



Greenwich University

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N.B: This policy may be amended at any time without prior notice. All revisions shall supersede any previous versions and shall take effect immediately upon approval.

QUALITY ENHANCEMENT CELL
GREENWICH UNIVERSITY

ADMISSION POLICY

Greenwich University's admission framework is designed to ensure transparency, merit, inclusivity, and compliance with the Higher Education Commission (HEC) of Pakistan's guidelines. The alignment is reflected as follows:

- The University's admission policy upholds merit, equal opportunity, and non-discrimination in the selection of students.
- It ensures that admissions are conducted twice a year (Fall and Spring), providing fair access to a diverse group of applicants.
- The policy also emphasizes quality assurance by admitting students who meet the academic and personal competencies required for higher education.

POLICY STATEMENT

- a) Admissions at Greenwich University are offered on merit to every student irrespective of nationality, gender, ethnic background, creed, socio-economic status or any other factor. (Foreign students will provide evidence of valid visa required for the purpose of admissions in to Greenwich University)
- b) All applicants for admission are required to successfully complete admission requirements for their respective programs.
- c) All applicants must go through the Entry Test and Interview Process to show their potential for completing their respective programs.
- d) All admissions will remain provisional and subject to verification of relevant academic documents.
- e) Eligibility for a program will be determined on the basis of the degree on the strength of which the candidate is applying.

Admission Requirements

- The eligibility criteria for undergraduate and postgraduate programs are strictly aligned with HEC standards and Greenwich University regulations.
- Requirements include academic qualifications, entry tests (where applicable), and interviews to assess aptitude and preparedness.

- Special consideration is given to students with disabilities or those applying under reserved categories, in line with the University's inclusivity policy.

Program	Parameters	Weightage
Associate Degree Program	Academic Qualification	50%
	University Placement Test	40%
	Interview& Group Discussion:	10%
Bachelor's	Academic Qualification	50%
	University Placement Test	40%
	Interview& Group Discussion:	10%
Masters	Academic Qualification	50%
	University Placement Test	40%
	Interview& Group Discussion:	10%

For Associate Degree Program

HSSC/A-Levels or equivalent examination with at least 45% marks

- Candidate having less than 45% marks will be eligible for admission after successful complete of "Zero Semester".
- At least 50% in Entrance Test and Interview.
- Result Awaiting Student Can also apply.

For Bachelor's Programs

- HSSC/ A-Levels/ or equivalent with at least 45% marks from a recognized Institute/Board.
- At least 50% in Entrance Test and Interview.
- At least 45% marks in Higher Secondary School Certificate or equivalent "A" levels or other foreign qualifications, such students must provide an equivalence certificate issued by the Intermediate Board Committee of Chairmen (IBCC).
- Result Awaiting Student Can also apply.

For Two Years and Two-and-a-half Years Bachelor's Program:

- For admission in two and two-and-a-half years' degree program of Bachelors of Business Administration applicant must have:

- 15 Years of Schooling with business qualification: B.Sc/B.Com (3 Years), BA(Hons)/BBA (3 years)
- 14 Years of Schooling with non-business qualification: B. Com (2 Years), BA, B-Tech, B.Sc. or any two-year Graduation Program respectively.
- The number of credit hours needed to complete the degree will be according to the policies of the Higher Education Commission. Or, At least 60% marks in Diploma, for admission such students must provide an equivalence certificate issued by the Intermediate Board Committee of Chairmen (IBCC).

For Master's Program:

- Applicants should have a 2nd division degree, or 2.5 CGPA or equivalent percentage from a recognized university/DAI, and have a minimum of 16-years of schooling. If an institution mentions both division and CGPA on the degree/transcript, the degree/transcript must meet either of the two conditions.
- At least 50% marks in entrance test and interview.
- The number of credit hours needed to be completed for the award of a degree will be according to the policies of the HEC.
 - The number of credit hours needed to complete the degree will be according to the policies of the Higher Education Commission. A degree may be completed in 1.5 years by students with 16-years of business education, and such students have to complete 36 credit hours. This MBA degree will be equivalent to an 18-year qualification.
 - 16 Years undergraduate non-business qualification will complete in 72 credit hours.
- Applicants may be considered if they meet **all** of the following:
 - Possess a recognized professional qualification in business/accounting/finance (e.g., **ACCA, CA (ICAP), CMA(ICMA) Pakistan** or equivalent), completed within the last **7 years**. These certification is equivalent to M. Com (16 years of education).
 - Applicant must provide equivalence certificate as per HEC criteria.
 - Achieve the minimum Greenwich University admission requirements (test/interview).

