



### **Admission Migration, Transfer Policy for Undergraduate Programs**

<b>Prepared By</b>	Admission Directorate
<b>Approved By</b>	Vice Chancellor
<b>Version No.</b>	2
<b>Date of Issue</b>	February 2021
<b>Total Pages</b>	11
<b>Custodian</b>	Registrar Office & Admission Directorate

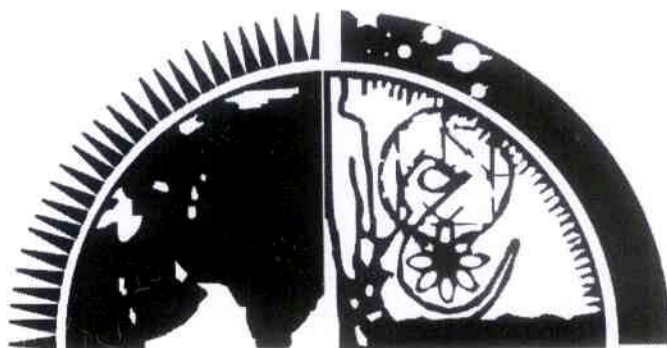
**BAQAI MEDICAL UNIVERSITY**

**ADMISSION,  
MIGRATION/TRANSFER  
POLICY FOR**

**UNDERGRADUATE PROGRAMS**

**Version 2**

**2021**



**Baqai Medical University**

---

# CONTENTS

<b>1. INTRODUCTION</b>	<b>3</b>
<b>2. PURPOSE</b>	<b>3</b>
<b>3. IMPLEMENTATION TIMELINE</b>	<b>3</b>
<b>4. POLICY STATEMENT</b>	<b>3</b>
<b>5. ELIGIBILITY CRITERIA – OPEN MERIT</b>	<b>5</b>
<b>6. ELIGIBILITY CRITERIA – O/S PAKISTANI &amp; FOREIGN STUDENTS</b>	<b>5</b>
<b>FEE &amp; REFUND THEREOF</b>	<b>7</b>
<b>CANCELLATION OF ADMISSION</b>	<b>8</b>
<b>5. MIGRATION POLICY</b>	<b>8</b>
<b>6. TRANSFER POLICY</b>	<b>9</b>
<b>CHECK LIST</b>	<b>11</b>

## **1. INTRODUCTION**

Baqai Medical University (BMU) was established under the umbrella of the Baqai Foundation (BF) in 1996 through an Act passed by the Provincial Assembly of Sindh (Sindh Act No. XIV of 1996) in May 1996. BMU is a national as well as internationally recognized university. It has the whole of Pakistan as its territorial jurisdiction under this Act.

Baqai Medical College (BMC) [1987-88] and Baqai Dental College (BDC) [1990-91] were established before the establishment of BMU and were the first ever medical and dental colleges in the private sector in Pakistan. These colleges remained affiliated with the University of Karachi till 1996-97. After the establishment of BMU, other undergraduate programs were developed and launched after getting approval from the constituent bodies and regulatory authorities. The programs includes, BS-Nursing, BS-MLS, DPT, BS-SE, BS-Bioinformatics & BBA.

Chapter II [THE UNIVERSITY] Section-4 of the BMU Act 1996 stated that:

*"The University shall be open to all persons of Pakistan either sex of whatever religion, race, creed, color or domicile who are academically qualified for admission to the courses of study offered by the University, and no such person shall be denied the privilege on the ground only of sex, religion, creed, race, class, color, or domicile."*

*"Provided that foreigners shall be eligible for admission if they are qualified for admission, admission shall not exceed thirty percent of the total intake."*

BMU as a community-based and community-oriented medical university has a unique vision and mission. It is deemed essential and important to formulate an admission policy in line with the history, the empowerment and vision & mission of the university. A clear and meaningful policy shall help achieve the goals set by the vision and mission of the BMU.

## **2. PURPOSE**

In view of the amendments in the regulations and policies of the regulatory bodies e.g. HEC, PMC, PNC, PCP, NCEAC, NBEAC etc. it becomes mandatory to formulate a well structured policy, covering all the important areas regarding admissions in undergraduate degree programs. This policy provides a clear understanding of the number of approved seats for each program with their distribution, e.g., open merit, overseas, foreign, etc. and thus the planning to fill these seats amicably. It will also help in planning for the infrastructure of the colleges offering these programs and also maintaining the optimal manpower including qualified faculty.

