



# Admission Policy

**St Joseph's University**

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# Admissions Policy

## Overview:

This document lays down Policy and Procedures of St. Joseph's University (SJU) relating to Admissions. In the event of any conflict or difference in interpretation, this document shall hold precedence over all others.

This policy and procedures are subject to change from time to time, as approved by the Board of Governors or other relevant statutory body of SJU.

## Purpose

The Admissions Policy is designed to provide an understanding of the admission process, and to ensure that a uniform process and standardized admission procedures are followed with regard to admission to each programme of the University.

## Scope

The Policy applies to the admissions to Undergraduate, Postgraduate, Doctoral and Post-doctoral programmes of St Joseph's University, leading to the award of a degree.

## Definitions

"Application Form" means a document submitted by an eligible candidate seeking admission to an Undergraduate, Postgraduate, Doctoral and Post-doctoral programme of the University;

"Board of Governors" means the Board of Governors of the University as specified under section 25 of the St Joseph's University Act;

"Board of Management" means the Board of Management of the University as specified under section 26 of the St Joseph's University Act;

"International Student" means a student who is a citizen of another country and holds a foreign passport;

"Prospective Applicant" means a student who is seeking admission to a programme in the University;

"Scrutiny Process" means the process of verifying documents submitted along with the Application Form, in support of the claims made by the applicant;

"University" means St Joseph's University established as per St Joseph's University Act, 2021;

"Verification Process" is the process of verifying original documents provided to support the Application for Admission.

## **General Principles**

The University aims to ensure that the Admissions process is implemented in a fair, open and transparent manner and ensures that:

- (a) Equal opportunities are provided to prospective students and also fulfil the educational needs of the differently-abled, and socially and economically disadvantaged students;
- (b) Students who possess appropriate academic competence and potential enter the university and realize their potential to play their role in the process of nation-building and be agents of social change;
- (c) The university helps overcome barriers to participation in higher education and to support each individual to develop to their full potential.

## **THE FOLLOWING STEPS OUTLINE THE ADMISSION PROCEDURES FOR UNDERGRADUATE, POSTGRADUATE, DOCTORAL AND POST-DOCTORAL PROGRAMMES**

### **Admissions Committee**

The Vice-Chancellor shall constitute an Admissions Committee in consultation with the Pro Chancellor to oversee the Admission Process to all the programmes and courses offered by the university. The Admissions Committee shall be constituted at least three months prior to opening of the portal for the online applications for admission.

The responsibilities of the Admissions Committee are as follows:

- To scrutinize applications and prepare a provisional list for admissions to various programmes;
- To constitute interview panels to conduct interviews and put in place procedures to verify documentation;
- To give priority to merit and maintain reservations as per the Admission Policy of the university;
- To decide on concessions as approved by the Board of Governors of the University.
- Address grievances of prospective students, including providing necessary help and guidance to select a programme/course based on their aptitude and academic background.
- To review admission requirements to all the programmes from time to time, as considered appropriate;
- To make recommendations to improve admission procedures and processes.

### **Admission Notification:**

The Registrar of the university will issue an Admission Notification before the Admission Process commences. The notification shall indicate the date of commencement of admissions; the last date of admissions to be finalized and the commencement dates of classes for all programmes.

### **Entrance Test:**

The entrance test of the university shall be termed as SJUET (St Joseph's University Entrance Test). It will be held for those programmes/courses as decided by the respective Dean of the School in consultation with the Head of the Department.

The date of the entrance tests shall be published by the Admissions Committee in the brochure/website of the university at least 30 days before the tests are scheduled.

The entrance test held for a particular programme/course by the university, may be 'objective'/'descriptive' in nature. Specific details about the entrance test and interview process for admission to each programme/course of study, will be decided by the respective Department and published in the brochure/website or both.

The Controller of Examinations shall work in close co-ordination with the Admissions Committee in the preparation, conduct and evaluation of entrance tests.

There shall be a fee levied to take part in the entrance test which shall be collected along with the application fee.

#### **Fees:**

The application and entrance test fees, fees for various programmes and courses shall be proposed by the Finance Committee to the Board of Management and approved by the Board of Governors of the University.