For M.Phil/MS. Program:

- 3 CGPA Studied 16 years of Education in relevant discipline
 - Placement Test or GAT-General with a minimum 50% cumulative score will be required.
 - A minimum division or CGPA on a scale of 4 as prescribed by the HEC for admission to the MPhil/MS program.
 - Degree from recognized universities / degree awarding institution. Institutions which mention both division and CGPA on the Degree / Transcript must meet either of the two conditions.
1. Degree from recognized universities/DAIs. Institutions that mention both division and CGPA on the degree/transcript must meet either of the two conditions. Applicants having a foreign degree are required to provide the equivalence certificate from Higher Education Commission.
 2. The number of credit hours needed for the award of a degree will be according to the policies of the Higher Education Commission. However, Greenwich University may offer additional courses to replenish deficiencies.

For Ph.D. Program:

Following applicants are eligible for admission in a PhD. Program:

- MS/MPhil in the relevant field of study.
- Master Degree with a minimum of 90 credit hours (with a 2-year bachelor's program) in the appropriate field of study.
- Candidates must hold a Master Degree comprising at least 30 credit hours after a 4-year Bachelor's degree (in the relevant field of study).
- Minimum CGPA should be 3.0 on a scale of 4.
- NTS GAT (Subject) with a minimum 60% marks or GRE Subject Test conducted by the ETS with minimum 60% percentile Score.
- The number of credit hours needed for the degree will be according to the policies of the Higher Education Commission.

STUDENT INTAKE AND ENROLMENT

- Student intake is carefully planned based on program capacity, faculty strength, and available resources to maintain quality education and an optimal student–teacher ratio.
- Enrolment targets are set annually and approved by the Academic Council to ensure they are realistic and aligned with institutional capacity.
- The process of registration and enrolment is structured to verify student credentials, ensure compliance with admission requirements, and provide academic advising at the point of entry.

COURSE LOAD FOR FALL & SPRING SEMESTER

Undergraduate Students

- An undergraduate program of instruction generally includes a 09-18 credit hours course load including exams in a regular semester.
- The required course load for a full time undergraduate is minimum of 09 credit hours per semester. In case any student wishes to enroll for one more course beyond 18 cr. hours s/he may be allowed by institution in either of the two cases:
 - 1) If his/her CGPA is above 3.5 and
 - 2) The student needs the course to graduate on time

Graduate Students

- A graduate student normally enrolls for 6-12 credit hours in a regular semester. A graduate student must take at least 06 credit hours in Fall and Spring semesters to be classified as a full-time student.
- The University may formulate specific policies for allowing a student to take additional courses (02 courses of 03 or 04 credit hours) in a semester depending on unique circumstances of the student with the advice of the advisor.

The number of credit hours needed to be completed for the award of a degree will be according to the policies of the Higher Education Commission.

PROVISIONAL ADMISSION

- a) Students who are admitted provisionally in a semester either as a “result waiting” candidate or on any other ground must meet the university admission eligibility requirements in the same semester and submit the relevant documents to the admission office at the earliest.

- b) Students who fail to meet the university admission eligibility requirements before the final exams of 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 university at any stage, the university will cancel the admission with immediate effect.
- c) Result awaiting applicants are required to submit an undertaking along with the application.
- d) This policy is only valid for Associate Degree and Bachelor's Degree Program.

INTER PROGRAMME TRANSFER

- a) A student registered in a program may not be transferred to another program in the University until he/she has obtained the permission of the Chairperson and Registrar's office.
- b) Student must obtain an approval by the concerned Heads of the Departments.
- c) Permission to transfer will be given in writing using the form provided for this purpose.
- d) No student will get credit transfer without the permission of the concerned Heads of the Departments and Registrar's office.
- e) A student who seeks transfer to another program will have to follow all the requirements and policies (such as fee etc.) of the new program.
- f) The credits earned in any lower degree program (bachelor's or master's) are non-transferable to the higher degree program.
- g) Whenever a student's application to transfer to another program has been approved and all requirements related to such transfer satisfactorily fulfilled, the relevant program authority shall inform the concerned departments and forward the original documents to the student's personal file.

Pre- Requisite for other Disciplines:

Candidates interested for admission in MBA having bachelor degree other than BBA respectively have to do pre-requisite (deficiency) courses as specified in the prospectus. These pre-requisite courses will be in addition to the regular program courses.

