

Altamash Institute of Dental Medicine

Department of Medical Education

Name of Policy	Admission
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01	In charge DDE& RC	August 2018	<ul style="list-style-type: none"> Revised due to change in university (UoK =JSMU)
02	DirectorDME	14 th March 2023	<ul style="list-style-type: none"> Revised 3.2, 3.3,7.1 and 7.2 Added 4,5,6,8

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1. Purpose

The purpose of this policy is to prepare uniform admission guidelines along with the admission procedure for Altamash Institute of Dental Medicine (AIDM) in the light of affiliated college, university and accreditation bodies.

2. Scope

The scope of this policy includes:

- Undergraduate programs being offered by AIDM affiliated with Jinnah Sindh Medical University (JSMU).
- Certificate/diploma courses being offered by AIDM affiliated with JSMU
- Post graduate programs being offered by AIDM affiliated with JSMU and College of Physicians and surgeons (CPSP) and other universities

3. Policy statement

3.1 Undergraduate Admission:

Admission to the Bachelor Programs of the Institute is decided on the basis of candidate's earlier educational achievements, score in the admission test and or interview where required.

Following rules would govern the undergraduate admission:

- 3.1.1. There would be an Admission Committee for AIDM who would run the admission cycle for the institute.
- 3.1.2. Admission will be granted purely on merit and after qualifying in the admission test and interview for the program.
- 3.1.3. Candidate desirous for enrolment must meet the admission criteria as set by AIDM and JSMU for the program being offered.
- 3.1.4. The Admission Committee would ensure that the Candidate also meet the admission requirements as set by national accreditation and/or regulatory body (if any) for that program.
- 3.1.5. The Admission committee would ensure that the 'Program Specification Template' for the program to be offered has been completed and submitted to DDE department
- 3.1.6. The Admission committee would ensure that the DDE department has been provided with a copy of the program along with its approval from JSMU statutory committee/s and curriculum vetting from HEC.
- 3.1.7. **Tuition fee refund**
 - 3.1.7.1. If Fresh entrant after getting admission decides to withdraw from AIDM, the fee paid will be refunded as per Higher Education Commission (HEC) refund policy.

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%age of Fee*	Timeline
Full (100%) Fee Refund	Up to 15th day of Commencement of Classes
Half (50%) Fee Refund	From 16th - 30th day of Commencement of Classes
No Fee (0%) Refund	From 31th day of Commencement of Classes

3.1.7.2. %age of Fee shall be applicable on all component of fee, except for Security and admission charges.

3.1.7.3. Timeline shall be calculated Continuously, Covering both weekdays and weekend.

3.2. Certificate and Diploma Courses Admissions:

The Certificate courses offered are of three months or six months duration and Diploma courses are of one year duration respectively.

Candidates are selected for admission to the courses on the basis of experience, prior achievement and readiness for the higher studies. All candidates applying to the course must exhibit the required intellectual, interpersonal and research skills. Qualifying the interview is mandatory.

Following policy guidelines will be applied:

- 3.2.1. Admission criteria will be set by the director of the course in the department offering the certificate/ diploma course in line with the requirements stated by affiliated university.
- 3.2.2. Admission criteria will be benchmarked with international practices in the same discipline.
- 3.2.3. Director of the course will receive and process the applications. After the scrutiny, interviews will be conducted
- 3.2.4. For these courses, the department would have at least one faculty member in the subject area.
- 3.2.5. **AIDM would ensure that:**
 - 3.2.5.1. The minimum faculty requirements as set by affiliating body have been met.
 - 3.2.5.2. Program Specification template of affiliating body has been completed
 - 3.2.5.3. All the required approval has been obtained from affiliating body for the program.
 - 3.2.5.4. DDE department has been provided with a copy of the program along with its approval from regulatory bodies governing the course.

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3.3. Postgraduate Admission:

Students are selected for admission to the postgraduate program on the basis of academic potential, prior achievement, and readiness for the higher studies. All students applying to the program must exhibit the required intellectual, interpersonal and research skills. Qualifying the required test and interview are mandatory.

Following policy guidelines will be applied:

- 3.3.1. Admission criteria will be set by the admission committee of the department offering the program in line with the requirements stated by respective regulatory/accrediting body.
- 3.3.2. Admission criteria will be benchmarked with international practices in the same discipline.
- 3.3.3. Admission Committee of the program will receive and process the applications. After the scrutiny interviews will be conducted for each Post Graduate program as per the qualification level requirements.
- 3.3.4. For Post graduate Program, the committee would have at least one faculty members in the subject area.
- 3.3.5. **AIDM would ensure that:**
 - 3.3.5.1. The minimum faculty requirements as set by affiliating body have been met.
 - 3.3.5.2. Program Specification template of affiliating body has been completed
 - 3.3.5.3. All the required approval has been obtained from affiliating body and other regulatory bodies for the program.
 - 3.3.5.4. DME department has been provided with a copy of the program along with its approval from various statutory and regulatory bodies governing the program.

