



SHIFA COLLEGE OF DENTISTRY



Advanced Placement for External Students Shifa College of Dentistry (BDS) (Migration/transfer from other Colleges)

The academic commitments of the Shifa College of Dentistry (SCD) 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 Dentistry. If the proposed considerations are not satisfied, the prospective student may be faced with perpetual failures in examinations and repetition of courses.

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 a third party would be counterproductive and could result in the 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 Department of Student Affairs SCD, and collect instructions, application forms, and fee information for advanced placement at SCD. The applicants should orient themselves with the policies governing attendance, assessment, and promotion of students at SCD along with the code of conduct for students. All this information is contained in the Student Handbook, available in the Student affairs department.

2. General Pre-Requisites for Placement at SCD

- To transfer to Shifa College of Dentistry, the applicant must be enrolled in another dental college and registered with PM &DC in the BDS program.
- Applicants' parent dental college must be recognized by the PM&DC (with documentary evidence) and the affiliating university must be of good reputation and recognized by the Higher Education Commission, Pakistan (with documentary evidence).



- Vacant seats will be advertised on the STMU official website and will be filled strictly according to the PM&DC regulations at that time point.
- The application period will be 14 days from the date of advertisement. It is the responsibility of the applicant to complete the application and submit it through the process specified in the advertisement.

3. Placement/Transfers in 1st year BDS

- As per PM&DC guidelines, there are no transfers on vacant seats in 1st year BDS.

4. Placement/Transfers in 2nd -4th year BDS

- Vacant seats will be advertised on the STMU official website against dropouts during the transfer period.
- For the migration in the 2nd -4th year BDS, the applicant must be in good standing with at least 60% achievement in all previous annual professional examinations. Results must be submitted along with the application.
- Applicant must have cleared all Professional Examinations in the first attempt (supplementary case will not be considered).
- There must be no disciplinary action taken against the applicant during his/her stay at the previous institution.
- The applicant must submit the following documents with his/her application:
 - Receipt for payment of application processing fee
 - A copy of MDCAT official result (which meets PM&DC passing criteria for the relevant year at the time of admission in 1st Year)
 - A copy of HSSC mark sheet / Equivalence certificate (minimum 60% marks)
 - Copies of Marksheets/Transcript for previous professional examinations
 - Certificate of Good Standing from the parent institute
 - NOC from parent institute
 - Proof of PM&DC registration

5. Review Process

- The advance placement/migration committee would review the status of the student's academic accomplishments and decide if the application is suitable for further consideration.
- The applicant must have attended a scheme of studies/subjects/course that are in alignment with the curriculum of SCD. If there is a discrepancy between the courses/subjects attended by the applicant in the previous institute to that of SCD, the application will be rejected.



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- For migration in 3rd Year BDS, the aggregate of 1st and 2nd Annual Professional Examinations will be considered, and top merit applicants will be called for the interview.
 - For migration in Final Year BDS, the aggregate of the first three Annual Professional Examinations will be considered, and top merit applicants will be called for the interview.
 - The final selection will be based on the performance of applicants in Interviews/Multiple Mini-interviews (MMIs).
 - The advance placement/migration committee would determine the academic year of acceptance of the student after reviewing his/her case.
 - The applicant will provide, upon selection, a record of continuous assessment (including clinical rotations undertaken) and attendance from the parent college which must meet the PM&DC and University requirements.
6. On admission, the applicant will be required to pay the admission fee, security deposit, tuition fee, and all other prescribed fees within the prescribed time. The applicant would also be required to deposit an amount of **Rs. 5000** as an application processing fee.

Principal
Shifa College of Dentistry