## **3. IMPLEMENTATION TIMELINE**

This policy shall be implemented immediately and will last till the constitution of any other approved policy or directives in this regard from the competent authority including the regulatory body/Commission.

## **4. POLICY STATEMENT**

- 4.1. Admissions in the undergraduate degree programs, mentioned in the Introduction of this policy, shall be controlled by the Admission Cell, BMU with strict adherence to

the rules & regulations/policies of BMU and other respective regulatory bodies.

- 4.2. The admissions shall be announced through Advertisement in the leading newspapers of the city/country and University website on yearly basis.
- 4.3. The maximum number of annual admissions to the programs shall be as prescribed by the regulatory body/Commission and/or approved by the BMU authority.
- 4.4. The admissions shall be offered once in every academic year after the University Admission Test (UAT)/MDCAT conducted by the PMC authorities.
- 4.5. The admissions shall be strictly on merit according to the regulations set under this policy and/or as per the directives of regulatory body/Commission.
- 4.6. The seat allocation for each program shall be described as follows as per University Charter; however the admissions in MBBS, BDS, Pharm.D. & BS-Nursing shall be granted as per PMC approved number of seats.

PROGRAM	OPEN MERIT	O/S PAKISTANIS/ FOREIGN STUDENTS  (Seats will be filled from Open Merit in case of non-availability of O/S Pakistani / Foreign Students)	TOTAL SEATS
MBBS	70	30 (30% as per BMU Charter)	100
BDS	55	15 (30% as per BMU Charter)	75
PharmD	70	30 (30% as per BMU Charter)	100
DPT	35	15 (30% as per BMU Charter)	50
BS-Nursing	18	7 (30% as per BMU Charter)	25
BS-MLS	18	7 (30% as per BMU Charter)	25
BS-SE	18	7 (30% as per BMU Charter)	25
BS-Bioinformatics	18	7 (30% as per BMU Charter)	25
BBA	18	7 (30% as per BMU Charter)	25

- 4.7 The Eligibility Criteria for admission against all types of seats for each program must be

well described and made public for the information of all stake holders.

- 4.8 The Eligibility Criteria must be based on the guidelines provided by the regulatory body/Commission and the decisions made by the university statutory bodies, e.g., Academic Council
- 4.9 The first merit list shall be announced and the selected candidates will be given three (3) days time to submit the fee and complete the formalities. The second merit list, if the seat remains vacant, shall be announced after that immediately.
- 4.10 Candidates who fails to submit their fee and/or complete the formalities in the stipulated time shall not be considered in the second merit list and the same criteria shall be continued till the completion of admission process for the year. However they may be provided an opportunity in the end of the admission process, if any seat remains vacant.

## **5. Eligibility Criteria**

### **Open Merit Seats**

- 5.1 Must have passed obtaining minimum sixty five percent marks, in higher secondary school certificate (HSSC) or F.Sc. (Pre-medical) or equivalent examination having minimum twelve years education (For MBBS & BDS), minimum 60% for Pharm.D. BS-Nursing & DPT and 50% for other degree programs.
- 5.2 No restriction of FSc in Pre-Medical subjects for admission in the BBA, BS-SE & BS-Bioinformatics.
- 5.3 For MBBS & BDS, the candidate must have passed, obtaining minimum sixty five percent marks in MDCAT. For other disciplines, 60% score in UAT or other recognized admission tests.
- 5.4 Pakistani students having passed from foreign education system (i.e. O levels, A levels etc.) in Pakistan shall not be eligible for foreign quota seats in MBBS & BDS programs.