4. Definitions:

- 4.1. **Certificate / Diploma courses:** Any professional development courses that is of less than or equal to one year and is affiliated with a HEC recognized university.
- 4.2. **Undergraduate Program:** Any program that falls at level 06 of Pakistan Qualification Framework.
- 4.3. **Postgraduate Program:** Any program that falls at level 07 or above of Pakistan Qualification Framework.

5. Linked/Referenced Documents:

- Admission procedure of PM&DC , JSMU, CPSP
- JSMU, CPSP , MDS/MSc (ZU) admission guidelines.
- HEC fee refund policy

6. Responsibilities:

The policy ownership lies with the department of medical education and admission department.

7. Policy Implementation Procedure:

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7.1 Undergraduate Program:

- 7.1.1. Admission Committee would contact admission department to initiate admission for each academic year.
- 7.1.2. Admission committee would provide the timeline for admission and the eligibility criteria to admission office in the light of admission policy statement provided above.
- 7.1.3. Admission office would announce the admission notice on official website and in local newspapers with details provided by the program.
- 7.1.4. Students opted for admission would complete the requirements and submit the registration form on the online portal of official website (accrediting/affiliated body).
- 7.1.5. Admission department would prepare the merit list
- 7.1.6. The overall merit list of successful candidates will be displayed online and on the institutional notice board within stipulated time.
- 7.1.7. Follow up interviews would take place for the successful candidates
- 7.1.8. Final list of students accepted for enrolment will be displayed online.
- 7.1.9. Three days will be provided to the candidate to submit the fees and confirm their admission.
- 7.1.10. Students will collect Application form and submit the application form and required documents to the Institute within given time period .
- 7.1.11. Institute would prepare the list of enrolled students along with the documents and send it to the University admission department for their enrolment and record.
- 7.1.12. The overall candidate's information and the final admitted student's data submitted on the PM&DC college portal

7.2 Certificate, Diploma courses and Postgraduate Program:

These courses and programs would follow the following mechanism. However, the departments offering courses may tailor their procedure within the policy guidelines set forth in this document.

- 7.2.1 **Admission announcement:** The admission along with the eligibility criteria is announced in national English and Urdu newspapers at least three to six months before the start of the academic session.
- 7.2.2. **Eligibility Criteria:**
 - 7.2.2.1. Sixteen years of schooling or 4-years education after F.A. /F.Sc. (minimum 130 credit hours) in the respective subject from PM&DC recognized institutions.
 - 7.2.2.2. Clear the relevant exam conducted by affiliating body
 - 7.2.2.3. In courses , teaching experience of one year
 - 7.2.2.4. This is the minimum eligibility requirement; programs may enhance these requirement with the approval of concerned committee of AIDM.
- 7.2.3. **Admission interview:** Applicants who fulfill the eligibility criteria will appear before an interview panel comprising of 2-3 members.
- 7.2.4. **Recommendation for admissions by the department/program to Academic**

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Council:The Academic council in its meeting reviews the list of applicants and makes observations on the admissions outcome and process based on eligibility criteria and interview scores.

7.2.5. **Enrolment:** The final list of admitted candidates/students will be forwarded to the Admission Office for further processing.

8. Revision/Modification History & Frequency:

8.1 Review Policy

The policy will be reviewed every three years. However, the owner/custodian of the policy may request for a revision based on emerging needs and with the approval from competent authority.

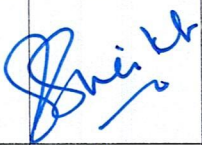
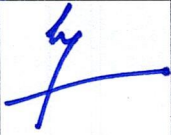
8.2. Custodian of the policy

A formal approval will be required if a policy is revised more than 25%. DirectorDME would determine the percentage of revision in consultation with the custodian of policy.

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Policy Title	Admission Policy			
Responsibility for Implementation	Student Section and Admission Committee			
Version No:	03			
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Developed By:	Dr. Shaur Sarfaraz	Director Medical Education		23rd May 2023
Approved By:	Professor Dr. Hasnain Sakrani	Principal & Chairman Academic Council		23rd May 2023