

Advanced Placement for External Students

(Migration / transfer from other Colleges)

The academic commitments of the Shifa College of Medicine place high demands on students in terms of timely completion of the academic courses as well as continuous tests and evaluations.

The Advanced Placement Policy is driven by the considerations of protection of a prospective student from uncertainty in academic standing in the class, rather enabling him/her a smooth sail in the tests and examinations and a satisfying stay in a competitive and vibrant environment of Shifa College of Medicine.

If the proposed considerations are not satisfied, the prospective student may be faced with perpetual failures in examination and in repetition of courses and, therefore, it will not be advisable for the student to apply for advanced placement at Shifa College of Medicine. The faculty's judgment and assessment about the suitability or otherwise of the candidate will, however, be final.

Notwithstanding the provisions of this policy, **the college reserves the right to refuse to consider or process any application for advanced placement without assigning any reasons therefore.** Lobbying and canvassing through third party would be counterproductive and could result in disqualification of an application.

The following procedure will be followed in processing an application for advanced placement. An application for advanced placement would usually be considered for placement before the beginning of an academic session.

1. Initial Contact

The applicant should first contact the Student Affairs Office, collect instructions and application form, information on fee, policies governing evaluation and promotion of students, code of conduct and leave of absence etc. all contained in a Student Handbook.

2. Essential Pre-Requisites

- Applicants' parent medical college must be recognized by the PMC (with documentary evidence) and the affiliating university must be of good reputation and recognized by the Higher Education Commission, Pakistan (with documentary evidence).
- There must be **No disciplinary action** taken against the applicant during his/her stay at previous institution.
- The applicant must be able to join the College at the beginning of the session, if selected.
- For the migration in first year MBBS, the applicant must submit the following documents with his/her application:
 - a) A copy of MDCAT official result (which meets PMC passing criteria)
 - b) HSSC mark sheet / Equivalence certificate (minimum 70% marks)
- For the migration in 2nd to 5th year MBBS, the applicant must be in good standing with at least **60% achievement** in annual professional examinations.

- It is necessary for applicant to have cleared all Professional Examinations in first attempt (*supplementary case will not be considered*).

3. Review Process

- a) The faculty would review the status of student's academic accomplishments and decide if the application is suitable for further consideration. An interview with the student would then be called for.
- b) The applicant will provide a record of continuous assessment (including clinical rotations undertaken) and attendance from the parent college which must meet the PMC and University requirements.
- c) The faculty would determine the **academic year of acceptance** of the student after reviewing his/her case.

4. On admission the applicant will be required to pay the Admission fee, security deposit and all other prescribed fee tuition fee on pro-rotas basis within the prescribed time. The applicant would also be required to deposit an amount of **Rs. 5,000** as application processing fee.

5. Before admission, the applicant will be required to provide

- a) NOC from the parent College / affiliating University
- c) Copy of the "registration card" of PMC