



RAWALPINDI WOMEN UNIVERSITY, RAWALPINDI

ADMISSION POLICY

MS/ M.PHIL./MBA DEGREE PROGRAMS

In exercise of the powers vested under section 26 of The Rawalpindi Women University, Rawalpindi Act XXIX of 2019, and in pursuance of Section 44(1(c)) of the Rawalpindi Women University, Rawalpindi Act XXIX of 2019, the Academic Council is pleased to approve the following Admission Policy for Admissions in MS/ M. Phil./ MBA program at the Rawalpindi Women University from FALL-2023.

A. GENERAL ADMISSION POLICY FOR ALL DEGREE PROGRAMS

1. Rawalpindi Women University (RWU) Online admissions for all Undergraduate degree programs shall be processed against the advertisement in print and electronic media under **SEMESTER SYSTEM** on **OPEN MERIT**.
2. Only Female/ Female Transgender candidates are eligible to apply at Rawalpindi Women University, Rawalpindi.
3. The candidates who are registered under 'self-perceived identity' as female under section (2(3.1 & 3.2)) of the Transgender Persons (Protection of Rights) Act 2018 can also apply for admission in graduate degree program offered.
4. Only Online complete application(s) along with uploaded following compulsory required documents shall be processed:
 - a. Unless mentioned otherwise, Deposited Bank challan copy/Bank electronic transaction receipt.
 - b. Candidate's passport size photograph (with blue background in JPEG format).
 - c. Matric/ Equivalence Certificate (JPEG format) duly verified by the board concerned.
 - d. Intermediate/ Equivalence Certificate (JPEG format) duly verified by the board concerned.
 - e. Terminal Degree and transcript duly attested by Higher Education Islamabad.
5. A candidate shall have to pay non-refundable admission processing fee of Rs.5000/- for one program within the stipulated time.

6. The Campus/ Faculty wise number of seats for each program of undergraduate degree programs are mentioned in section A(18); however, minimum 5 registered students against MS/M.Phil./MBA degree programs shall be required for the commencement of respective degree program.
7. In specific circumstances, the University reserves the right to reduce or increase the number of allocated seats in any particular degree program(s) mentioned in section A(18) of this policy.
8. Considering minimum required number of students per department and resources, the University reserves the right for not offering any degree program(s) mentioned in section A(18) of this policy.
9. The deposited semester dues shall be refunded as per RWU policy/ rules, if a degree program is not offered.
10. The University Hostel accommodations will be provided on merit subject to availability of seats.
11. In case a candidate wants to apply for fee refund,
 - a. The university will refund full tuition fee if she applies within 1 week of fee submission date.
 - b. The university will refund only half tuition fee if she applies within 1 month of fee submission date.
 - c. The university will refund only security fee after one month of fee submission date.
12. RWU online ADMISSION Link: <https://rwu.edu.pk>
13. Merit List of selected candidates shall be displayed on the RWU website (<https://rwu.edu.pk>) as per admission calendar given in **D** of this policy.
14. An applicant can upload the Admission grievance(s) (if any) along with all the required documents for redress within two working days after the notification / display of the merit list(s) through this email: agc@rwu.edu.pk
15. All the selected candidates mentioned in any merit lists shall appear before the Admission Committee along with:
 - All credentials (Matric/ Equivalent, Intermediate/ Equivalent, Terminal Degree)
 - CNIC
 - two photographs (passport size with blue background),

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- Two sets of attested copies of all credentials placed in an ordinary paper folder within stipulated time before the notification / display of the next merit list to get bank Challan for the semester fee/ dues and securing of admission.
 - Health Performa duly signed by Medical Officer and Paramedic Staff.
16. Unless mentioned otherwise, the admission dues/fee shall be deposited during the stipulated period in the designated branches of the Bank of Punjab and a copy of same shall have to be deposited to the respective Admission Committee focal person for semester registration. The referred dues/fee shall not be deposited in any other bank.
17. In case the semester fee/dues are not deposited within stipulated time, the admission shall stand cancelled.



B. BASIC CRITERIA TO APPLY FOR GRADUATE MS/ M. Phil. DEGREE PROGRAM (AFTER 16 YEARS OF EDUCATION)

1. At least sixteen years of education or equivalent qualification in the relevant subject or 4 years education (at least 130 credit hour) after Intermediate or Equivalent for admission in MS/ M. Phil. / MBA (Non-Business) degree program.
2. At least 16 years of formal education in management sciences related discipline, such as BBA (Hons)/BBA, BS (Accounting & Finance), B. Com (Hons), M. Com. or equivalent for admission in MBA (Business).
3. At least 50% marks in the annual examination system or 2.50/ 4.00 CGPA in semester system or 65% marks in semester system where CGPA is not mentioned in terminal degree.
4. In case CGPA or percentage (%) obtained by the candidate is not mentioned on the transcript, the academic qualification marks shall be calculated as per HEC conversion policy.
5. If both CGPA and percentage (%) of marks are mentioned on the transcript, the preference shall be given to the CGPA.
6. A minimum 50% score is required to qualify the Departmental subject wise test.
7. Valid GAT-General conducted by the National Testing Service with the minimum 50% cumulative score will also be accepted at the time of admission to MS/ M.Phil. / MBA. The GAT- General test is valid for a period of two years.
8. Division of marks out of 50 marks in case the candidate applied on the bases of GAT-General instead of departmental subject based test:

Cumulative score in GAT-General	Marks
50-59.99	25
60-69.99	35
70-79.99	45
80 and above	50

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C. MERIT DETERMINATION CRITERIA FOR GRADUATE MS/ M. Phil. DEGREE PROGRAM (AFTER 16 YEARS OF EDUCATION)

- Merit shall be calculated on the bases of marks obtained out of 100 as per following criteria:

Total Marks (i + ii + iii)=100		
I	Total Marks for academic qualification = 30	
	Percentage (%) Obtained in the Respective Degree	
	a	50% to 69.99%(annual system) OR CGPA 2.50/ 4.00 to 3.49/ 4.00 (semester system) OR 65% to 74.99%(semester system where CGPA is not mentioned)
	b	≥ 70% (annual system) OR ≥ 3.50/4.00 (semester system) OR ≥75%(semester system where CGPA is not mentioned)
ii	Total Marks for departmental subject based written test OR GAT-General	50
iii	Total Marks for interview	20

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D. GENERAL ADMISSION CALENDAR FOR ALL DEGREE PROGRAMS

Sr#	Activity	Dates
1.	Online Admission Open	
2.	Deadline for the Submission of Online Application Forms	
3.	Departmental subject based written test	
4.	Departmental subject wise interviews of candidates who qualify the Department base written test and who applied on the bases GAT-General.	
5.	First Merit List for All Programs (Uploaded on RWU Website)	
6.	Deadline for Fee Submission of First Merit List	
7.	Second Merit list for All Degree Programs (If required Uploaded on RWU Website)	
8.	Deadline for Fee Submission of Second Merit List	
9.	Third Merit List for All Degree Programs (If required Uploaded on RWU Website)	
10.	Deadline for Fee Submission of Third Merit List	
11.	Departmental Orientation and Commencement of Classes for all Degree Programs	

Note: The approved RWU "Admission Policy" may be updated time to time.

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