## **6. Eligibility Criteria - Overseas Pakistani/Foreign Applicants**

- 6.1 Foreign, dual nationality holder or overseas Pakistani student desirous of taking admission in MBBS, BDS, courses against open merit must have passed, obtaining minimum sixty five percent marks in aggregate, in an examination of a course from a foreign university or its examining body or its education system in at least three subjects i.e. biology, chemistry and either physics or mathematics and such course must have been duly certified by IBCC as equivalent to HSSC, F.Sc. or intermediate level of Pakistan
- 6.2 Equivalence by IBCC shall be accepted in aggregate with any study group irrespective of the recommendations of the IBCC
- 6.3 Medical & Dental College Admission Test (MDCAT) shall be a mandatory requirement for all students seeking admission to medical or dental undergraduate programs i.e. MBBS or BDS as per PMC policy.
- 6.4 BMU shall hold a University Admission Test (UAT). The candidate must score at

least 50% mark to qualify the UAT.

- 6.5 An Interview of the students desirous of getting admission in any of the undergraduate degree programs mentioned in 4.6 above, after qualifying the MDCAT and UAT shall be arranged for final merit list. The weightage shall be (UAT/MDCAT 25%, Intermediate 50% & interview 25%).
- 6.6 Foreign and overseas Pakistani students are also required to appear in the University Admission Test (UAT) / interview.
- 6.7 No candidate shall be eligible for foreign seats unless, he/she holds a permanent foreign nationality or dual nationality or is an overseas Pakistani student, and who has studied and passed HSSC 12<sup>th</sup> Grade examination or equivalent from outside Pakistan and has studied in the foreign country for the whole duration of the above mentioned course and possess a certificate from the institution last attended to this effect
- 6.8 There shall be no age limit for admission in the degree programs (Ref: 4.6) unless otherwise set by BMU or prescribed by the regulatory bodies and/or Council(s). However, preference shall be given to the fresh pass outs.
- 6.9 No student shall be permitted to take simultaneous admissions/examinations of different professional or non-professional degrees of the same/different session in the same academic year in the same/different university as a regular full-time student.
- 6.10 The candidate applying for admission shall be required to go through the following steps (but not limited to) before final selection:
- a. Submission of duly filled online application form available on the BMU Website. Attested/verified photocopies of relevant documents along with prescribed fee shall be submitted through courier or in person. . An incomplete application form shall not be accepted.
  - b. The candidate has to appear in the University Admission Test (UAT).
  - c. Interview of the successful candidate along with parents/guardians.
  - d. Prerequisite medical tests of the successful candidates as per the policy of BMU.
  - e. Any other item as per the discretion of the BMU and/or regulatory bodies/Council(s).
  - f. The merit list shall be uploaded on BMU website for the information of all concerned.
  - g. Successful candidates have to submit the prescribed fee by the given date to confirm their admission. In case of non-submission of fee by the prescribed date, the seat will be offered to the next candidate in the merit list.
- 6.11 After the completion of admission process, the final list for MBBS & BDS shall be submitted to the PMC as per system/process approved by the PMC for

MBBS & BDS.

## **7. Fee and Refund thereof:**

- 7.1 The fee in respect of yearly session shall be charged on annual basis only, subject to eligibility for that session. There shall be no extra tuition fee for supplementary examination. The students repeating the year on account of being debarred from University examination shall be charged full yearly tuition fee. The detained students shall be charged tuition fee in proportion to number of failed subjects of that professional examination (Ref: PMC Fee Policy for MBBS & BDS only)
- 7.2 Where a student has deposited fee and joins or does not join classes but, within fifteen working days on the commencement of classes, informs in writing to the BMU and the Council that he wishes to leave the institution, his seat shall be deemed to have become vacant upon furnishing of this information and he shall be entitled to hundred percent refund of all his deposited fees and charges, except one time admission fee and a student from waiting list may be admitted against this vacant seat in accordance with merit (Ref: PMC Fee Refund Policy for MBBS & BDS). HEC's Fee Refund Policy shall be followed in other degree programs.
- 7.3 Where a student who has paid the fee for MBBS & BDS and joins classes and thereafter leaves the college within 60 days from the closing date of admission, such student shall be entitled to refund a fee after deduction of fee for study period availed in terms of months in the medical or dental college and the seat shall be considered as vacant. No fee shall be refunded after three months of admissions. A student from waiting list may be admitted against such vacant seat in accordance with merit. Such occurrence and subsequent admission is to be brought to the knowledge of the PMC by the BMU as per PMC policy. Refund Policy for Pharm-D, DPT, BS-Nursing, BS-MLS, BS-SE, BS-Bioinformatics & BBA is as Follows:

