

SCHOOL	NUST School of Health Sciences
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DOCUMENT	Admission Policy (in-line with PM&DC Policy & Regulation 2023)
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SIGNATURE	

	NUST School of Health Sciences		
	Admissions Policy for MBBS Program		
	NSHS-Princ.Sect.23/	1st version 3rd Draft	15th July 2023

1. NUST shall advertised the admission in medical program, covering eligibility, merit criteria, tuition fee and other allied charges after accreditation from PMDC on NUST website.

2. This policy is inline with the PM&DC Medical & Dental Education (Admissions, Curriculum & Conduct) Policy and Regulations 2023.

3. **Eligibility Criteria to be fulfilled by candidates applying for MBBS:**

Any student applying for admission in NUST School of Health Sciences (NSHS) shall be eligible having fulfilled the following criteria:

- Have passed MDCAT.
- Obtained HSSC or an equivalent 12 grade qualification.

MDCAT:

- For local students, they must have passed MDCAT as per PMDC policy. (Where "local student" means a student who is a Pakistani national and has completed F.Sc/ HSSC or equivalent in Pakistan).
- For Foreign students, mandatory requirement of MDCAT shall not apply. (Where "foreign student" means a student who is not a Pakistani Student and holds foreign/dual nationality and overseas Pakistani)

HSSC:

- For Local Students: Must have obtained a Higher School certificate Qualification (HSSC) or an equivalent 12th grade qualification recognized in Pakistan, having obtained 60% marks therein, or a higher percentage with Biology & Chemistry as mandatory subjects. The student may opt to qualify either Physics or Mathematics in HSSC or an equivalent 12th grade examination.
- For Foreign Students: Students qualifying SAT-II with minimum score of 550 in each subject or a foreign MCAT examination or UCAT examination with 50% marks in the subjects. The SAT-II score considered pass shall be 40% for Biology, 30% for Chemistry and 20% for Physics/Math.

- Students **ONLY** appearing in NUMS test will not be eligible for applying in NUST School of Health Sciences.

4. Weightage Formula:

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|-----------------------|-----|
| a. MDCAT | 50% |
| b. F.Sc / equivalent | 40% |
| c. Matric/ equivalent | 10% |

5. Admission Process Timeline for Public Medical Colleges:

- The admission process shall be conducted through an online portal with the final merit lists and admission lists provided to the PM&DC for purposes of review and record on the date of issuance.
- Admissions to the medical & dental programs shall be conducted separately and each student shall be required to apply separately to a medical or dental program.
- The admissions in public sector medical & dental colleges shall be completed by displaying at least 3 consecutive merit lists by the concerned Admitting Authority University (i.e Shaheed Zulfiqar Ali Bhutto Medical University, Islamabad).
- In case of failure to deposit prescribed fee within 3 working days of display of merit list on the website of Admitting University, such candidates shall have no right of admission in that year.
- The vacant seats occurring on account of non-payment of fee by the selected candidates in 1st or 2nd merit list shall be allocated to candidates who are next in merit.
- The candidates may be upgraded to another institution in the subsequent merit list based on merit and preferences and fee deposited by the upgraded candidate in the previous institution shall be transferred to new institution without any deduction.
- Final Criteria for merit and admission including all categories of seats shall be publicly announced and shared with PM&DC by or before **1st September** of each year.
- The merit lists shall be made public by **15th December** and admissions shall be completed by or before **31st December** of each year.
- Admission to all category seats other than open merit shall be completed not later than **10th January** each year.

- The merit list shall be made public by **10th February** of each year.
 - The final list of admitted students shall be submitted by the affiliated University to the Council in the prescribed manner through PM&DC Online portal within 30 days of completion of the admissions after verification.
 - **Admissions on Vacant Seats** shall be decided by the respective authority after the notification of filling of vacant seats by the Council.
- 6. Admission Process Timeline For Private Medical Colleges:**
- School shall publicly prescribe tuition fee and all applicable fee and charges available on the website.
 - School shall publicly open their admissions after announcement of MDCAT Results and on the date notified by the Council each year.
 - A provisional merit list of all students applied for admissions
- 7. Verification of credentials by Affiliating University:**
- The affiliating University shall be responsible for verifying the credentials of a student admitted by a college including the student's matriculation, HSSC or equivalent 12th grade qualification.
 - The affiliating University shall register the student and submit final verified list of admitted students at its constituent college to the Council through PM&DC Online Portal.
 - The Affiliating University shall be solely responsible for the verifications and submission of final verified list shall represent s certificate of such verification.
- 8. Registration of Admitted Student:**
- A student admitted to a medical or dental college after being verified by the affiliating University shall be registered by the PM&DC as medical or dental student.
 - The CNIC of the student shall represent student's registration number and shall continue as the unique identification of the student throughout the period of educational program and for purpose of applying for licensing.
 - Every student admitted to a medical or dental college and registered with the Council shall pay annually pay a Student fee either directly or through its college (Rs. 10,000/-).
 - A registered student who either elects to leave program or expelled from the college or for any other reason shall have their Student Registration Fee paid treated as forfeited and no refund shall be claimed.

