through open source databases.

## **FACULTY OF ARABIC AND ISLAMIC STUDIES**

### **INTRODUCTION:**

The Faculty of Arabic & Islamic Studies was provided in the University Act, of 1974. It started functioning as an institute of Arabic & Islamic studies comprising the departments of Arabic and Islamic studies. The Institute of Arabic and Islamic Studies was upgraded as a full-fledged faculty in 1998. The Faculty of Arabic and Islamic consists of the following departments:

1. Quran and Tafseer
2. Hadith & Hadith Sciences
3. Shariah
4. Islamic Thought, History & Culture
5. Arabic Language & Literature
6. Seerah Studies
7. Interfaith Studies
8. Islamic Economics

### **OBJECTIVES OF THE FACULTY**

1. To teach Islamic Studies and Arabic Language from Matric to PhD levels as per contemporary requirements.
2. To conduct advanced research on the different aspects of Islamic Studies, Islamic Culture, Arabic Language, Literature and Civilization.

3. To protect Islamic Heritage with the help of modern research tools and techniques.
4. To play a leading role in the interpretation of Islamic Teachings, according to the needs of contemporary Pakistani society.
5. To reconstruct Islamic Thought and defend Islam and Islamic identity of Pakistan at national & international forums.
6. To prepare Scholars of Islamic Studies who have a grasp on the different issues of Islamic Studies in general and command over the different areas of specialization such as Quran, Tafseer, Hadith, Shariah & Law, Islamic thought, History, Culture, Civilization and Muslim languages particularly Arabic language.
7. To establish a cadre of specialists and professional experts in different fields of Islamic Studies who can provide effective leadership in guiding and conducting quality research in the various disciplines of Islamic and Arabic Studies.
8. To provide opportunities for professional growth and development to the scholars of Islamic studies in general and in service personnel in particular.
9. To develop a linkage between different highly reputed institutions of Islamic learning in general and institutions of Muslim world in particular.
10. To create interfaith harmony and an environment of dialogue between Islamic and other civilizations.

## **PROGRAMMES OFFERED BY THE FACULTY**

1. Postdoctoral Fellowship
2. PhD Islamic Studies (General)
3. PhD Islamic Studies (with specialization in Quran & Tafseer)
4. Ph.D. Islamic Studies (with specialization in Seerat Studies)
5. Ph.D. Islamic Studies (with specialization in Interfaith Studies)
6. Ph.D Shariah
7. PhD Arabic
8. M. Phil Islamic Studies (General)
9. M. Phil Islamic Studies (with specialization in Quran & Tafseer)
10. M. Phil Islamic Studies (with specialization in Seerat Studies)
11. M. Phil Islamic Studies (with specialization in Interfaith Studies)
12. M. Phil Islamic Studies (with specialization in Hadith and Hadith Sciences)
13. M. Phil (Arabic Language and Literature)
14. M.S Shariah
15. Diploma in "IFTAA"
16. Diploma "Islamic Finance"
17. BS Arabic
18. BS Islamic Finance
19. BS Islamic Studies (for International Students)
20. BS Islamic Studies (General)
21. BS Islamic Studies (Specialization in Quran & Tafseer)
22. BS Islamic Studies (Specialization in Hadith)
23. BS Islamic Studies (Specialization in Seerat Studies)
24. BS Islamic Studies (Specialization in Sharia)
25. BS Islamic Studies (Specialization in Dars-e-Nizami)
26. BS Islamic Studies (Specialization in Interfaith Studies)

27. Certificate in "IFTAA"
28. Certificate Course "Imam and Khateeb"
29. Arabic Teachers Training Course (ATTC)
30. Al- Lisan-ul-Arabi
31. Darse-e-Nizami Program (Matric to BA)
  - Al Shahada al-Sanavia al-Aama
  - Al Shahada al-Sanavia al-Khasa
  - Al Shahada al-Aliya

## **JOURNALS/INDEX OF THE FACULTY:**

1. Maaraf-e-Islami (from 2002)
2. Seerat Studies (from 2016)
3. Al-Bahs-ul-Arabi (from 2018)
4. Islamic Research Index.IRI (from 2014)

## **FUTURE PLANE:**

1. Shifting of Programs to Online Mode
2. Strengthening of Dars-e-Nizami Program
3. Launching of Associate Degrees to address Professional Needs
4. Faculty Development/Training for designing research Projects/ Language Proficiency
5. Development of newly approved courses at various levels
6. Launching of new Research Journals.

