



KASBIT ADMISSION POLICY

1. Policy Objectives

- To ensure transparent, merit-based, and fair admissions in all undergraduate, graduate, and post-doctorate programs.
- To align KASBIT admission process with HEC guidelines and relevant accreditation bodies (NBEAC & NCEAC)
- To support KASBIT's vision and mission of achieving excellence in education.
- To promote inclusivity while maintaining academic excellence.

2. Governance & Oversight

- The Admission Committee, chaired by the Director, will oversee the admission process.
- The Committee shall include:
 - Director (Chair)
 - Registrar (Secretary)
 - Chief Financial Officer (CFO)
 - Head of Admissions
 - Dean
 - Controller of Examinations
 - QEC Director
- All decisions shall be reviewed by the Academic Council and approved by the Board of Governors.

3. Admission Cycles

- Spring Semester
- Fall Semester

Disclaimer: *Late admissions are subject to the Director's approval and HEC's academic calendar.*

4. Eligibility Criteria

4.1 Undergraduate Programs

1) Associate Degree Program Commerce, Digital marketing (2-Year / 4 Semesters)

- ADP is a 2 years program comprises of 23-24 courses with 65-68 Credit Hours
- Minimum 12 years of education (Intermediate / A-Level or equivalent qualification).
A-Levels: IBCC equivalence required.
- Applicants must clear both the Admission Test and the Interview; qualifying in both is mandatory for admission.

2) Associate Degree Program Computer Science (2-Year / 4 Semesters)

- ADP is a 2 years program comprises of 26 courses with 73 Credit Hours



- Minimum 12 years of education with 50% (Intermediate / A-Level or equivalent qualification).
- A-Levels: IBCC equivalence required.
- Applicants must clear both the Admission Test and the Interview; qualifying in both is mandatory for admission.

3) BBA (Bachelor of Business Administration) and BSAF (Bachelor of Science in Accounting and Finance) (4-Year / 8 Semesters)

- Minimum 12 years of education (Intermediate/A-Level or equivalent).
- BBA/BSAF is a 4 years program comprises of 47-48 courses with 140-143 Credit Hours
- Minimum 45% marks (as per HEC requirement).
- A Levels or equivalent qualification: IBCC equivalence required.
- Applicants must clear both the Admission Test and the Interview; qualifying in both is mandatory for admission.

4) BS (Computer Science) (4-Year / 8 Semesters)

- For admission in BSCS, applicants must have at least 50% marks in Intermediate (HSC) Pre-Engineering, Pre-Medical, or Computer Science. Applicants with A-Level or equivalent qualifications having a combination of Mathematics, Physics, and Computer Science / Chemistry are also eligible.
- Students who have studied Biology instead of Mathematics will be required to complete two deficiency courses of Mathematics.
- BSCS is a 4 years degree program comprises of 42 courses plus two projects with 130 credit hours of pure BSCS course structure.
- IBCC equivalence required for A Levels or equivalent qualification.
- Applicants must clear both the Admission Test and the Interview; qualifying in both is mandatory for admission.

5) BBA (2-Year / 4 Semesters)

- For admissions to the Bachelor of Business Administration (2-Year program), applicants must have completed 14 years of education (ADP, B.Com, B.A, B.Sc) with minimum of second division or equivalent qualification.
- Bachelors of Business Administration is a 2 years degree program comprises of 24-27 courses with 75-84 credit hours of multi-disciplinary management science courses.
- Students coming from a non-business background will be required to study three deficiency courses.
- Applicants must clear both the Admission Test and the Interview; qualifying in both is mandatory for admission.



4.2 Graduate Programs

1) MBA (1.5-Year)

- Masters of Business Administration 1.5 years degree program comprises of 10 courses + (1 Project / 1 Thesis / 2 Courses) based on the electives chosen as majors, of 36 credit hours program.
- For admission in the MBA (36 Credit Hours), the applicant must have completed 16 Years of Education in relevant field with minimum of 2nd Division (Annual System) / 2.5 CGPA preferred (Semester System).
- All students seeking admission to MBA Program will have to qualify Institute based admission test and interview.
- Qualifying the Comprehensive Examination is mandatory for all MBA students

2) MBA (2.5-Year)

