



UNIVERSITY OF HEALTH SCIENCES LAHORE

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NOTIFICATION

This is in supersession of Notification No. UHS/REG-17/3193 dated 12-07-2017.

In exercise of powers conferred under section 24.(1)(ii) read with section 35.(1) and 35.(2) of UHS Ordinance 2002, the Board of Governors in its 55th meeting held on 7th December 2023, approved the 'Regulations for Migration of Students 2023' with modifications, which were prepared by the Academic Council and recommended by the Syndicate of the University.

REGISTRAR

No. UHS/REG-24/219

Dated: 24-01-2024

Copy forwarded for information to:

- i. Principals/Heads of Affiliated and Constituent Colleges /Institutions
- ii. Heads of University Teaching Departments of City & Jinnah Campus, UHS
- iii. Controller of Examinations
- iv. Treasurer
- v. Director, Medical Education & International Linkages
- vi. Director Student Affairs
- vii. Director, IT
- viii. Deputy Registrar (Academics)
- ix. Deputy Registrar (SIS)
- x. Deputy Registrar (Legal)
- xi. Deputy Registrar (Migration)
- xii. PSO to Vice Chancellor
- xiii. PS to Pro-Vice Chancellor
- xiv. PS to Registrar

Sauh Ghafar
REGISTRAR

Encl: As Above



REGULATIONS FOR MIGRATION OF STUDENTS 2023

Whereas, section 4.(x) of UHS Ordinance 2002 empowers the University to accept the examinations passed and the periods of study spent by the students of the University at other Universities, Colleges or places of learning as equivalent to such examinations and periods of study in the University, as it may determine, and to withdraw such acceptance. Hence, the following regulations are being made in order to prescribe the manner in which migration of students to and from the university and/or its constituent and affiliated institutions shall be conducted in a transparent manner.

1. Short Title

These Regulations shall be called "Regulations for Migration of Students 2023".

2. Scope & Extent

These regulations shall be applicable to the migration of undergraduate and postgraduate students to and from the university and/or its constituent and affiliated institutions.

3. Definitions

- i. **"Accepting College/ Institution"** is the one where the applicant is seeking migration to.
- ii. **"Affiliated College/ Institution"** means a college or institution affiliated to the University but not maintained or administered by it.
- iii. **"Affiliating University/ Degree Awarding Institute"** means a chartered educational body having the power to award degree and grant affiliation in its charter duly notified by the Government under the relevant Act.
- iv. **"Federal Regulator"** means the Central Regulatory Body authorized to regulate the concerned professional education, constituted under statutes of the Federal Government, such as Pakistan Medical & Dental Council, Pakistan Nursing & Midwifery Council, Pharmacy Council of Pakistan, etc.
- v. **"Credits"** means academic attainments of students in terms of attendance, passed class test and passed university examinations.
- vi. **"Government"** means Government of the Punjab.
- vii. **"Institution"** means a teaching unit imparting education in Health Sciences.
- viii. **"Parent College/Institution"** is the one the applicant is seeking migration from.
- ix. **"Transcript"** means a detailed transcript clearly mentioning allocated & attended credits/ study hours and the marks scored in the individual subject in a university examination.
- x. **"University"** means University of Health Sciences, Lahore (UHS) established under the UHS Ordinance, 2002 (VIII of 2002).

4. General Provisions

I. Public Sector Institutions

The migrations to and from the public sector institutions shall be governed by the Migration Policy of the Government. In this regard, the University shall adopt the notifications issued by the Government.

II. Private Sector Institutions

A) General Regulations

- i. All migrations of affiliated and constituent private sector colleges/institutions shall be regulated by the University in line with these regulations.
- ii. Private sector colleges/institutions under no circumstances shall entertain any request for migration without the approval of University.
- iii. Migration of students shall be allowed only between Institutions recognized by relevant Federal Regulator.
- iv. Migration of students shall be allowed only between affiliated/constituent colleges / institutions of Higher Education Commission's (HEC) recognized Universities.
- v. Migration of student can be allowed to another college in the same program at the same level.
- vi. Migration request of any student who was granted admission in violation of admission criteria of the relevant Federal Regulator shall not be entertained.
- vii. Mutual migration of students shall not be allowed.
- viii. Migration of students shall be reported to the relevant Federal Regulator by the accepting college and relieving college within fifteen days where applicable.
- ix. Migration shall be allowed only against vacant seat(s) in a college/institution in accordance with procedure for intimation and display of vacant seat (s) as stipulated in section 4 of these Regulations.
- x. In Inter-University Migrations where the Syllabi of two Universities are not similar, Equivalence shall be determined by the Equivalence/ Relevance Committee of the University.
- xi. The Equivalence/ Relevance Committee shall determine equivalence of examinations passed by a candidate from other university with corresponding examinations of this University. The Committee for the purpose of determining equivalence shall seek following verified documents from the parent / examining University;
 - a. Curriculum being taught at the parent University.
 - b. Allocation of credit hours to the subjects being taught.
 - c. Allocation of study hours to the subjects being taught.
 - d. Examination scheme being followed at the parent University
 - e. Transcript of the student showing;
 - a) Subjects passed in the parent University