## **INTRODUCTION OF THE DEPARTMENT OF ISLAMIC THOUGHT, HISTORY & CULTURE**

The Department of Islamic Thought History and Culture was established to provide advanced studies and research in the field of Islamic Thought, History and Culture. To achieve this goal, the department is offering graduate and postgraduate-level programs. This department coordinates Ph.D. Islamic Studies (General), M.Phil Islamic Studies (General), MA Islamic Studies (General), and B.S Islamic Studies (General) Programs as well as going to offer a New Academic Program of B.S Islamic Studies (in English medium for international students), B.S Islamic Finance, Certificate course of "Imam and Khateeb", Diploma in "IFTAA, Certificate in "IFTAA".

### **DETAILS OF THE PROGRAM**

#### **BS ISLAMIC STUDIES (INTERNATIONAL) 4 YEARS, 2.5 YEARS AND 2 YEARS PROGRAM**

##### **1) Introduction of the Program:**

BS Islamic Studies (for International Students) **4 Years, 2.5 Years and 2 Years** program offered by the Department of Islamic Thought, History, and Culture at Allama Iqbal Open University (AIOU), Islamabad. This program is initiated to provide students with a comprehensive education in Islamic Studies in the English language, facilitating a

global audience in their pursuit of knowledge about the rich and diverse Islamic tradition. The BS Islamic Studies (International) program at AIOU is a unique offering designed to deepen the understanding of Islamic thought, culture, and history. This program combines academic excellence with the accessibility of distance learning, ensuring that learners from around the world can engage with the richness of Islamic studies. The program is equipped with AIOU's renowned open and distance learning approach, providing flexibility for learners to study at their own pace, regardless of geographical location.

##### **2) Objectives of the Program:**

- i) To Develop a deep and comprehensive understanding of Islamic Studies, with a focus on global perspectives and relevance.
- ii) To Foster a thorough and globally relevant understanding of Islamic thought, history, and culture, catering to an international audience.
- iii) To Promote cross-cultural engagement by exploring Islamic principles and their impact within diverse global contexts.
- iv) To develop critical thinking and research skills, empowering students to analyze and evaluate Islamic concepts and contribute meaningfully to the academic discourse.
- v) To Cultivate ethical awareness and a sense of responsibility grounded in Islamic values, preparing

students to engage with global challenges from an ethical standpoint.

**3) ELIGIBILITY FOR ADMISSION IN BS ISLAMIC STUDIES (4 YEARS PROGRAM CODE-5043):**

1. HSSC/Intermediate/Equivalence.
2. Matric with Khassah certificate from HEC Recognized Madaris/Boards with the compulsory condition that they will pass three Basic Courses as per requirement of IBCC, before completion of BS Program.

**4) DETAIL OF COURSES:**

**1st Semester:**

Sr. #	Course Title	Code	Cr. Hrs
1.	Functional English	9382	03
2.	Quantitative Reasoning-I	9424	03
3.	Introduction to Sociology culture and Society	9410	03
4.	Islamic Studies/ Ethics (for Non-Muslims)	9401/5437	03
5.	Application of Information and Communication Technologies	9384	03

**2nd Semester:**

Sr. #	Course Title	Code	Cr. Hrs
1.	Expository Writing	9381	03
2.	Basics of Environmental Sciences	9389	03
3.	Quantitative Reasoning-II	9383	03
4.	Ideology & Constitution of Pakistan	9378	03
5.	Entrepreneurship	5026	03
6.	Civic and Community Engagement	9385	03

**3rd Semester:**

Sr. #	Course Title	Code	Cr. Hrs
1.	Universal Principles of Personality Development	4930	03
2.	Quranic Arabic	1952	03
3.	Social System of Islam	1909	03
4.	Islam & Human Rights	4952	03
5.	Uloom-ul-Quran-I	1953	03

**4th Semester:**

Sr. #	Course Title	Code	Cr. Hrs
1.	Introduction to Quran	1951	03
2.	Introduction to Hadith	2900	03
3.	Introduction to Fiqh	2951	03
4.	Subjective Study of Seerat-un-Nabi (SAW)	TBA	03
5.	Study of World Religion	1902	03
6.	Arabic Grammar	1919	03

**5th Semester:**

Sr. #	Course Title	Code	Cr.Hrs
1.	Islamic History	4931	03
2.	Objectives of Shariah	1901	03
3.	Ethics of Disagreement	1904	03
4.	Islam & Science	1920	03
5.	Principles of Islamic Jurisprudence	2953	03
6.	International Law of Islam	2954	03