### **National Level Fee-Refund Policy at Higher Education Institutions of Pakistan:**

<b>%age of Fee*</b>	<b>Timeline** For Semester/Trimester System</b>	<b>Timeline for Annual System</b>
<b>Full (100%) Tuition Fee Refund</b>	Up to 7 <sup>th</sup> day of commencement of classes	Up to 15 <sup>th</sup> day of commencement of classes
<b>Half (50%) Fee Refund</b>	From 8 <sup>th</sup> – 15 <sup>th</sup> day of commencement of classes	From 16 <sup>th</sup> - 30 <sup>th</sup> day of commencement of classes
<b>No Fee (0%) Refund</b>	From 16 <sup>th</sup> day of commencement of classes	From 31 <sup>st</sup> day of commencement of classes

**%age of Fee** shall be applicable on all components of fee, except for security and admission charges.

II. **Timeline** shall be calculated continuously covering both weekdays and weekend.

## **8. Cancellation of Admission:**

- 8.1 If any document/information provided by the candidate is found false/fake/fabricated at any stage of admissions and / or during the course of studies, the admission of the candidate shall be cancelled and he/she will be debarred from admission for a period of seven (07) years besides initiation of any action under the law including criminal proceedings against him/her. No fee shall be refunded in such cases.
- 8.2 If the candidate is found medically unfit at any stage of the course, the admission of the candidate shall be cancelled on the recommendation of the appropriate Medical Board to be constituted by the BMU on case to case basis
- 8.3 If the candidate fails to report for admission and/or deposit the fee on due date, the admission of the candidate shall be cancelled

## **9. MIGRATION POLICY**

- 9.1. A student desirous of leaving BMU before completion of the degree course shall apply to the Controller of Examinations, BMU, for issuance of a migration certificate.
- 9.2. No student of any program will be allowed to apply for migration until the successful completion of the first year of studies.
- 9.3 The application shall contain full particulars of the candidate, including the roll number and enrollment number and reason for leaving the university. The request should be forwarded through the concerned Principal of the college/Director of the Institution.
- 9.4. The application must include the receipt for the prescribed migration fee (non-refundable) and a clearance certificate for any outstanding dues.
- 9.5. Migration certificate shall not be issued to a student who has been debarred from appearing in an examination or expelled from the university for misconduct or due to any disciplinary action until the period of punishment lapses or as decided by the competent authority.
- 9.6. If a student, after taking a migration certificate, does not take admission to any other institution/university and wishes to rejoin BMU, the candidate shall have to surrender the original migration certificate and apply for readmission and pay the full fee including admission & tuition fee subject to the availability of the seat. Full
- 9.7. In case of loss of any substantial time (i.e., more than 50% courses have been completed), the Equivalence Committee of BMU on the suggestion of concerned Principal shall decide for the rejoining of the student either from the batch left or from any subsequent junior batch of that particular program subject to availability of seat and fulfillment of PMC criteria if admitted with the junior batch.

- 9.8 The university reserves the right to decline the readmission once a migration certificate has been issued and the enrollment has been canceled.
- 9.9 A transcript shall be provided for the courses completed and cleared at BMU.
- 9.10 A character certificate shall be issued at the request of the candidate. However, in case of any disciplinary action, debarring, etc. the same shall be mentioned on the certificate.
- 9.11 The University shall inform the Council concerned for the cancellation of the Registration of said student.