#### **Eligibility for Admission:**

No student shall be eligible for admission to a programme of study, a degree or diploma unless the student possesses such qualifications as are prescribed by the University for the said programme/course of study. The programme/course structure and eligibility criteria for each programme shall be published on the website, when the portal is opened for online applications.

It is the responsibility of the student to inform the university in case he/she fails to meet the basic eligibility criteria. At times, when students not being eligible, still apply and obtain provisional admission, there are chances that they can be expelled at a later stage during the verification of original documents.

Applicants to undergraduate programmes who have studied abroad or applicants who are foreign nationals should meet the following criteria:

- Students who have studied International Curriculum must obtain an equivalence certificate from the Association of Indian Universities (AIU). <https://www.aiu.ac.in/evaluation.php>
- Applicants pursuing IB curriculum must have 3 HL and 3 SL with 24 credits.
- Applicants pursuing GCE / Edexcel must have a minimum of 3 A levels with a grade not less than C.

**English proficiency:** Proof of English Proficiency is essential for a candidate who has not studied from an Institution located in an English-speaking country. School/College education should have had English language as a medium of instruction. Such a candidate has to provide one of the following two scores. The validity of the test should be two years from the date of examination.

- i. International English Language Testing System (IELTS)-Academic version- minimum score of 6.0 is required.
- ii. Test of English as Foreign Language (TOEFL)
  - Paper-based TOEFL: a minimum score of 500 is required.
  - Computer based TOEFL: a minimum score of 175 is required.
  - Internet-based TOEFL: a minimum score of 60 is required.

## Application Form:

Students seeking admission to the university shall use the online application form (available on the website) for all programmes of study.

- a. Indian Students: Indian students who have studied in Karnataka for the last seven years in a recognised school/institution shall apply under “domicile of Karnataka” category. Candidates from other Indian states shall apply under the non-Karnataka category.
- b. Non-resident Indian (NRI) students:  
A candidate who falls under any of the following classifications shall apply under the NRI student category:
  - 1) NRI as defined under the Indian Income Tax Law.
  - 2) Either of the parents is outside India on work permit/resident permit.
  - 3) Indian citizen financed by any institution/agency outside India, even if parents are residents of India.

Candidates who have completed their last qualifying examinations outside India (even if affiliated to CBSE or any other board or university within India) shall apply under the NRI category.

- c. Foreign/International students: Individuals belonging to any one of the following classifications shall apply under the Foreign/International Student category.
  - 1) Foreign citizens,
  - 2) Persons of Indian Origin (PIO) card holders,
  - 3) Overseas Citizen of India (OCI)-dual citizens.

Applicants from the following countries shall apply under the category of SAARC nationals: Afghanistan, Bangladesh, Bhutan, Maldives, Nepal, Pakistan and Sri Lanka

The University may consider admission of foreign nationals, “*in absentia*”, based on their desire “*to be considered in absentia*” to any programme, subject to the condition that they are found suitable for admission by the Admissions Committee of the university.

Prospective foreign/international students shall be admitted through an open admissions process and they need not go through the entrance test. However foreign nationals whose qualifying degree is from India and who are resident in India at the time of application, in order to be considered for admission into any programme/course, should take some part of the entrance examination in the form of interviews in the university as prescribed by the Department/School.

To be eligible for a student visa, admission to a particular programme should be confirmed by the university. Admission letter provided by the university can be used for obtaining the Student Visa.

Registration with the police:

- All International Students (except those from Nepal and Bhutan) are required to register with the police within 14 days (in case of Afghanistan and Bangladesh within 7 days) of their arrival in India along with their student’s visa, a bonafide certificate from the university, and residential address proof at the following address: *Foreigners Regional Registration Office (FRRO), BMTC Bus Stand, 5th Floor, 'A' Block, TTMC, Building, Kengal Hanumanthaiah Road, Shanti Nagar, Bengaluru, Karnataka - 560027.*

**Reservation of Seats:** The Admissions Committee shall strictly adhere to the following seat matrix during admission of applicants for the undergraduate and postgraduate programmes/courses. This seat matrix is applicable to an institution with a minority status.