**6th Semester:**

Sr. #	Course Title	Code	Cr.Hrs
1.	Islamic Political System	1907	03
2.	Islamic Movements in contemporary Era	1908	03

3.	Islamic Ethics & Tasawuf	1910	03
4.	Islamic & Western Civilization and Thoughts in Historic Perspective	1912	03
5.	Economic System of Islam	1913	03

**7th Semester:**

Sr. #	Course Title	Code	Cr.Hrs
1.	Fahm-e-Quran (Tajwid, Translation & Tafseer)	TBA	03
2.	History of Islamic Discipline	1906	03
3.	Research Methodology	1922	03
4.	Internship	4932	03
5.	Capstone Project	4933	03

**8th Semester:**

Sr. #	Course Title	Code	Cr.Hrs
1.	Seerat-e-Tayyeba	3900	03
2.	Al-Dawah wal Irhad	1911	03
3.	Study of Islamic Texts	1918	03
4.	Philosophy & Ilm-ul-Klaam	1921	03

**5) ELIGIBILITY FOR ADMISSION IN BS ISLAMIC STUDIES (2.5 YEARS PROGRAM CODE-5625):**

1. Any 14-Years Education, Any Bachelors 14 Years Degree, Associate Degree in Arts, Associate Degree in Science, Associate Degree in Education or Equivalent (with 45% marks).

**6) DETAIL OF COURSES:**

**1st Semester:**

Sr. #	Course Title	Code	Cr. Hrs
1.	Introduction to Quran	1951	03
2.	Introduction to Hadith	2900	03
3.	Introduction to Fiqh	2951	03
4.	Subjective Study of Seerat-un-Nabi (SAW)	TBA	03
5.	Study of World Religion	1902	03
6.	Arabic Grammar	1919	03

**2nd Semester:**

Sr. #	Course Title	Code	Cr. Hrs
1.	Islamic History	4931	03
2.	Objectives of Shariah	1901	03
3.	Ethics of Disagreement	1904	03
4.	Islam & Science	1920	03
5.	Principles of Islamic Jurisprudence	2953	03
6.	International Law of Islam	2954	03

**3rd Semester:**

Sr. #	Course Title	Code	Cr. Hrs
1.	Islamic Political System	1907	03
2.	Islamic Movements in contemporary Era	1908	03
3.	Islamic Ethics & Tasawuf	1910	03
4.	Islamic & Western Civilization and Thoughts in Historic Perspective	1912	03
5.	Economic System of Islam	1913	03

**4th Semester:**

Sr. #	Course Title	Code	Cr. Hrs
1.	Fahm-e-Quran (Tajwid, Translation & Tafseer)	TBA	03
2.	History of Islamic Discipline	1906	03
3.	Research Methodology	1922	03
4.	Internship	4932	03
5.	Capstone Project	4933	03

**5th Semester:**

Sr. #	Course Title	Code	Cr.Hrs
1.	Seerat-e-Tayyeba	3900	03
2.	Al-Dawah wal Irhad	1911	03
3.	Study of Islamic Texts	1918	03
4.	Philosophy & Ilm-ul-Klaam	1921	03



**7) ELIGIBILITY FOR ADMISSION IN BS ISLAMIC STUDIES (2 YEARS PROGRAM CODE-5628):**

1. Associate Degree holders in Islamic Studies With Minimum 60 Credit Hours, or Equivalent (with 50% marks), who want to enroll in the same discipline, will be directly enrolled in the 5th Semester.
2. Candidate having Shahdat-ul-Aleya (50% marks) with B.A degree or passing compulsory subjects as per requirement of HEC
3. Candidate having F.A or Equivalent with Shahdat-ul-Aleya (50% marks) degree can join B.S Islamic Studies Programs in 5th Semester after passing General Education (GEC) courses as per HEC/AIOU rules before completion of B.S Program.

