

## Admission Policy & Procedures

### Credit Transfer Policy

#### Definition of a transfer candidate

A candidate who has attended any of the top 100 universities so ranked by the international ranking compiled by Shanghai Jiao Tong University's Institute of Higher Education or by The Times Higher Education Supplement (THES) or Quacquarelli Symonds (QS).

#### Transferable course credits

Course credits are transferable from Lahore University of Management Sciences, and Karachi School for Business & Leadership, as well as from the universities with which IBA has signed MOUs, provided that the candidate was enrolled in degree programs at these institutions.

#### Further Credit Transfer Stipulations

- The candidate's CGPA must be 3.0 or above on a scale of 4.0 or equivalent. The candidate is further required to have passed all stages of IBA admissions process and offered admission at IBA.
- IBA reserves the right to accept or reject any transfer candidate.
- When deemed appropriate, IBA may conduct subject Interview prior to admission.
- The Academic Committee shall recommend courses to be accepted for credit transfer subject to the approval of the Academic Board.
- Transfer of credits will be applicable to those courses with a minimum of B grade.
- A minimum of 50% of total degree credits must be completed at IBA.
- Courses transferred shall be indicated in the final transcript as being 'transfer credits'
- The grades of transfer credits will be included in the calculation of the CGPA and such students will be entitled to compete for positions / medals.
- The dropped out students of any program who get admission again by clearing the IBA Admission Test and other requirements will get the credit of the courses in which they had obtained a minimum of B grade. For transferring credits from one IBA program to another, provided that the course code is the same, the course will automatically be accepted in the new program.

### Experience Requirement for MBA Executive Program Applicants

For those with 16 years of education, 3 years of work experience is required. For self-employed and those involved in smaller family businesses, IBA's Work Evaluation Committee will decide if their experience is acceptable for admission. This committee will comprise of a member of the Admissions Committee, Director MBA Executive Program and an IBA alumnus with at least 10 years of work experience. This work requirement will only be considered after applicants have obtained 16 years of education as stipulated in the foregoing paragraphs. The education requirement should meet the criteria established by the HEC.

### Applicants with a Criminal Record

The IBA acknowledges the key role of education in the rehabilitative process and a criminal record will not preclude an applicant from being offered a place at the institute. However, as part of its duty of care to its staff and students, the IBA will ask for information about any criminal record. Similarly, the IBA will ask any student rusticated or expelled on disciplinary ground from any other institution for additional information about any relevant matter.



### Admissions Procedure

Online Applications are accepted through IBA Online Admissions System. The link to the IBA Online Admissions System is available on IBA's website ([www.iba.edu.pk](http://www.iba.edu.pk)). To apply online, applicants need to fill out an online Admission Application Form, print a bank challan and take it to the designated bank branches to deposit the admission processing fee. The bank challan duly stamped by the bank officer is then to be taken to the Admissions Office for collection of the Admit Card on the prescribed dates as per the procedure.

### Issuance of Admit Cards

Applicants residing in Karachi can obtain their Admit Cards by visiting the Admissions Office of any campus of IBA with a copy of the bank challan. Applicants residing outside Karachi can request for their Admit Cards to be delivered to them by means of emails. The details of getting the Admit Card by means of emails will be posted on the IBA website at the time of admission process. List of authorized branches is given on the IBA web site.

### Aptitude Test

The Aptitude Test is conducted simultaneously in Karachi and other cities on specified date announced in media / on our website. Candidate may choose the test location while filling out the online application. The Admit Cards issued to the applicants indicate the test centre, date, and reporting time. Please make sure to read all instructions given on the back of the Admit Card carefully. The applicants should bring their Admit Cards along with a photo ID to be able to appear for the Aptitude Test. Candidates who pass the Aptitude Test qualify for the group discussion followed by an interview.

### Interview List

The names of candidates who qualify the Aptitude Test and are eligible to participate in group discussion and interview activities will be displayed on our website. These candidates are to report to the venue at the designated date and time for the said activity.

### Documents Required

Candidates are required to bring the following documents in original on the day of Group Discussion and Interview:

- Matriculation / O' Levels certificate with transcript / marks sheet. Higher Secondary School Certificate (Part I) / A' Levels (First year) certificate with transcript / marks sheet
- Bachelor's degree with transcript / marks sheet\*. Master's degree with transcript / marks sheet\*
- Work experience certificate\*

\*where applicable

### Group Discussion

The selected candidates are divided into groups. These groups are given a topic to debate and discuss amongst themselves. During this process, communication skills, interpersonal skills, confidence and leadership potential are assessed.

### Interview

Interviews are conducted for evaluating the level of maturity, academic aptitude, motivation, interpersonal skills and career focus of the applicants.

### List of Successful Candidates

The names of candidates who qualify the admission requirements will be notified through a list on our website ([www.iba.edu.pk](http://www.iba.edu.pk)). These candidates will get their Admission Letter, Fee Challan, and other documents through an email sent by the admission office. As a prerequisite for issue of Admission Letter and other documentation, all successful candidates are required to deposit the transcripts bearing proof of their having met the minimum academic eligibility requirements for the respective programs.

### Fee and Enrolment

Only those candidates should deposit their fee in the prescribed banks who have met the academic eligibility criteria for the Program concerned (other candidates should not deposit any fee as they will face a lengthy process of getting the refund). These candidates must, however, submit the following documents in original, along with copies attested by a gazetted officer to complete the enrolment process

- Matriculation / O' Levels certificate
- HSC / A' Levels certificate with transcript / marks sheet
- Bachelor's degree with transcript / marks sheet
- Master's degree with transcript / marks sheet
- Work experience certificate\*
- Migration certificate of the university / board concerned, except in the case of Karachi University / Karachi Board
- Equivalence certificate in case of holders of degrees / certificates issued by non- Pakistani universities / boards
- Original copy of Fee Challan deposit slip

\*where applicable

Disclaimer: Any candidate who provides false or incorrect information about work experience, grades, financial status of the family, (or any other required material), or submits any fake supporting documents will be permanently debarred from applying to the IBA.