Category		Percentage of seats	Remarks
Christian Religious minority		50	Christians, a religious minority, shall be considered for these seats. Any vacant seats in this category will be filled in by applicants from other religious minority groups on their merit: Muslims, Sikhs, Buddhists, Zoroastrians (Parsis) and Jains. If there are no eligible applicants, the remaining seats shall be allotted to general merit candidates.
These reservations are applicable only for applicants from Karnataka	SC	8	If there are not enough eligible candidates under this category, of the remaining seats, one seat shall be allocated to PwD candidate and the remaining to EWS candidates.
	ST	2	
	Category- I	2	These are OBC categories in Karnataka as published in Karnataka Gazette, April 11, 2002. This document is to be referred to for classification of caste under various categories. OBC applicants from Karnataka should identify themselves belonging to one of these categories and produce supporting documents for the same. If there are no eligible applicants for any of these categories, the seats shall be allotted to general merit candidates.
	Category- IIA	7	
	Category- IIB	2	
	Category- IIIA	2	
	Category- IIIB	2	
	General merit	13	Of the 13 % of General merit seats 0.5 % shall be reserved for PwD applicants and 0.5% for transgender applicants, if any.
	Management seats	10	Management seats are at the discretionary powers of the Sponsoring Body and does not involve paying any additional fee on the part of the applicant.
	Sports	2	Candidates who have excelled in sports at the International/National/State level. All such candidates will go through a fitness and skill test, in addition to submitting photocopies of their credentials.
	International Students (Supernumerary quota)	5	Depending on the infrastructure available, the number of seats can go up to 25% as per the Government Order.

If in any of the above-mentioned categories there are no eligible/sufficient applicants, the seats shall be allotted to other candidates.

For all aided programmes, 90% of the seats shall be allocated to students from Karnataka and for all the remaining programmes, 60% of the seats shall be allocated to students from Karnataka. If there are no eligible/sufficient applicants in this category, the seats shall be allotted to other candidates.

The Admissions Committee shall submit the admission details (list wise viz. I list; II list etc.) within 10 days of closing admissions as per the proforma given in Annexure 1

## Provisional Admission

Applicants who make it to the provisional list of candidates selected for the interview and subsequently clear the interview but are waiting for the result of the qualifying examination, shall be granted provisional admission. If so admitted, they shall submit their mark sheets, showing all subjects of the qualifying examination passed, and the required aggregate marks achieved, within eight weeks of the commencement of the Semester. Failure on any account i.e. failure in any subject, failure to achieve the required aggregate marks, or failure to submit the marks sheet within eight weeks of the commencement of the semester, shall lead to disqualification from the programme and cancellation of admission. In such cases there will be no refund of fees.

Applicants, who apply before the announcement of results, shall be re-cautioned that, supplementary in any subject is considered as failing the examination, even if the student has obtained the minimum percentage requirement. Admission of such students will be cancelled immediately.

## Undertaking

All prospective candidates shall sign an undertaking along with their parents/guardians and submit the same along with the application form of all programmes of the university. The undertaking shall include the following clauses

- Every undergraduate student shall spend sixty hours and post-graduate student shall spend forty hours on outreach activities, during the duration of the programme.
- The candidate shall not indulge in the use of or abet or propagate the use of narcotic drugs in any form.
- The candidate shall not indulge in any behaviour or act that may come under the definition of ragging or anti-social behaviour and if found guilty, action will be taken as per the provisions of the UGC regulations on curbing the menace of drugs and ragging in higher educational institutions (reference: <https://www.ugc.ac.in/page/Ragging-Related-Circulars.aspx>)
- The candidate shall be eligible for the award of degree only after meeting the programme/course completion requirements specified in the Academic Regulations of St Joseph's University.
- The candidate shall submit all the original marks cards of the last qualifying examination, Transfer Certificate, Migration Certificate\*, Provisional Degree Certificate\*\* to the university authorities for **verification within eight weeks of provisional admission.** If the candidate is found ineligible as per the eligibility criteria or fails to produce valid original documents within eight weeks of provisional admission, the candidate shall forfeit admission and shall not claim the fees paid towards the programme/course.