**8) DETAIL OF COURSES:**

**1st Semester:**

Sr. #	Course Title	Code	Cr. Hrs
1.	Islamic History	4931	03
2.	Objectives of Shariah	1901	03
3.	Ethics of Disagreement	1904	03
4.	Islam & Science	1920	03
5.	Principles of Islamic Jurisprudence	2953	03
6.	International Law of Islam	2954	03

**2nd Semester:**

Sr. #	Course Title	Code	Cr.Hrs
1.	Islamic Political System	1907	03
2.	Islamic Movements in contemporary Era	1908	03
3.	Islamic Ethics & Tasawuf	1910	03
4.	Islamic & Western Civilization and Thoughts in Historic Perspective	1912	03
5.	Economic System of Islam	1913	03

**3rd Semester:**

Sr. #	Course Title	Code	Cr.Hrs
1.	Fahm-e-Quran (Tajwid, Translation & Tafseer)	TBA	03
2.	History of Islamic Discipline	1906	03
3.	Research Methodology	1922	03
4.	Internship	4932	03
5.	Capstone Project	4933	03

**4th Semester:**

Sr. #	Course Title	Code	Cr.Hrs
1.	Seerat-e-Tayyeba	3900	03
2.	Al-Dawah wal Irhad	1911	03
3.	Study of Islamic Texts	1918	03
4.	Philosophy & Ilm-ul-Klaam	1921	03

**9) Fee Structure B.S Islamic Studies  
(4Years, 2.5Years and 2Years programs):**

**Fee Tariff**

<b>Item</b>	<b>Fee</b>
<b>Registration Fee:</b> (At the time of 1 <sup>st</sup> Admission)	US\$ 50/-
<b>Admission Fee:</b> (At the time of 1 <sup>st</sup> Admission)	US\$ 50/-
<b>Per Course Fee:</b>	US\$ 100/-
<b>Total Fee for First Semester:</b> (4 Years Program)	<b>US\$ 600/-</b>
<b>Total Fee for First Semester:</b> (2.5 Years Program)	<b>US\$ 700/-</b>
<b>Total Fee for First Semester:</b> (2 Years Program)	<b>US\$ 700/-</b>

The University reserves the right to change the fee tariff in the coming semesters. This can be done without any prior notice as deemed fit for the expected expenditure which is to be incurred on the semester-based academic and operational activities of the program.

**In case of any query/information about the online admission form or any other questions please contact us at the following:**

**Directorate of International Collaboration & Exchange**

Phone: +92-51-9572495

email: [overseas@aiou.edu.pk](mailto:overseas@aiou.edu.pk)

## **GENERAL INFORMATION**

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A candidate is required to apply for admission (LMS) online only.
- iii. If an applicant does not receive any information regarding admission within three months from submission of application, he/she should presume no admission.
- iv. A course taken by any student cannot be changed during the semester. However, in real hardship cases, the change in courses will be allowed before the start of study period after deposit of prescribed fee. Study period schedule is available on AIOU website.
- v. The address of a student will not be changed during the semester.
- vi. On payment of the registration fee, each student will be issued a student ID. This number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
- vii. Study material shall be available at the LMS and Website at their given addresses.
- viii. After confirmation of admission students are usually intimated about the part time tutors for each course through student CMS portal. If you do not found information about tutors, you are required to contact the concerned AIOU Regional Office immediately without any delay.
- ix. Rules and regulations framed, enhanced and changed from time to time by the authorities, bodies of the university will be effective as deemed necessary. The student will have to abide by all such rules and regulations from the date of their implementation.
- x. A student who fails in continuous assessment component is not eligible to reappear but will be allowed to re-register for the same course at its next offering semester by the university.
- xi. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
- xii. A student already admitted to a programme or a specialization of a programme shall not be allowed to transfer or to get admission to another programme unless he/she formally postpones it till the completion of the new programme or withdraws from the previous programme.
- xiii. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.

- xiv. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
- xv. The student must inform the Admission Department in writing about admission mistakes within the period of 15 days, which is not according to the admission form/ check list or mistake in name and address. No request for any change will be entertained after the stipulated period.
- xvi. Admission form received without prescribed fee, less fee or fee deposited after due date will not be considered in any case.
- xvii. In case of discrepancies in the name of student/ Father's name of the student or difference in name mentioned in his/her other educational certificates, the name on the Matric certificate of the student will be considered as correct name. The Examinations Department shall also issue certificate/ degree on the said name.
- xviii. In case provision of forged documents for admission, not only the admission will be refused to the applicant but the fee deposited by him/her will also be forfeited. The university may proceed further in the matter.
- xix. The degree/diploma/certificate of the student will be quashed:
  - i) If any mistake found in compilation or declaration of result at any stage.
  - ii) If any candidate found ineligible for a degree/ diploma/certificate during the cross verification process of result and documents at any stage.

- iii) If found that candidate submitted forged/fake/illegal document(s) in the University at any stage.

**Note:** Beware that University has not authorized any person or private institute to collect payment/forms. All the students are instructed to deposit fee by themselves. In case of any discrepancy in admission fee/ admission form the University will not be responsible and the student will have to face the consequences.

