

## Admission Policy

IBA takes pride that it has never compromised quality in its standards of student intake, classroom instruction and discipline, assessment and testing during the fifty nine years of its existence. The challenge has been to continue the emphasis on quality while promoting a culture of inquisitiveness and innovative thinking. In our drive to reach ever higher, we consider it imperative to periodically review the admissions policy and align it with international best practices.

The policy for admission in various programs / courses of study at the Institute of Business Administration may be stated as follows:

### Salient Points

- Admission will be offered to all those who qualify following a strict merit-based admission criteria irrespective of their race, religion, gender, ethnicity or socio-economic background.
- There are no reserved / quota seats for any category at IBA.
- No effort will be made to fill all available seats or lower the criteria if an insufficient number of candidates apply or an individual candidate fails to satisfy the above criteria.
- The cut-off for individual programs in the Aptitude Test will be decided by the Admissions Committee using rigorous methods based on statistical analysis.
- The Aptitude Test scores obtained by the test takers will remain valid for a period of 16 months and may be availed for admission only once; however, the minimum academic eligibility requirements will be those applicable at the time of actual admission.
- There will be one Aptitude Test for admission to both campuses of IBA. Candidates may choose their specializations after a minimum of 2 years of study at IBA for undergraduate and 1 year for graduate programs.

- There is no distinction in the fee structure between the Main and City Campuses.
- No qualified candidate will be refused admission on the basis of his / her inability to pay IBA fees; such candidates are required to apply for financial assistance and meet the criteria for the same.
- A merit scholarship is available at IBA, according to which candidates falling in the top 10% of the list of candidates (published at the culmination of the admission process) admitted to the full time BBA,BS (Accounting and Finance)& MBA Programs

will be offered a 50% reduction in their tuition fees, in lieu of participation in a work study program.

### Conditions

The admission is based on candidate's ability to meet the following conditions:

- Apply online and register for the Aptitude Test.
- Pay the required fee for processing of his / her admission application, related activity and obtain admit card.



- Qualify the Aptitude Test OR provide proof for exemption from the aptitude test by providing SAT I / SAT II / GMAT / GRE score transcript, whichever is applicable.
- Participate in a group discussion (where applicable) and appear for an interview and clear both.
- Meet the minimum academic eligibility requirement for the concerned program and provide mark sheet / transcript of the same.
- Provide equivalence certificate in case of holders of degrees issued by non-Pakistani universities / boards.
- Students who clear the undergraduate aptitude test and subsequent interviews and group discussions, but do not meet the minimum eligibility criteria for the relevant program, would be given admission in the same or the following year; provided they improve their grades and meet the current eligibility criteria and submit the new grades before the start of the classes for that session.

### Aptitude Test, Group Discussion & Interviews

- The aim of the Aptitude Test is to evaluate candidates for their quantitative and analytical capabilities, logical reasoning, communication skills, reading comprehension, lexical resource, grammatical range, and aptitude for the program.
- The aim of the group discussion is to evaluate candidates on their background, academic and other achievements, leadership potential, extra curricular interests, verbal communication,

mannerism, integrity, appearance and enthusiasm.

- The interviews are designed to bring out the qualities needed not only to succeed in the chosen program of study but also the potential of the students to contribute positively to the society when they graduate.

### The following are exempted from appearing in the IBA Aptitude Test:

- Candidates applying for admission to BBA Program and having a minimum score of 1900 in SAT-I or ACT score of 29.
- Candidates applying for admission to BS Programs (Accounting & Finance, Social Sciences & Liberal Arts) and having a minimum score of 1840 in SAT-I or ACT score of 28.



- Candidates applying for admission to BS Programs (Eco & Maths, CS) and having a minimum score of 1840 in SAT-I & 650 in SAT-II (Mathematics) or ACT score of 28.
- Candidates applying for admission to MBA / EMBA Program and having a minimum score of 600 in GMAT.
- Candidates applying for admission to MS / PhD (Computer Science / Mathematics / Economics) Programs and having a minimum score of 650 in quantitative section of GRE / GMAT (International) or 160 in quantitative section of Revised GRE (International).
- IBA BBA graduates applying for admission to MBA program, with a CGPA of 2.5 or above and having two years post BBA work experience (three years' work experience in case of EMBA) are exempted from the IBA test.
- Candidates seeking exemption from Aptitude Test are however required to appear in the interview and group

discussion activity as per the schedule issued for other candidates. They are also required to pay the admission processing fee in any bank branch designated by IBA.

