



**UNIVERSITY OF ENGINEERING AND TECHNOLOGY,
MARDAN**

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Office of the Registrar

Ref. No.: 19623/13 / 24th Synd/2026/UETM-R
Dated: 07/07/2026

NOTIFICATION

On the recommendations of the 21st meeting of the Academic Council held on 31st December, 2025, the Syndicate, University of Engineering & Technology, Mardan, in its 24th meeting held on July 04, 2026, approved the Standard Operating Procedures (SoPs) for Postgraduate Admissions (MS/MSc./PhD) (*Annexed*).

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Deputy Registrar (Estt:)

Copy to:

1. Dean, Faculty of Engineering & Computing, UET Mardan.
2. All Heads of the Departments, UET Mardan.
3. Director Admissions, UET Mardan.
4. Director Postgraduate Studies, UET Mardan.
5. Deputy Registrar (Academics), UET Mardan.
6. P.S to Vice-Chancellor, UET Mardan.
7. PA to Registrar, UET Mardan.
8. Master File.

Deputy Registrar (Estt:)
University of Engineering &
Technology, Mardan

Item No. 04(8)B(i) of the Minutes of 24th Meeting of the Syndicate

Standard Operating Procedures (SOPs) for Postgraduate Admissions (MS/MSc/PhD)

Following are the SOPs for the Postgraduate admissions process at UET Mardan.

- i. Director Admission shall initialize the online admission application system for candidates to apply.
- ii. The online admission application system shall remain open for a minimum of 15 days for application submission.
- iii. Applicants shall submit their admission applications through the online portal within the prescribed dates.
- iv. The Advisor Postgraduate Studies (APGS) of each department shall verify the applications submitted by applicants belonging to their respective department.
- v. The Directorate of Admissions shall inform the successfully verified applicants about the postgraduate admission test date and time via email, call, or text message.
- vi. The Test Preparation Committee shall prepare the postgraduate admission test.
- vii. The Test Conducting & Checking Committee shall conduct and check the admission test as scheduled.
- viii. The Test Conducting & Checking Committee shall check/evaluate the admission test papers.
- ix. The Directorate of Admissions shall prepare and publish the admission test result on the University website within two days after the test date.
- x. The Director Admissions shall share the academic and contact details of applicants with the concerned departments.
- xi. The Chairman of the department offering PhD programs shall conduct the Project Research Evaluation Committee (PREC) meeting for initial evaluation of PhD proposals.
- xii. The Director Admission shall prepare the merit list for the respective postgraduate program (MS/MSc/PhD).
- xiii. The Director Admission shall share signed copies of the merit list with the Director Postgraduate Studies, Manager IT, concerned Chairman and the Dean of the respective Faculty.
- xiv. The Director Admission shall upload the approved merit list on the University website.

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- xv. The Director Admissions shall inform the eligible candidates about the interview schedule.
- xvi. The concerned APGS shall conduct interviews as per the approved schedule.
- xvii. During the interview, the APGS shall verify original documents of candidates and collect one set of photocopies.
- xviii. The Treasurer or his nominee shall issue the fee slip to candidates who successfully clear the interview.
- xix. The candidate shall submit the required fee in the designated bank.
- xx. The candidate shall submit a copy of the bank receipt to the Treasurer or his nominee.
- xxi. The candidate shall present a copy of the bank receipt to the Director Admissions.
- xxii. The Director Admissions shall issue the Provisional Admission Offer Letter to the candidate and share the final list of admitted candidates with the concerned Department.
- xxiii. The student shall visit the concerned department for course registration.
- xxiv. The APGS shall guide the student regarding course registration, class timetable, and any program-related queries.
- xxv. During the entire admission cycle, the Director Admissions shall address queries related to:
- Admission application submission
 - Fee structure
 - General admission process matters
- xxvi. The Director Postgraduate Studies (DPGS) shall address queries of applicants related to Postgraduate rules.
- xxvii. The Chairman/APGS of the concerned department shall address queries of applicants related to curriculum, classes, or any other program-specific matters.

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