- Masters of Business Administration 2.5 years for applicants coming from non – Business schooling comprises of 20 courses + (1 Project / 1 Thesis / 2 Courses) based on the elective chosen as majors.
- For admission in the MBA (66 Credit Hours), the applicant must have completed 16 Years of Non-Business Schooling with minimum of 2nd Division (Annual System) / 2.5 CGPA Preferred (Semester System).
- All students seeking admission to MBA Program will have to qualify Institute based admission test and interview.
- Qualifying the Comprehensive Examination is mandatory for all MBA students

3) MS (Management Sciences)

- The Master of Science (MS) is a 1.5-year program comprising 36 credit hours, including 10 courses and a thesis in the chosen major.
- For Admissions in Masters of Sciences program (1.5 Years) the applicant must have completed 16 years of Education with minimum 2.5 Cumulative Grading Point Average (CGPA) in semester system in the relevant field or minimum 1st division in Annual System from Higher Education Commission (HEC) recognized university.
- All students seeking admission to MS Program will have to qualify Institute based admission test or GRE / NTS. Clearing both test and interview is mandatory.
- Qualifying the Comprehensive Examination is mandatory for all MS students.

4.3) Doctorate Program

1) PhD (Management Sciences)

- Doctor of Philosophy in Management Sciences is a degree program comprises of 06 courses and 1 dissertation.



- The 06-course work is based on 18 Credit hours and the 1 dissertation is based on 30 Credit hours.
- For admission to a PhD program, the applicant must comply with HEC policy.
- Attested documents must be submitted with the Statement of Purpose.
- Qualifying the Comprehensive Examination is mandatory for all PhD students.
- A minimum of 60% marks in the GAT Subject Test or 70% in the KASBIT entrance test is required. Clearing both test and interview is mandatory.

5. Selection Mechanism

- ADP/BBA/BSAF/BSCS/ BBA 2 years: 50% Admission Test, 30% Academic Record, 20% Interview.
- MBA/MS: 50% Test, 25% Academic Record, 25% Interview
- PhD: 50% Test, 25% Academic Record, 25% Interview

6. Admission Test

- ADP / BBA / BSAF / BSCS / BBA 2 years: English, Mathematics, General Knowledge, Logic. Minimum 60% passing criteria.
- MBA / MS: Verbal Reasoning, Analytical Reasoning & Quantitative Reasoning. 60% passing criteria.
- PhD: Subject-based: 70% passing criteria.

7. Documentation Requirements

For Undergraduate Program

- Matriculation / Equivalent Certificate
- Matriculation / Equivalent Marksheet/Transcript
- Intermediate / Equivalent Certificate
- Intermediate / Equivalent Marksheet/Transcript
- CNIC or B-Form
- Guardian CNIC
- Passport size photographs

For Graduate Program

- Matriculation / Equivalent Certificate
- Matriculation / Equivalent Marksheet/Transcript
- Intermediate / Equivalent Certificate
- Intermediate / Equivalent Marksheet/Transcript
- Bachelor's Degree
- Bachelor's Marksheet
- Master's Degree



- Master's Marksheet
- CNIC
- Guardian CNIC
- Passport size photographs

For Doctorate Program

- Matriculation/Equivalent Certificate (Attested)
- Matriculation/Equivalent Marksheet / Transcript (Attested)
- Intermediate/Equivalent Certificate (Attested)
- Intermediate/Equivalent Marksheet / Transcript (Attested)
- Bachelor's Degree (HEC attested)
- Bachelor's Transcript (HEC Attested)
- Master's Degree (HEC attested)
- Master's Transcript (HEC attested)
- HEC Equivalency of 18 years of Schooling in the relevant field / discipline
- CNIC
- Passport size photographs
- Statement of Purpose

8. Fee Policy

- Admission Fee (Non-refundable).
- Semester-wise Tuition Fee.
- Refund Policy: As per HEC guidelines.
- Annual fee revision in tuition fee (subject to approval).

9. Operational Rules

- Attendance Requirement: Minimum 75% attendance is mandatory.
- Transfer Policy: Allowed only from HEC recognized universities after credit evaluation.

10. Review & Revision

- Admission policy to be reviewed annually by the Admission Committee.
- Updates shall be made as per HEC directives and institutional needs.