Application for Credit Transfer:

- a) The application for credit transfer will be submitted by the student on a required form supported by the following document.
 - i. The course outline and teaching plan of the course that was completed in a different University/Institution and which is being nominated for credit transfer.
 - ii. The course contact hours and the name of the faculty who taught the course along with the relevant grades.

Transfer Students:

The determination of acceptability of credit for course work completed at another recognized Institution of higher learning is made solely at the discretion of University. The evaluation of any course work or exam from another Institution for acceptance by the University will be based only on an official transcript from the institution originally offering the course work or exam.

- i. Credit is not given for grades lower than a B.
- ii. All prospective transfer students must complete Nazeer Hussain University's entrance requirements.
- iii. Grades from other institutions are not included in the calculation of Greenwich University grade point average.
- iv. Principally the maximum credits for work done before joining the Greenwich University will be considered only up to 50% of the Bachelor's and Master's program to which the application is being made.
- v. The course work being sought for credit transfer has been completed at a HEC recognized educational institution.
- vi. Credit Transfer cases will not be entertained after a student has started the program of study.
- vii. Remedial, vocational, technical, highly specialized and personal development courses are not accepted for credit.
- viii. All transfer courses taken at bachelor level from Polytechnic Institutions with degree awarding status and foreign community Institutes that can award degrees will be reviewed individually by the Head of the Department and any transfers must be approved by the Dean.

- ix. Students are advised to check with the Admissions Office and Head of Department to determine the acceptability of credit from other Institutions. Acceptability of transfer credits to a student's academic curriculum is determined by the Head of the Department where the application is being made.

b. Conditions for Course Transfer:

- i. If the course content is similar to the course content at Greenwich University to the extent of a minimum 60%, the course credit will be considered for transfer.
- ii. A lower level degree course is non-transferable to higher level degree program such as a course done at Bachelors level is non-transferable to Master program.
- iii. A course exempted elsewhere is non-transferable until and unless it is pursued as a regular course.

Advanced placement:

Students may apply for advanced placement keeping in view prior academic qualifications and experience.

1. **Credits from other institutions:** The Admission Office will evaluate credits from other institutions on a course-by-course basis in accordance with such agreements as may exist. The acceptability of each credit will depend on the appropriateness of the courses to the University curriculum, on their compatibility with courses offered by Greenwich University, the period since the course credits were earned, and the grade earned.

All passing grades of B or above in transfer courses are acceptable for students who leave their prior institution with good academic standing. Transfer credits will be awarded after the student has achieved good academic standing. However, a tentative evaluation of such transfer credits may be requested by the student upon admission. All transfer credit will be recorded as "TR" on the student's transcript.

Before graduating, transfer students must complete a minimum of 30 credit hours of university courses in order to be eligible for an associate degree and a minimum of 60 credit hours for the Undergraduate degree. A maximum of 60 credit hours can be transferred.

Undergraduates must be in residence for the final 60 hours of course work prior to receiving their degree.

2. **Credit by Challenge Examinations:** Students may obtain credit through successful performance on a challenge examination. A student seeking credit by examination must have an exceptional background

in the subject and a minimum grade point average of 2.75. He or she must first secure written permission from the concerned Dean. If permission is granted the Dean will arrange for preparation of challenge exam and may also require written reports, related supplementary readings, or a term paper if appropriate. Forms for challenge examinations are available with the Registrar's Office/Communication Center. Students are limited to 9 credit hours by challenge examinations.

3. **Admission of Transfer Students:** Greenwich University accepts credits earned with a Grade B or above from other accredited universities and from foreign programs.
4. **Placement Test:** English, General Knowledge and Mathematics proficiency, are measured by the results of the University Placement Test (UPT). All students must appear for an Interview with the panel as part of the selection process.