## Program wise requirements for Admission

More specific information about the requirements for admission to the individual programs is appended as under:

### Undergraduate Programs

**Applicants to the BBA Program must have completed their:**

Higher Secondary School Certificate with a minimum of 65% marks;

A' Levels with a minimum of 2 'B's and 1 'C' in three principal subjects such that there should be no grade less than a 'C' across the three principal subjects. No credit is applicable for any subsidiary, general, or advanced supplementary paper;

OR

American / Canadian High School Diploma with a minimum of 80% or an International Baccalaureate with at least 25 points out of 45. All other degree holders must provide an equivalency certificate from IBCC.

**Applicants to the BS Programs (CS, Economics & Mathematics) must have completed their:**

Higher Secondary School Certificate (Pre-Engineering) with a minimum of 60% marks

OR

Higher Secondary School Certificate (General Group with Mathematics) with a minimum of 60% marks

OR

A' Levels with a minimum of 1 'B' and 2 'C's in three principal subjects (including Mathematics) such that there should be no grade less than a 'C' across the three principal subjects. No credit is applicable for any subsidiary, general, or advanced supplementary paper

OR

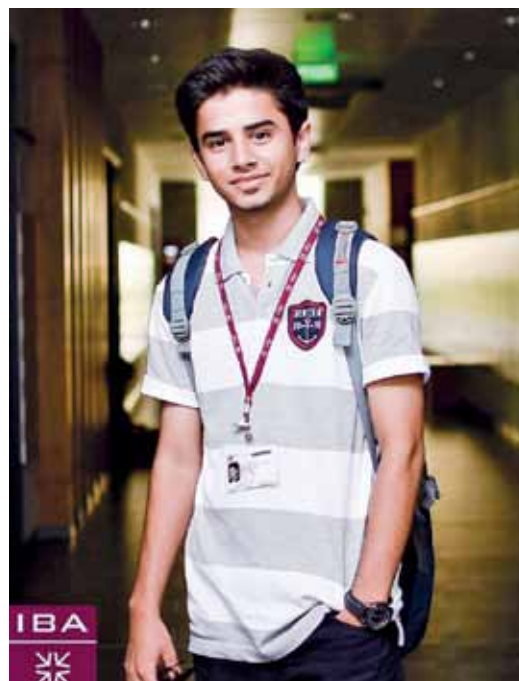
American / Canadian High School Diploma with a minimum of 80% or an International Baccalaureate with at least 24 points out of 45. All other degree holders must provide an equivalency certificate from IBCC.

**Applicants to the BS Programs (Accounting & Finance, Social Sciences & Liberal Arts) must have completed their:**

Higher Secondary School Certificate with a minimum of 60% marks

OR

A' Levels with a minimum of 1 'B' and 2 'C's in



three principal subjects such that there should be no grade less than a 'C' across the three principal subjects. No credit is applicable for any subsidiary, general, or advanced supplementary paper

OR

American / Canadian High School Diploma with a minimum of 80% or an International Baccalaureate with at least 24 points out of 45. All other degree holders must provide an equivalency certificate from IBCC.

### Graduate Programs

**Applicants to the MBA, MBA (Evening) and MS Programs must have:**

IBA BBA graduates applying for admission to MBA program, with a CGPA of 2.5 or above and having two years post BBA work experience (Three years' work experience in case of EMBA) are exempted from the IBA test.

A minimum of 16 years of education (culminating in a master degree or equivalent) out of which 4 years should have been spent in an HEC recognized university / degree awarding institute\* with 2.5 CGPA or 60% in last degree (whichever is applicable).

A minimum of 2 years of relevant work experience gained after graduation / completion of 16 years of education (culminating in a master degree or equivalent) with 2.5 CGPA or 60% (whichever is applicable) satisfying minimum requirement for MBA admission. Work experience is not required for MS Program. For details, see work experience requirement given below.

A minimum of 60% aggregate marks in the last degree where applicable; provided numerical scores of each subject are mentioned in the mark sheet.



OR

A minimum of 2.50 CGPA on a scale of 4.00 in the last degree where applicable; provided letter grades of each subject are mentioned in the mark sheet. (IBA, BBA graduates must also meet this requirement)

### Applicants to the PhD Program must have:

MS / M.Phil. / Equivalent in relevant subject from HEC recognized local / foreign university.

A minimum 60% aggregate marks in the last degree; provided numerical scores of each subject are mentioned in the mark sheet.

OR

A minimum of 3.0 CGPA on a scale of 4.00 in the last degree where applicable\*; provided letter grades of each subject are mentioned in the mark sheet.

