

## Altamash Institute of Dental Medicine

### Department of Medical Education

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## 1. Purpose

This policy lays down the process to be adopted by AIDM for its undergraduate program. The purpose is to streamline progression of students from one year to another and till the end.

## 2. Scope

This policy is applicable to all students currently/onwards enrolled by Accreditation University in Altamash Institute of Dental Medicine.

## 3. Policy statement

### 3.1. Promotion

- 3.1.1. Students will be promoted to the next year of the program upon obtaining pass marks in the respective theory and clinical/practical examinations
- 3.1.2. Students declared fail will have to take a retake examination in the specific component/s(i.e. theory and / or clinical / practical exam) of the subject failed.
- 3.1.3. Students failing the retake examination in any part of the examination will be declared year back.
- 3.1.4. **Year back students of:**
  - 3.1.4.1. BDS program will be allowed a total of four attempts in year 1 only (including annual and retake). In situations where the curriculum has been revised and the new curriculum has been implemented, year-back. BDS (year 1) include both availed and unavailed attempts.
  - 3.1.4.2. Students who failed in the re-take examinations conducted according to the old curriculum will have to follow the new curriculum and sit in examinations according to new curriculum. For example, any student who had been declared fail in 2nd, 3<sup>rd</sup> or 4th year and is year back, will have to appear in the examination conducted according to the new curriculum, which the current batch is following.
  - 3.1.4.3. The maximum of BDS program in the light of HEC policy is 8 years i.e. double the time for the program.
  - 3.1.4.4. Absence/non registration in any examination will be counted as attempt availed.
  - 3.1.4.5. The above-mentioned rules are **NOT** applicable in retrospect (policy applicable from year 2021).
  - 3.1.4.6. BDS students failing to clear the first year in four attempts will be declared debarred.
  - 3.1.4.7. Students declared debarred will not be allowed to continue his/her education in any medical college all over the Pakistan.
  - 3.1.4.8. It is mandatory for all year back students to attend the classes of failed subjects and maintain a minimum of 75% attendance for qualifying to appear in the exams.



### **3.2. Freezing**

- 3.2.1. Freezing of academic time can only be applied after passing the second year of the respective program.
- 3.2.2. The maximum time for freezing academic program should not exceed the total duration of undergraduate academic program that is a maximum four years in BDS program.
- 3.2.3. Application for freezing time must be recommended and approved by AIDM competent authority.
- 3.2.4. Students who have enrolled in the AIDM BDS 4-year program will have to appear and pass again in the last examination (all components) taken prior to freezing of the academic program. This is applicable if their freezing duration exceeds 2 years. The time of freezing will not be counted in the total time allowed for graduation of the program.
- 3.2.5. It can be availed only once in the entire academic program.

### **3.3. Migration**

- 3.3.1. Migration of students will be allowed only between Institutions recognized by Pakistan Medical and Dental Council (PM&DC).
- 3.3.2. Migration of students will be allowed only between affiliated/ Constituent Institutions of HEC recognized Universities.
- 3.3.3. Migration Request of any student who was granted admission in violation of admission criteria/ Regulations of the PMC/PM&DC shall not be entertained.
- 3.3.4. All the vacant seats will be announced on AIDM website. Vacant seats will be filled within the timeline and as per the guidelines of the PM&DC.
- 3.3.5. All the received applications will be forwarded to admission committee for scrutinizing the academic records, study gap (if any), time period and curriculum for its recommendations on merit.
- 3.3.6. Inter university migrations will also be allowed only on the recommendations by the competent authority and as per the rules of accrediting bodies.
- 3.3.7. The transfer out of AIDM will only be allowed on mutual migration basis.
- 3.3.8. The Students of 3<sup>rd</sup> and 4<sup>th</sup> year can apply for transfer to another college within fifteen days of the declaration of respective professional exam result as per prescribed conditions
- 3.3.9. A student asking for transfer must have passed the current Professional Examination. If a student had failed in Professional Exams and is academically detained, the seat shall be considered occupied and transfer of such students will not be allowed.
- 3.3.10. A transferred student accepted and admitted in AIDM cannot re-seek transfer to any other institute.
- 3.3.11. The student has to pay the tuition fee and other charges as per notified fee



schedule of the professional year/session in which he/she is migrating.

### **3.4. Process for Migration:**

- 3.4.1. Information of Vacant seats will be uploaded on AIDM website.
- 3.4.2. Submission of Migration request on prescribed application form along with required documents.
- 3.4.3. Scrutiny of documents by admission committee.
- 3.4.4. Selection of candidate on merit.
- 3.4.5. Admission confirmation after payment of requisite dues within due date.
- 3.4.6. **Documents to be attached:**
  - 3.4.6.1. Matric / O levels Equivalence certificate
  - 3.4.6.2. F.Sc / A levels Equivalence certificate
  - 3.4.6.3. MDCAT Result
  - 3.4.6.4. Domicile
  - 3.4.6.5. Passport size picture
  - 3.4.6.6. CNIC Copy (Student and Father)
  - 3.4.6.7. Previous Transcript / result cards issued by the releasing institution
  - 3.4.6.8. NOC from the principal of releasing college / institution
  - 3.4.6.9. NOC from the releasing university
- 3.4.7. Emigration can only be applied after passing the second year of the respective program. Students immigrating from other institutions will only be eligible after passing year 1 of their respective program. (The above is only applicable for affiliated MBBS/BDS institutions for which JSMU is the degree awarding university.)
- 3.4.8. Migration can only be on vacant seat or on mutual basis with approval of both the institutions involved.
- 3.4.9. The migration fees of Rs. 100,000/= (one lac only) will be charged by the affiliating university.
- 3.4.10. Migration is not allowed if the curriculum followed in both universities is different.
- 3.4.11. If a policy is not mentioned in this document and is present in the Prospectus of the respective year, the policy given in the prospectus will be strictly followed.

### **4. Definitions:**

- 4.1. **Promotion:** this is the practice adopted in all colleges where in students are promoted to the next year of the study.
- 4.2. **Migration:** Moving from one institute to other or one university to other on the standards and guidelines provided by both institutes and universities.
- 4.3. **Freezing:** Year Freeze (or break) is the year in which a student is not registered for

any course due to genuine/personal reasons. Any student freezing a year must complete the degree requirements before the stipulated time bar for the program in which he/she is enrolled.

#### **5. Linked/Referenced Documents:**

JSMU progression policy, AIDM admission policy , PM&DC guidelines

#### **6. Responsibilities:**

The policy ownership lies with the admissions office, Department of Medical Education

#### **7. Policy Implementation Procedure:**

7.1.The student section will present the relevant student's case to the AIDM competent authority for approval.

7.2.Any matter pertaining to promotion/progression of undergraduate students not covered in this policy will be placed in the respective AIDM competent authority for review and recommendation.

7.3.Extenuating circumstances

Students who can demonstrate that there were extenuating circumstances, which prevented them from appearing in the examinations, may appeal to the respective Directors/Principal. Documentation with respect to the grounds for appeal, must be provided by the student

#### **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%. Director DME would determine the percentage of revision in consultation with the custodian of policy.



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