5. Credit Hours Transfer/Eligibility

- **Undergraduate/ Graduate:** No transfers if grade is below **B**.
- A minimum number of credits must still be earned directly at the Greenwich Academic Regulations:
 - **Undergraduate:** at least 60 credits must be completed there (out of 124–130 required).
 - **Graduate (M.Phil./Masters):** at least 30 credits should be from the enrolling institution; however, a **6-credit research exemption** may be allowed for non-science programs if research isn't possible and the student is not progressing to a Ph.D.
- **Exemptions** may be granted if previous coursework was completed at a **HEC-recognized institution**.
- Minimum required grades: **B** for Bachelor's level and **B+** for Master's level.
- The degree used for exemption must be obtained within the last **two years**.
- A formal request must be made (via the university's exemption form).
- At least **80% content similarity** between previously completed courses and current ones is required, verified by the department chair (HoDs).
- Exempted courses appear on transcripts as **"Exempted"**, and credits must be made up with new courses to meet degree requirements.
- Applicants may be considered if they meet **all** of the following:
 - Possess a recognized professional qualification in business/accounting/finance (e.g., **ACCA, CA (ICAP), CMA(ICMA) Pakistan** or equivalent), completed within the last **7 years**. These certification is equivalent to M. Com (16 years of education).

- Applicant must provide equivalence certificate as per HEC criteria.
- Achieve the minimum Greenwich University admission requirements (test/interview).

Registration Process

Students have to follow the following rules of the registration process:

1. All students have to fill the registration form and have to submit it on due date to the concerned authority. Late registration forms will not be accepted unless otherwise approved by the Head of the Department with penalty.
2. Registration forms must be filled in full with care (Where applicable). Incomplete or incorrect forms will not be entertained.
3. Any additional course can be taken after getting proper permission of the departmental Chairpersons. Students will not be allowed to register less than 5 courses or more than 6 courses in one semester, unless the circumstances force the management to accept the registration beyond the said limits. In such situation, the Chairperson of the department is authorized to waive this limit for a particular student or a group of students.
4. Any course having prerequisite not cleared, cannot be taken.
5. Maximum course load is six (06) courses per semester or 15 – 18 Credit Hours, in which courses from the advance semester cannot be taken.
6. In summer semester a student will only be allowed to register in 1 – 2 courses of 3 – 6 credit hours.
7. Fee for the registered courses has to be paid in advance. Once a student gets registered for a course, fee will not be refunded.
8. Management reserves the right to withdraw any course after its offering or change its timings or instructors. Student can drop his/her registration from the said course only if there is any time clash with any other course he/she is registered in.
9. Whenever a student's application for registration in courses has been approved and all requirements related to such Registration of Courses have been satisfactorily fulfilled, the relevant program authority shall inform the concerned departments and shall forward the original document to the student's personal file.

Maximum Course Load

1. Any student who wishes to register in more than 18 credit hours may be allowed by the Chairperson of the Department to take one extra course of 2 or 3 credit hours if his / her CGPA is above 3.5 or in case of repeating / failed / dropped courses.
2. The Chairperson of the Department may allow maximum course load to any student when the student is graduating in that very semester. In this situation, the Chairperson of the Department can make an exception for any particular student by allowing him/her to take maximum course load as this will be the student's last and graduating semester.

ADD, DROP AND CHANGE of COURSES

1. Students may apply to add or drop a course within two weeks after registration. Not more than two courses are allowed to drop in a semester. A written expressed permission shall be required on the prescribed "Course Add n Drop Form" with "No Objection" from the course instructor. The fee paid for drop courses shall not be lapsed and will be accounted for later. The students will have to pay fee for added course(s).
2. For the summer semester the add/drop period is within the first four calendar days of the semester.
3. In lieu of dropping any course /courses, the student will have to take other course/courses, as to meet the minimum requirement of five or six courses per semester.
4. During the Add/Drop week, students are allowed to attend classes to choose the particular teacher and section that they are comfortable with. However, these weeks are considered the first two weeks of the semester and the teachers conduct the classes and take attendances as usual. Any absence from the classes held in the Add/Drop week is considered a real one and counted towards the total number of absence allowed to the students during the semester. The attendance for these weeks are however transferable. No change in the schedule or time tables is allowed during the ADD/Drop weeks. After the commencement of the regular semester, the teachers and the students may find it convenient to change the class time table with mutual consent. They may do so only with the permission of the Chairpersons.
5. A student can be allowed to change a course within 6 sessions from the start of the semester/course. No fee shall be charged for the changed course.
6. If there is additional fee involved a student has to pay the fee before attending the respective course
7. Add/Drop will only be entertained during stipulated period of time. However, some consideration could be given to the students within one week of the beginning of classes, on special grounds (like medical disability) and Head of the Department's/Registrar's decision will be final.

Withdrawal from a Course:

1. Withdrawal from a course will be allowed latest up to one week after the midterm examination. Withdrawn course will appear on the 'semester transcript' with the letter grade 'W', and will not be treated as 'F' grade and the course will not be counted for the purpose of calculating SGPA/CGPA.