PhD candidates will also have to fulfill more specific requirements laid out by the respective departments.

*\*All other degree holders must provide an equivalency certificate from HEC (www.hec.gov.pk).*

### Applicants to the EMBA (Executive MBA Programs) must have:

16 years' education (culminating in BS / BBA / BE / MA / M.Com / LLB / ACCA / CA / MBBS etc.) and 3 years' experience gained after completing education.

OR

14 years' education (culminating in B.Com / BSc / BA etc.) and 6 years' experience gained after completing education.

For details, see Work Experience Requirement given follow.

Holders of professional degrees / certificates (BE, MBBS, LLB, CPA, CA, ACCA, etc.) are encouraged to apply for MBA / Masters Programs. The Institute also admits, without any prerequisite, visiting students in single courses depending upon the availability of seats.

*\*All equivalency claims shall be evaluated by the HEC (www.hec.gov.pk).*

### Credit Transfer Policy

A transfer candidate is defined as follows:

- A candidate who has attended any of the top 100 universities derived from 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). Course credits are also acceptable from Lahore University of Management Sciences, and Karachi School for Business & Leadership and the universities with which IBA will signing (or has signed) MOU's

- The candidate must have been enrolled in degree programs at these universities.
- The candidate's CGPA must be 3.0 or above on a scale of 4.0 or equivalent.
- The candidate should have passed all the stages of admission process and has been offered admission at IBA.

Eligible candidates may apply for transfer to any of the IBA degree programs with the following stipulations:

- IBA reserves the right to accept or reject all or any such candidates.
- Subject Interviews may also be conducted prior to admission if so desired by IBA.
- A transfer committee appointed by IBA shall determine the courses to be accepted for transfer of credits of such candidates.
- Transfer of credits will be applicable to those courses with 'B' or above grades.
- 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 transferred 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 'B' grades provided they rejoin the program within 16 months from the date they had dropped out.

For transferring credits from one IBA program to another, if the course code is exactly the same the course will automatically be accepted in the new program.

### Work Experience Requirement

#### For applicants of MBA Program:

Work requirement for admission to IBA's MBA program will comprise of 2 years post qualification work experience in multinationals, large domestic corporations, and large family business. For self employed and smaller family businesses the 'Work Evaluation Committee' will decide if the experience is acceptable for admission to IBA. The work evaluation committee will comprise of a member of the Admission Committee, Director MBA Program and an IBA alumnus

with at least 10 years work experience. This work requirement will only be considered provided it has been achieved after applicants have obtained 16 years of education with 2.5 CGPA or 60% (whichever is applicable) and satisfies the minimum eligibility requirement for admission in the MBA Program. The education requirement should meet the criteria established by HEC. Work experience gained during CA, ACCA(Affiliate), D.Pharm and MBBS will not be considered as a relevant work experience for admission to the MBA Program.

#### For applicants of Executive MBA Program:

Experience requirement for admission to IBA's Executive MBA programs will comprise of 3 years work experience (for those having 16 years of education) and 6 years of work experience (for those having 14 years of education). For self employed and smaller family businesses the 'Work Evaluation Committee' will decide if the experience is acceptable for admission to IBA. This committee will comprise of a member of the Admission Committee, Director EMBA 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 / 14 years

of education as stipulated in the following paragraphs. The education requirement must meet the criteria established by HEC.

#### For applicants of 18 Months MBA Program (Morning):

Holders of BBA degree from HEC recognized institutions will complete their Full time MBA in 18 months instead of 24 months (as in the case of Non BBAs). IBA BBA graduates with the CGPA of 2.5 and having two years work experience after their BBA degree are not required to appear in Aptitude Test but will have to participate in Interview and Group discussion.

#### 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 relevant items on a criminal record.

Similarly, IBA will ask any student rusticated or expelled on disciplinary ground from any other institution for additional information about any relevant items.



## Admission Procedure

### Online Application

Applications are accepted through IBA Online Admissions System. The link to 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 around the time of admission process. List of authorized branches is given on the IBA web site.

### Aptitude Test

The Aptitude Test is conducted on simultaneously in Karachi and other cities on specified date announced in media / on our website. Candidate may choose the test location during applying online. The Admit Cards issued to the applicants indicate the test center, 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, 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
- Bachelors degree with transcript / marks sheet\*
- Masters 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.

### 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 gazette officer to complete the enrolment process:

- Matriculation / 'O' Levels certificate
- HSC / 'A' Levels certificate with transcript / marks sheet
- Bachelors degree with transcript / marks sheet
- Masters 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 IBA.