

IMPORTANT NOTIFICATION  
16<sup>th</sup> November 2020

Policy Announcement for the COVID -19 Lock Down and closure Period

The following policy will be applicable, if the lock down and closure of the educational institutes continues.

SZABIST counts amongst those few universities that are successfully imparting online education during the COVID-19 lock down period. This has been possible due to SZABIST sophisticated IT-infrastructure coupled with its Learning Management System and trained faculty.

We believe our students are our first priority, hence as soon as the lock down and closure was announced by government, plans were made to immediately switch to online system to safeguard the educational interest of our students. A few weeks after the announcement of closure, HEC directed all universities to shift to E-learning and to start online classes, in accordance with the HEC On-line readiness guidelines. Several universities in the country do not have proper required infra-structure and they are still struggling, but SZABIST did not lose any time and started online classes from March 19. To address the extraordinary circumstances arising from the COVID Closures, SZABIST has formulated the following policies:

Application Submission

- Free Prospectus can be downloaded from our website (<http://lrk.szabist.edu.pk/>).
- Application should be submitted through online portal (<http://admissions.lrk.szabist.edu.pk/>) by uploading the scanned copies of the required documents, photograph and by submitting a fee of Rs. 1500/= (non-refundable).
- It is necessary to submit all the mandatory documents. Incomplete applications shall not be considered.
- While filling the application, use your name as it appears on your matriculation or O-level certificate. HEC does not accept any change in name, when degrees are submitted for attestation.
- Submission of any unreadable, forged or tampered document, is strictly prohibited. Such candidates shall be blacklisted for admission in any of our programs. In such case, university reserves the right to inform the Higher Education Commission, Pakistan.
- Due to the high number of applications received each year, candidates are advised to apply in more than one program separately.
- If you face any difficulty during the Application submission, you may write to us on <https://forms.gle/q1eJX3sHiwZjsRCB6>. Our Admission Team shall contact you shortly.

Admission Eligibility Requirements

- Candidates who are waiting to take exams or waiting for exam results and are in final year of Intermediate/A Level or Equivalent are eligible to apply for admission at SZABIST, subject to meeting the other eligibility conditions mentioned in the Prospectus. However, such candidates shall have to complete the due process of admission (Test & Interview).
- The status of admission of such students shall remain "Provisional", subject to appearing in the A-level (or equivalent) final year exams in Oct/Nov session 2020 and submitting the results by 15th January 2021. SZABIST can allow reduced course load to such candidates (minimum three courses) and can also arrange the make-up classes for those missed-classes during which the candidates would appear in the A-level (or equivalent) final exams.
- The admission shall be canceled as under:
  - a) If the student fails to submit the results before the dead line.
  - b) If the student fails to get the desired grades (percentages) as required for the admission in the program in which he/she was admitted. Please refer to the Prospectus.
- Admission will be confirmed once the student meets the required admission criteria.

### Admission Test & Interview:

- There will be online admission tests as per the schedule, followed by an online interview of each individual candidate.
- The merit list shall be prepared in all programs with 40% marks for online test, 40% for interview and 20% for the previous education qualifications of the student (for details refer to the Prospectus).
- Those who have done SAT, can upload the SAT marks. Such candidates are not required to appear in the online test. However, the weightage to SAT score will be given according to a prescribed formula (please refer the Prospectus). If the candidate does not have a good SAT score, then he / she may appear in the online test for better chances of securing admission.

### List of successful candidates

- Successful candidates on merit and waiting lists will be notified individually through their Admission portal, Email & by SMS.

### Special Instructions

- During lock down and closure situation, SZABIST is bound to follow HEC and GOS guidelines.
- Any change in the policy described above, will be immediately notified through our website, hence the candidates are asked to visit our website regularly for any updates.
- SZABIST is a highly professional institution, where discipline and code of conduct is strictly adhered to. While communicating through online or face to face (after the lock down) students are expected to conduct themselves in a polite and appropriate manner at all times, and to be respectful towards the faculty and staff. In case of any violation of this, the university reserves the rights to cancel the admission.

Thanks for applying to SZABIST.

SZABIST Management