- b) Subject wise study hours completed by the applicant in the parent University.
 - c) Score of the applicant in each subject either in the form of CGPA or raw score.
- xii. Migration and Equivalence/ Relevance Committees constituted by the Academic Council of the University shall consider all migration cases on merit.
- xiii. In case of foreign migrations in MBBS/BDS; National Equivalence Board (NEB) exam result shall be used for the purpose of migration.
- xiv. In case of foreign migrations in programs where the concerned Federal Regulator is not conducting NEB Exam or any other examination to determine equivalence, the University shall determine the equivalence and merit of such like applicants and shall conduct an examination for the purpose. The examination shall be called "UHS Equivalence Examination". The examination shall be given on the basis of University's prescribed curriculum. The university shall prescribe the pattern and scoring scheme for the said examination.
- xv. In case of national migrations, if the scheme of studies being followed at parent college/ institution of a transferring student varies from the one being followed in accepting college/ institution, the Equivalence/ Relevance Committee shall determine the equivalence in terms of courses and subjects studied/passed and shall identify the deficient courses & subjects. Migration shall not be allowed to students having deficient courses & subjects for the said level.

B) Undergraduate Students

- i. Migration shall be permissible in following years only:

MBBS	3 rd Year, 4 th Year, Final Year
BDS	2 nd Year, 3 rd Year & Final Year
B.Sc. Nursing (4-Years)	2 nd Year, 3 rd Year & Final Year
B.Sc. Allied Health Sciences	2 nd Year, 3 rd Year & Final Year
DPT	2 nd Year, 3 rd Year, 4 th Year & Final Year
Pharm-D	2 nd Year, 3 rd Year, 4 th Year & Final Year

- ii. A seat shall be declared vacant in a given class/ year by a college/institution provided the sum total of promoted students and detainee students joining that class is less than that of approved annual intake for the said session as applicable at the time of its entry/ admission into college/institution. The accepting college shall submit an undertaking to this effect with the University.
- iii. The credits earned in the parent institution by a student seeking migration into an accepting college/ institution shall be equated by the Equivalence /Relevance Committee of the University and the equated credits shall be considered for determining his/her eligibility to take the year end / semester end University Examination.

iv. The student shall follow the University Prescribed Scheme of Education after the migration.

v. Foreign Migrations

a. A student studying in a foreign college/ institution may apply for migration to a college/ institution affiliated with UHS subject to:

- i) Having completed more than two years of studies in the foreign college
- ii) Having passed the corresponding final examinations for the period of study completed in the foreign college.
- iii) Having qualified the National Equivalence Board (NEB) Exam conducted by PM&DC or UHS Equivalence Examination to be conducted by University itself. Qualifying NEB exam or UHS Equivalence Examination is a condition precedent for foreign students seeking migration into a college/ institution.
- iv) In case a prescribed subject is being taught at the University but not examined in the NEB examination, University shall conduct an examination in the said subject.
- v) The requirements for merit determination, as contained in these regulations, shall be applicable to foreign students seeking migration into private sector institutions affiliated with University Health Sciences.
- vi) A foreign student shall only be allowed to migrate from the same program of a foreign college and in the same year of studies for which the student has qualified the NEB exam or UHS Equivalence Examination.

vi. In case, there are more than one applicant against a given seat then Inter se Merit shall be determined using following criteria:

The merit determination criteria for local students shall be:

Criteria	Weightage
Aggregate Merit percentage of student at the time of admission under prescribed admission policy of PM&DC or relevant Provincial Govt. from time to time	50%
Aggregate Percentage score of last passed Professional Examination	50%

The merit determination criteria for foreign students shall be:

Criteria	Weightage
Aggregate percentage score of students at Intermediate level (12 years of schooling) irrespective of the study group. In case the student has qualified intermediate level from a non-Pakistani scheme of education, he/ she shall submit the scores on the basis of equivalence determined by IBCC irrespective of group of study	50%
Aggregate Percentage score of NEB exam or UHS Equivalence Examination	50%

C) Postgraduate Students

- i. No migration shall be allowed in postgraduate program prior to completion of 6 months of studies.
- ii. The consent of Supervisors and Institutions concerned shall be required for migration of postgraduate students.

