

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Guidelines for Cancellation of Admission Due to Low Enrolment
Policy Number	UG- 023
Approved by	Academic Senate
Date of Original Approval	November 2023
Contact	Office of the Registrar/Office of the Provost

1.0 OVERVIEW

- 1.1 The policy provides guidelines to academic units in determining whether a new cohort of students will be permitted to commence studies.

2.0 REQUIRED ACCEPTANCE OF OFFERS

- 2.1 The Registrar's Working Group will require academic units to make offers of admission only if the following number of students meet the merit of admissions:
- Undergraduate programmes: 12 students
 - Graduate programmes: 7 students
- 2.2 An entity will be required to seek approval of the Provost to start a programme that does not receive the minimum required acceptances from the candidates to whom offers are made
- 2.2 New cohorts which receive fewer acceptances to the Offers of Admission than the minimum number listed above are subject to cancellation.
- 2.3 To continue with enrollment, an entity will be required to seek approval of the Provost to start a programme that does not receive the minimum required acceptances from the candidates to whom offers are made
- 2.3 Limited enrolment programmes, whose enrolment limits have been set at a level below the minimums noted in Section 2.1, will be exempt from these guidelines.

3.0 TIMING

- 3.1 Where the admission to a programme is to be cancelled, the Registrar's Working Group will inform the Office of the Registrar.
- 3.2 The Dean of the relevant programme will inform candidates of the decision to cancel the admission as soon as practicable, but no later than two weeks before the programme's published start date.

4.0 CANDIDATES FROM CANCELLED COHORTS

- 4.1 Where admission to a cohort is cancelled, candidates who had accepted the Offer of Admission will be refunded their application / admission fee.
- 4.2 Where admission to a cohort is cancelled, candidates who had accepted the Offer of Admission may request that their application for admission be submitted at the next offering of the programme.