Baqai Medical University

BMU Course Code Policy
Version 1.0

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1. INTRODUCTION:

This policy defines the university standards and regulations for assigning codes to all the courses offered at Baqai Medical University. This policy ensures that the assignment of codes to the courses at BMU conforms to commonly accepted practices in higher education. Course codes and numbers communicate a valuable information to the students, faculty and facilitate the students in the transfer of credits between the institutions.

2. POLICY PURPOSE:

This policy aims to:

- Ensure the uniform identification and categorization of courses across BMU whilst adhering to the requirements of regulatory and accrediting bodies.
- Provide valuable information on the level of required outcomes of the courses.
- Impart clear guidance on the program level, semester and course number that demonstrates the sequential development of knowledge and skills in the given area.

3. SCOPE:

This policy applies to all the undergraduate and postgraduate programs offered at Baqai Medical University.

4. POLICY STATEMENT:

All courses offered at Baqai Medical University shall adopt a standardised Alpha-Numeric coding system based on the descriptors that includes
  a. A three digit numeric code
  b. Alphabetical characters

A three digit numeric codes serve as the subject area code followed by a course number, in accordance with the guidelines provided in Pakistan Qualification Framework (PQF) and respective councils (where applicable).

Pakistan Qualification Framework (PQF) clearly defines the level of knowledge, skills and competencies to be acquired by each graduate. Therefore aligning the subject area

codes to the PQF Levels promotes clear recognition of academic qualification and facilitate students for the credit transfer.

5. DEFINITIONS:

- **Course Code:** A unique alphanumeric identifier assigned to each course.

- **Alphabetical Characters:** Letters used to represent the course title abbreviation (e.g., RM for Research Methodology).

- **Numeric Code:** A three-digit number representing the program level, semester, and number of the course.

- **Lower Division Courses:** Introductory undergraduate courses for 1st and 2nd-year students.

- **Upper Division Courses:** Advanced undergraduate courses for 3rd and 4th-year students focused on specialization.

- Fifth-Year Courses: Courses offered in programs exceeding four years, such as MBBS.

- **Pakistan Qualification Framework (PQF)**: National Qualifications Framework clearly defines levels of Knowledge, Skills and Competencies to be acquired by each graduate that are easy to comprehend by students, employers and policy makers.

- **Subject Area Codes**: Serves as the official abbreviations used to designate discipline, program level, semester and course number in the course coding system.

- **Freshman Level**: First year students

6. RESPONSIBILITIES:

The offices of Deans of Faculties and Head of the Departments are responsible for overseeing the development of course codes for their respective programs and ensure its alignment with this policy and accompanying procedures.

7. POLICY IMPLEMENTATION PROCEDURE:

7a. COURSE CATEGORISATION

7a(i). UNDERGRADUATE PROGRAMS

- **Lower Division Courses (1ˢᵗ and 2ⁿᵈ Year)** These courses are primarily for freshman level and are generally introductory in nature. These courses are aimed at building foundational knowledge and skills to be acquired for the students' academic progression.

- **Upper Division Courses (3ʳᵈ and 4ᵗʰ year)** These courses are likely to emphasize on the specialization in the discipline and provide in depth understanding and additional focus appropriate to that discipline.

- **Fifth Year Courses** These Courses are taught in Programs which in length are beyond four years. These Courses are designed to bridge the knowledge and skill gap for the students to be enrolled in Graduate Degree Programs.

7a(ii). POSTGRADUATE PROGRAMS

- **Compulsory Courses:** These are courses that students must complete, regardless of their major or specialization to build foundational knowledge and prepare them to study a major subject in depth.

- **Core Courses:** Core Courses enable students to study major field in depth by building upon and integrating the knowledge they have gained in due course.

- **Elective Courses:** Elective Courses are characterized by more flexible structured courses which allow students for a variety of approaches to the subject matter.

7b. COURSE CODING FRAMEWORK

The course coding system is structured as Alpha-Numeric descriptors that is comprised of:

7b(i). **Three-digit Numeric code**: This represents the courses' subject area (program level), semester and course number.

- First Digit: subject area (program level) aligned with the Pakistan Qualification Framework and respective Councils.

- Second Digit: semester of the course offered.

- Third Digit: course number reflecting the sequential development of knowledge and skills in the given area.

First Digit	Second Digit	Third Digit
Subject area code/ Program code (As per Pakistan Qualification Framework/Councils)	Semester	Course Number as per the sequential development of knowledge and skills in the given area.

7b(ii). **Alphabetical Characters**: Use of "Three" alphabetical characters serves as the official abbreviation to denote the course name. These alphabetical characters are used before three digit numeric codes with bridging punctuation Dash (-) in between.

8. COURSE CODE FORMULATION ROADMAP

8a. Course Code Assignment: Departments shall draft course codes for new or revised courses based on the provided framework.

8b. Validation: Dean's Office is responsible for the validation of proposed codes for the purpose of compliance with this policy.

8c. Approval: Final approval shall be granted by the University's statutory bodies.

9. POLICY IMPLEMENTATION DATE

10. REVISION DATE