2. The fee paid for such course will not be refunded.
3. Students can withdraw from a particular course with the consent of the concerned faculty and respective Head of the Department / Chairperson.
4. Students can withdraw from a maximum of 02 courses in one semester.
5. Whenever a student's application to withdraw from the course(s) has been approved and all requirements related to such withdrawal satisfactorily fulfilled, the relevant program authority shall inform the examinations and forward the original document to the students' personal file.

Term or Permanent Withdrawal from University:

1. A student who finds it necessary to be excused from registration in a program in any semester must formally request a leave of absence from the Faculty (or the concerned Department). The Head of Faculty (or the concerned Department) and the Registrar's.
2. Withdrawals from university are entitled to refund of fee according to the following schedule:
 - i. From Registration /Submission of fee till first week of the commencement of classes 80% of tuition fee.
 - ii. Within three weeks of the commencement of classes 50% of tuition fee.
 - iii. After three weeks of the commencement of classes, no Refund.
3. Whenever a student's application to withdraw from the semester or from the university has been approved and all requirements related to such withdrawal satisfactorily fulfilled, the relevant program authority shall inform the concerned departments and forward the original document to the Students personal file.

University Rejoining:

1. When a student returns from a leave of absence, the current program of studies, Fee (if increased) and other policies will be applicable.
2. A student will be allowed to rejoin the university within the span of three years.

Double Specialization:

1. A student may concurrently fulfill the requirements of two subject majors provided the student has the permission of the Head of Faculty (or the concerned Department & the selected electives have no clash in Exams). Upon successful completion of the requirements of both majors, one degree is awarded.
2. Students have to do required number of courses for each major as specified by the concerned Faculty (or the concerned Department).
3. The two majors earned concurrently under one degree will be noted on the transcript.
4. For the second specialization, registration form must be filled with the department to declare the two specializations.
5. After the issuance of complete transcript, the student cannot register for double specialization.

Program Regulations

The Program Regulations for each program shall include a listing of the constituent courses of the program and indicate the division of the program into Parts. Course Specifications (outline) shall be published which for each course shall include information on its aims and objectives, its content, its level, the semester in which it is offered, its weightage, and the methods of teaching and learning and assessment. They shall also indicate any prerequisites for studying the courses. Where Program Regulations permit a choice of courses options, a candidate's selection of courses will normally be subject to approval by the HoD/Chairperson of the concerned department. It is not possible to guarantee that all optional courses will be offered every semester. Course Specifications will also indicate availability.

1. In each part of a program, except during a period of industrial or professional training (Internship), candidates are required to register for courses, as specified in the relevant Program Regulations.
2. All students shall register at the beginning of each semester (on the announced dates) for the courses which they are taking in that semester.
3. It is the duty of every candidate who for any reason has missed part or all of a Course assessment or whose performance in a Module Assessment is likely to be or has been impaired by any circumstances, to notify the Head of the department of the circumstances in writing, using the appropriate form, at the earliest opportunity.

Status of Students:

The status of a student as such shall end when any one or more of the following occurs:

1. on successful completion of his/her program of study
2. on withdrawal from the University
3. on termination of his/her studies by the Disciplinary Committee
4. on expulsion from the University
5. on lapse of his/her registration for a higher degree

Full-time Student Status

Full-time status for an undergraduate student varies with the Institute and study program, but ordinarily requires a load of at least 15 credits per semester. Full-time status for graduate students is more widely variable, depending upon the composition of the individual student's program. Students in doubt about their standing should check with the Dean's /Chairpersons Office.

Performance Requirements:

1. Attendance in person, at all prescribed and elective lectures and seminars is mandatory. Maximum of 25% absences are allowed in a subject to cater for emergencies, sickness etc. There is no provision of leaves in excess of the allowance mentioned above. 25% or more absences in a subject will result in 'F' grade in that subject. Any student, who fails to comply with the rules, forfeits the right to appear at the examination in the course concerned. Such a situation shall earn the student 'F' (failure) in the course.
2. The students who shall join the semester late because of any reason will be marked absent for the previous classes. In case, more than 25% of the sessions have been completed by the faculty the student shall earn 'F' Grade.
3. In addition to punctuality and meeting the prescribed attendance requirements, each student is required to actively participate in the class and complete their assignments on time.
4. A student, in order to become eligible for award of degree, must attain a graduating CGPA of 2 for undergraduates' programmes and 2.5 for graduate programs.