9. Payment and Charging of Fee by College:

- The tuition fee shall be prescribed by the college for the entire duration of program on annual basis, which shall not be enhanced for the student during the entire duration, the student remains in the program.
- The foreign student shall pay the prescribed fee in foreign exchange only and that this fee may be higher than the fee for Pakistani students.
- **A student can pay fee in installments on quarterly, six monthly or annual basis, with 0% discount on quarterly, 2% on 6 monthly & 4% discount on annual basis.**
- The college may require a student to obtain health insurance subject to his/ her own resources or the insurance provider recommended by the college. A college shall be at liberty to obtain any insurance to cover its risk of future fee/ revenues without encumbering the student with the premium payable on any such insurance obtained by the college for its benefit.
- If a student defaults in payment of tuition fee, he/she shall be liable to be expelled from the college subject to a reasonable period being granted to the student to remedy the defaulted fee. The college shall notify the PM&DC within one week and the student's registration shall be cancelled permanently. Such student shall not be able to seek admission to any other medical or dental college for a period of one year.
- If a student after obtaining admission seeks to leave the program, the college have the right to adjust the tuition fee already paid prorata to the period spent by the student in the program along with a penalty not exceeding 10 % of the total annual fee.
- A detained student shall be charged tuition fee in proportion to the number of failed subjects of that professional examination.

10. Reporting Format: All information, certificates, results, verifications, applications and all other communications required under the PM&DC Policy & Regulation 2023 to the PM&DC through the ONLINE portal.

11. Penalties:

No		Penalty
1	Admission beyond allocated seats	Rs. 2,000,000 per seat & cancellation of admission
2	Irregular admissions	Rs. 1,500,000 per seat & cancellation of admission

3	Nonpayment of Fee	As prescribed in regulation otherwise penalty equivalent to 50% of the payable fee
4	Delayed registration of Students	Rs. 50,000 per student
5	Delayed reporting of Graduation	Rs. 75,000 per student
6	Delayed reporting of Annual Exam Results	Rs. 30,000 per student
7	Delayed reporting of transfer or leaving student	Rs. 100,000 per student
8	Delayed reporting or publication of merit and admission list	Rs. 500,000 and Rs. 50,000 per day of delay
9	Failure to comply with permissible student fee and charges	Rs. 200,000 per violation
10	Other violations	As determined by the PM&DC from time to time
11	General Penalty	Any institution on whom a penalty is imposed shall also be listed in Gray list to be maintained by the PM&DC where 3 penalties may result in the imposition of further penalty of suspension of registration and recognition.

12. Registrar dte. shall collaborate with PMDC, once recognition status is granted to MDCAT results, verify & notify vacant seats.

13. As per PMDC regulation, online admission form for medical program will be opened from **October 2023**.

14. Those who fail to provide HSSC and MDCAT result by **10 Dec 2023** will be entertained for the next academic year.

15. Proper record of the tests conducted, and merit prepared will be maintained by the NUST policy by the Admission Dte.

16. Merit will be uploaded on NUST website and copy will be provided to PMDC for record.

17. Timelines for the admissions of Session 23-24 are given as Annex-B.

18. **Transfer/ Migration Policy:** As per PMDC policy

19. **Vacant Seat:** The vacant seats shall be displayed publicly for at least 14 days and PMDC will be informed within 14 days of such vacancy occurring. The admission on vacant seats shall be done from students on merit in the waiting list and no transfer will be done in respect of students already granted admission. A 3 working day window shall be granted after the closure of applicable admissions to fill a seat remaining

vacant due to a cancellation of the offer by a student through their respective waiting lists.

ADMISSION TIMELINES AS PER PM&DC POLICY & REGULATIONS 2022-23

PROCESSES	DEADLINES
Admission deadlines	Public medical colleges - 31 st Dec 2022 Private medical colleges - 31 st Jan 2023
Display of number of vacant seats	10 th March 2023
Filling of vacant seats	31 st March 2023
ADMISSION PROCESS FOR PUBLIC COLLEGES	
Merit	MDCAT 50% weightage F.Sc(Pre-Med)/HSSC/ Equivalent 40% SSC/ Matric/ Equivalent 10%
Final criteria of merit & admission announcement & sharing with PM&DC	1 st August each year
Display Merit list	15 th Dec each year
Completion of admissions	31 st Dec each year
Admission on all special category seats	10 th Jan each year
Merit lists displayed	10 th Feb each year
Final merit list after verification from University to be shared with PM&DC	Within 30days
ADMISSION PROCESS FOR PRIVATE COLLEGES	
Merit	MDCAT 50% weightage F.Sc(Pre-Med)/HSSC/ Equivalent 40% SSC/ Matric/ Equivalent 10%
Display of tuition fee and all applicable fee & charges on website	1 st January of each year
Announcement of admissions	1 st July of each year
Submission of list of students applying to college to PM&DC	3 days after closing date of admission
Application fee	Not more than 1000/-
Submission of fee by student	3 working days
Completion of admissions	Date prescribed by PM&DC
Final merit list after verification from University to be shared with PM&DC	15 days of closure of admissions
Filling of vacant seat	3 working day window after the closure of admissions