5. Procedure for Migration

- i. All colleges/ Institutions shall inform about a vacancy to the University under intimation to concerned Federal Regulator within seven days after the commencement of academic session. No migration shall be approved against a vacant seat until the vacancy has been publicly displayed by the University.
- ii. University shall forthrightly display the vacancies received from colleges/ institutions on its website for a minimum of fourteen days.
- iii. University shall invite and entertain applications for migration twice a year i.e. from 1st April to 31st May, and from 1st August to 30th September each year. Applications shall not be entertained before and after the specified period, as well as after approval of schedule of the concerned Professional Examination by the university.
- iv. University shall invite applications for migration within 7 days after the conclusion of period for display of vacancy as per section 4.i. Applications shall be received for a period of 30 days but shall not be entertained beyond and before the specified periods.
- v. Applications for migration shall be invited through the University's website and entertained through online portal only. Applications submitted manually shall not be entertained.
- vi. Registrar, UHS will forward list of applicants along with their score/merit ranking after careful consideration to the Vice Chancellor to recommend the same to be placed to the Migration Committee. Migration Committee shall frame its recommendations as per policy on all the cases for onward presentation to the Vice Chancellor for approval.
- vii. In cases where equivalence/relevance is required, the Registrar shall forward the cases after careful consideration to the Vice Chancellor to recommend the same to be placed to the Equivalence/Relevance Committee for determining the equivalence of those applicants who have passed their examinations till that level from other University, before their presentation to the Migration Committee. Recommendations of the Equivalence/ Relevance Committee shall be presented to the Migration Committee, who shall examine the cases and frame its recommendations as per policy for onward presentation to Vice Chancellor for approval.
- viii. The following documents (scanned from original) shall be submitted along with application:
 - a. Recent Photograph of student with sky blue background.
 - b. Proof of enrolment in parent institution clearly specifying the merit percentage at the time of admission.
 - c. Evidence regarding payment of college fee at parent college in the year in which migration is being sought.

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- d. CNIC/ Passport.
- e. Matric/ equivalent Certificate.
- f. F.Sc./ equivalent Certificate.
- g. MDCAT/ relevant Admission Test result acceptable to UHS.
- h. NEB/UHS Equivalence Examination result in case of foreign student.
- i. Detailed transcript duly verified by the relevant university in case of Inter-University migrations.
- j. Payment of prescribed fee.
- k. NOC / permission from parent college / institution shall not be required. However, the University may seek authentication of the evidence regarding clearance of dues at parent college / institution. The said institution shall be obligated to authenticate / verify the evidence through a letter which should reach University within 15 days from the date of issuance University's letter. In case an institution does not respond within the stipulated time period, the clearance of dues shall be treated as authenticated. Moreover, the University shall have the right to proceed against the college/institutions as per the provisions of the relevant regulations/statutes.
- ix. University shall decide the requests for migration within 30 days after conclusion of the permissible time for receipt of requests / applications for migration.
- x. Student accepted for migration shall join relevant college/ institution within seven days along with the details of credit hours/attendance and detailed results issued by the principal of medical college. No college will let the student join without essential documents, which must be forwarded to the Registrar of UHS to update the registration of students within seven days of joining. Failure to comply will result in the imposition of fine on the college. In case of non-joining by the student for any reason, said vacancy shall be offered to next applicant on merit.
- xi. A student feeling aggrieved by a decision taken under the provisions of instant regulations can make a representation within 15 days of such decision being taken. The representation shall be heard and decided within 7 days by a committee comprising the following:
 - a. Registrar, UHS (Convener)
 - b. Principal of one public and one private sector affiliated institution to be nominated by the Vice Chancellor.
 - c. Member of Migration Committee of University to be nominated by its Convener.
 - d. Deputy Registrar (Migrations) as the Secretary of the Committee.
- xi. All the existing regulations and any other policy decisions, rules, regulations regarding migration of students from time to time by the Federal Regulator shall be applicable.

Seal



Rahbar Medical & Dental College

RMDC/DME/ 960
Dated 10 February 2024

NOTIFICATION

TRANSFER POLICY RMDC (Session 2023-2024)

1. With immediate effect RMDC will carry out in / out transfers / migrations in compliance with students transfer policy issued by the University of Health Sciences vide UHS letter number UHS/REG-24/219 dated 24 January 2024.
2. Copy of Transfer / Migration policy of UHS for Private Medical & Dental Colleges is attached herewith as **Annexure A**.



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