*\*Migration Certificate: For those who have completed PUC (Higher Secondary) from outside Karnataka/Degree from universities other than St Joseph's University.*

*\*\*Provisional Degree Certificate to be submitted by applicants admitted to the post-graduate programme.*

## Payment of fees:

All prospective applicants provisionally admitted to various programmes shall pay the application and entrance test fee online.

International students should pay the programme/course fees in US dollars. In special cases, payment of fees in equivalent of INR may be considered. All other students will pay the programme/course fees in INR either online or by demand draft to the university account.

Provided that, nothing in this section shall be deemed to prevent the university from making special provision / provide scholarships for the admission of persons with disabilities or of persons belonging to the weaker sections of society and the other socially and educationally backward classes of citizens as per the norms laid down.

### **Restrictions for admission on certain grounds**

- No student shall be admitted to two regular programmes concurrently, within or outside the university, except that a student pursuing a degree programme in the university, may be permitted to take admission in a part-time certificate/ diploma/ advanced diploma courses or in a programme/course under the 'distance learning mode' approved by the UGC; provided further that the student shall have to obtain prior permission of the university for taking admission in the additional programmes under the 'distance mode', subject to the provisions as laid down by UGC.
- A student who has completed a Postgraduate/ Undergraduate /Certificate Programme/Course shall not be allowed to be admitted again in the same Programme/Course in the same discipline.
- Anyone who has been suspended, rusticated, debarred, expelled etc. by a competent authority of the university shall be prohibited from claiming admission in any other programme whatsoever. Similarly, no person, who is under sentence or expulsion or rustication from another institution/university, shall be admitted to any programme/ course of study during the period for which the sentence is in operation.
- Admission to any Programme/Course of the university can be cancelled at any time, if any material information furnished by the student is found to be false /incorrect.

### **Admission Cancellation/Refund Policy**

The management of the Institution follows the refund procedure as laid down by UGC under Notification on Refund of Fees and Non-retention of Original Certificates (with effect from October 2018).

The university will acknowledge any appeal for cancellation/refund or disengagement of admission from any chosen/offered programme to a candidate if the request is as per the prescribed policy of the Institution. Provision to apply for cancellation of admission is available during the time of admission for the academic year or any time later. Application for cancellation of admission and refund, if any, must be given in writing in physical form or a duly signed, scanned letter via email by the student and parents concerned. The request must be supported by an original fee receipt and original acknowledgement given by the Institution.

Refund includes only the Academic Programme Fee actually paid to the Institution. No refund shall be made towards the Application Fee and/or Admission Registration Fee.

The option to apply for a Refund of Admission Fees will be available as per the table below. Students looking for cancellation and refund of Admission Fees shall be eligible for it as per the table provided,



<b>Submission of Refund Application</b>	15 days or more prior to the last date of admissions for the particular programme	Less than 15 days prior to the last date of admissions for the particular programme	15 days or less after the closure of admissions for the particular programme	30 days or less but more than 15 days after the closure of admissions for the particular programme	Beyond 30 days after the closure of admissions for the particular programme
<b>Deduction</b>	Lower than 5,000 or 5 %	10%	20%	50%	100%
<b>Total Refund</b>	Balance amount	90%	80%	50%	00%

All refunds shall be made only to the bank account of the student/parents as per the bank details furnished during admission. The amount shall be refunded within a period of maximum of 15 working days from the date of approval of the cancellation of admission by the Registrar.

#### **Readmission:**

- a. A student of any semester of any programme who is detained due to not meeting the academic requirements/dropped out, may be allowed to continue with the programme after getting readmitted as long as he/she can complete the programme within the duration specified by the UGC.
- b. The university will abide by the rules and regulations of the statutory bodies for lateral admission of students.

#### **Conclusion**

This Policy provides guidelines for the admission of undergraduate, postgraduate, doctoral and post-doctoral students to St Joseph's University. The university reserves the right to change this policy at any time and to make exceptions on a case-by-case basis. The admission process is designed to provide a fair and thorough evaluation of each applicant's qualifications and to make admissions decisions [the sentence isn't clear] that are in the best interest of the university and the applicant.

## Annexure 1

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