### **Availability of Learning Material**

- i. Learning material can be downloaded from university website: [www.aiou.edu.pk](http://www.aiou.edu.pk)
- ii. All learning material would be available online for international/overseas students after the commencement of classes.
- iii. Student shall download the learning material and tally with the course codes for which he/she had been registered in the semester.
- iv. Students can get their learning material through AAGHI LMS portal.

### **Procedure for Fee Payment**

International and Overseas Students will have to pay their fee Online as per Guided Procedure:

1. Go to [olpay.aiou.edu.pk](http://olpay.aiou.edu.pk)
2. Enter challan number and **click on "search"** button.
3. Check & tally your challan details with the generated challan then **click on "submit fee"** button.
4. Enter credit/debit card number, card holder name, expiry and CVV code (mentioned on back side of card).
5. **Click on "pay now"** button.
6. A successful payment notification will be appeared with an Order ID.
7. Write Order ID and Transaction Date on the space given below.
8. Save the Order ID in your record till confirmation of your admission.

### **REGULATIONS FOR REFUND OF ADMISSION FEE**

- (i) The Applicant/candidate/student who have submitted his/her fee for Admissions but do not wish to continue and applied for refund of fee before the start of his/her study period as per Academic Calendar available on the AIOU website corresponding to his/her respective semester i.e Autumn or Spring, the fees will be refunded after the deduction @ 10% of the total fee.
- (ii) The Applicant/Candidate who was not eligible but deposited the fee for admission and applied for refund within one year from the date of fee deposit, the fee shall be refunded after deduction @15% of total fee.
- (iii) The student who has deposited his/her fee in excess of due fee that total excess amount shall be refunded or adjusted as the case may be.
- (iv) The Treasurer Department shall verify the fee of students and shall send the case to the Audit Department for pre-audit.
- (v) The cheque will be issued to the candidate by the Campus Payment Section (CPS), Treasurer's Department.
- (vi) In the case of death, the full fee will be refunded through crossed cheque in favour of the Blood Relative of deceased student, after fulfilling all the codal formalities. The refund case must be submitted within one year of fee deposit.
- (vii) In case the students who are not allowed/granted admission to a program offered by the University due to less enrollment/non formation of viable group/non offering of courses, full fee will be refunded to them.
- (viii) If the admission of an Applicant/Candidate is not matured due to any reason beyond the control of the University or due to unforeseen issues, the whole paid fee, without any deductions shall be refunded to the respective applicant/candidate. The refund case must be submitted within one year of fee deposit.

**Note:** Beware that University has not authorized any person or private institute to collect payment All the students are instructed to deposit fee by themselves. In case of any discrepancy in admission fee/ admission form the University will not be responsible and the student will have to face the consequences.

### **REFUND OF OTHER FEE**

1. All kind of other fee including but not limited to Degree fee,  
Re-appear exams fee, change off name / father name, examiner registration fee, tutor registration fee, late assignment evaluation fee, analysis fee, rechecking of answer scripts fee, NOC fee, subject/group change fee, thesis evaluation fee, thesis extension fee, job fee, tender fee tec. will not be refunded. Only excess fee deposited will be refunded/adjusted.
2. The extension in thesis fee in excess shall be refunded on approval of concerned Dean with certificate that fee was deposited in excess.
3. The amount deposited in university accounts by any person/firm (other than student), by mistake or in excess shall be refunded after verification of the amount deposited

### **IMPORTANT TELEPHONE NUMBERS**

<b>Sr. #</b>	<b>Name</b>	<b>Telephone Nos.</b>
1.	Director Admissions	+92-51-9250043 +92-51-9571501
2.	Controller of Examinations	+92-51-9250012 +92-51-9250013 (Fax)
3.	Director Students Affairs	+92-51-9572400 +92-51-9572401
<b>Directorate of International Collaboration &amp; Exchange</b>		
1.	Dr. Zahid Majeed Director <a href="mailto:Zahid_majeed@aiou.edu.pk">Zahid_majeed@aiou.edu.pk</a>	+92-51-9572450
2.	Sehrish Khan Assistant Director <a href="mailto:sehrish.khan@aiou.edu.pk">sehrish.khan@aiou.edu.pk</a>	+92-51-9572471
3.	Mr. Muhammad Ajab Superintendent <a href="mailto:overseas@aiou.edu.pk">overseas@aiou.edu.pk</a>	+92-51-9572495