## **10. TRANSFER POLICY**

- 10.1A student, after completing the necessary formalities, including submission of relevant documents and NOC (wherever applicable) from the parent university, may request for transfer from any recognized institute/university (recognized by the accreditation/regulatory body of the program concerned) to BMU.
- 10.2In the case of transfer to Baqai Medical College (BMC) and Baqai Dental College (BDC), the transfer policy of PMC shall be followed. General guidelines provided by HEC or any other Council concerned for transfer shall also be considered.
- 10.3The student has to provide a reason for transfer in writing through proper application to the concerned Principal / Director/ Admission Cell of BMU.
- 10.4The transfer of a student, if found eligible, to any class is subjected to the availability of a seat in that particular year/class at BMU.
- 10.5Credit hours/teaching hours shall only be transferred to any program at BMU if the Council concerned duly recognizes the program and institute/college/university from where the student seeks a transfer.
- 10.6NO student shall be admitted to BMU, who has been debarred by any other institute/university unless otherwise recommended by the competent authority. The student has to submit a Character Certificate from the parent institute/university.
- 10.7The admission criteria/requirement will remain the same for the transfer cases.
- 10.8The transfer case of a student to MBBS/BDS program at BMU from any other institute/university shall only be entertained for all classes from the first professional year up to final year subject to the fulfillment of prescribed criteria of BMU and/or PMC.
- 10.9The credibility of the cleared courses and their equivalence shall be assessed by the Equivalence Committee of BMU. The student shall either immediately join the subsequent session or will wait for its commencement depending on the recommendation of the Equivalence Committee and the decision of the competent authority.

- 10.10 For first year transfer cases (MBBS/BDS), the candidate has to follow the PMC Regulations (Admission Regulations (Amended) 2020-2021), Ref: Section-8.
- 10.11 Transfer to second or later professional years will only be accepted at the discretion of the competent authority and on the recommendation of the Equivalence Committee subject to the availability of seat and fulfillment of criteria set by the concerned Council.
- 10.12 Transferred cleared course/subjects shall not be reexamined at BMU. However, a transferred student has to appear in the failed subject(s) of the professional year, if any, in BMU examinations
- 10.13 The policy of BMU for grades and passing marks should strictly be followed in each course/subjects.
- 10.14 The transcript to the transferred student shall only be issued for the courses that will be undertaken and completed at BMU.
- 10.15 The transfer student has to pay the prescribed transfer fee (non-refundable), the full annual fee including admission, tuition, and other charges as specified by BMU.
- 10.16 The credits transferred shall be counted towards the completion of degree requirements.
- 10.17 The competent authority shall approve the request for credit transfer on the recommendation of the Equivalence Committee.
- 10.18 The transferred students have to follow all rules and regulations of BMU for attendance, examination, discipline, etc.
- 10.19 BMU reserves the right to reject any transfer case without any explanation despite being eligible for transfer.

**Merit Formulation:**

A transfer candidate shall be considered according to the following Merit Formulation

**Total Merit in %age= (60% of the average academics percentage + 40% of the MDCAT/UAT or equivalent entry examination marks percentage.**

## 1. CHECKLIST FOR TRANSFER CASES

1. Required documents		
i. CNIC	Attached <input type="checkbox"/>	Not attached <input type="checkbox"/>
ii. Matric marks sheet	Attached <input type="checkbox"/>	Not attached <input type="checkbox"/>
iii. Matric certificate	Attached <input type="checkbox"/>	Not attached <input type="checkbox"/>
iv. Inter marks sheet	Attached <input type="checkbox"/>	Not attached <input type="checkbox"/>
v. Inter certificate	Attached <input type="checkbox"/>	Not attached <input type="checkbox"/>
vi. Transfer fee receipt	Attached <input type="checkbox"/>	Not attached <input type="checkbox"/>
vii. Any other _____	Attached <input type="checkbox"/>	Not attached <input type="checkbox"/>
2. NOC from the parent university	Attached <input type="checkbox"/>	Not attached <input type="checkbox"/>
3. NOC from PMC	Attached <input type="checkbox"/>	Not attached <input type="checkbox"/>
4. Character certificate	Attached <input type="checkbox"/>	Not attached <input type="checkbox"/>
5. Application with the reason for transfer	Attached <input type="checkbox"/>	Not attached <input type="checkbox"/>
6. PMC status of the parent nstitute/university	Recognized <input type="checkbox"/>	Not recognized <input type="checkbox"/>
7. Appeared in MDCAT	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Proofs of MDCAT	Attached <input type="checkbox"/>	Not attached <input type="checkbox"/>
9. Last Class (MBBS/BDS)	Completed <input type="checkbox"/>	Incomplete <input type="checkbox"/>
10. Any failed subject(s)/course(s)	Yes <input type="checkbox"/>	No <input type="checkbox"/>