



PROSPECTUS FOR POSTGRADUATE PROGRAMS



POSTGRADUATE

PROGRAMS, BASR,

BMU

PROSPECTUS 2023-2024

Board of Advance Studies & Research (BASR)

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Pro Vice Chancellor

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Prof. Dr. Shaukat Khalid; HOD Pharmacognosy

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Prof. Dr. Shams Nadeem Alam; Director Department of Medical Education (DME)

Prof. Dr. Muhammad Rafiq Khanani; Chairman Pathology Department

Prof. Dr. Abdul Kabir Kazi; member

Dr. Saeeda Junaid; Deputy Director & Head Quality Enhancement Cell (QEC)

Non-voting members

Prof. Dr. Syed Fazal Hussain; Director ORIC

Registrar

Mr. Israr Ahmed Khan; Registrar BMU / Secretary BASR, BMU

Introduction

The Board of Advance Studies and Research (BASR) came into being with the mission of dedicating the ever expanding postgraduate academia to a concerned authority for sound and smooth execution of programs. This catalogue of BASR aims to provide a comprehensive insight into the proceedings of the Board. Board of Advance Studies and Research has disseminated itself over the years into smaller dedicated bodies to serve more specified purposes. For instance, with the groundwork done by the FRRC (Faculty Research Review Committee), the task of the BASR for the review of all synopses shall become easy and fast. Time thus saved could be devoted to discuss policy matters, future plans, quality enhancement measures, funds generation and funds disposal.

Vision and Mission Statement

VISION

“To evolve as a nucleus for higher learning with a resolution to be socially accountable, focused on producing accomplished health care professionals for services in all spheres of life at the national and global level”.

MISSION

“University is dedicated to the growth of competencies in its potential graduates through dissemination of knowledge for patient care, innovation in scholarship, origination of leadership skills, use of technological advancements and providing noteworthy contributions to society through commendable service”.

GOALS OF THE UNIVERSITY

- Inculcate a progressive humanistic attitude for learning and research.
- Provide health care facilities at par with international standards to the community in a cost-effective manner
- Elevate health status of the community and increase public awareness for preventive actions considering the socioeconomic conditions.
- Focus on innovative research based on erudition.
- Cultivate original knowledge and capabilities of its graduates through national and global collaborations.

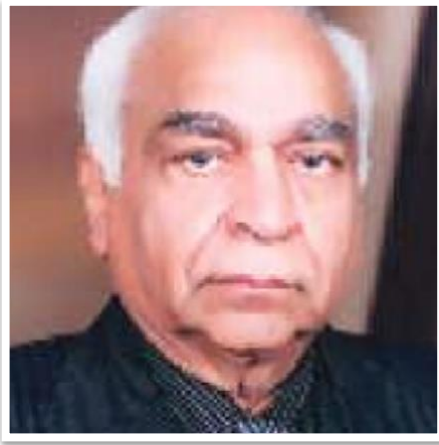
Core Values

خدمت، محنت، محبت

Considering the above-mentioned motto of the university the following core values were discussed and finalized.

- ❖ Lifelong learning/knowledge.
- ❖ Professionalism
- ❖ Ingenuity
- ❖ Innovation
- ❖ Ethical practice
- ❖ Collegiality
- ❖ Perseverance
- ❖ Evidence based practice
- ❖ Effective communication

The foundation of Baqai Medical University was laid by



Prof. Dr. Fareeduddin Baqai
(Late)
-Founder Managing Trustee

Prof. Dr. Zahida Baqai
-Managing Trustee



And the Legacy continues...



Dr. Shoaib Baqai
-Director Planning & Development

List of Postgraduate Programs

Faculty of Basic Medical Sciences

- Hematology (M.Phil / PhD)
- Anatomy (M.Phil)
- Biochemistry (M.Phil / PhD)
- Physiology (M.Phil / PhD)
- Microbiology (M.Phil)

Faculty of Pharmaceutical Sciences

- Pharmacology (M.Phil / PhD)
- Pharmaceutical Chemistry (M.Phil / PhD)
- Pharmaceutics (M.Phil / PhD)
- Pharmacognosy (M.Phil)

Faculty of Health Management Sciences

- Public Health (MPH)

Faculty of Medicine

- Ophthalmology (MS)
- General Surgery (MS)
- Pediatrics (MD)
- Internal Medicine (MD)
- Transfusion Medicine (MS)

Faculty of Health Professional Education

- Masters in Public Health (MPH)

Postgraduate Diploma

- Diabetology (DDM)
- Child Health (DCH)
- Psychological Medicine (DPM)
- Laboratory Hematology & Blood Transfusion (DLH&BT)

Admission requirements and process

1 Criteria for Admission

IN MS/ M. Phil

M.Phil. Program is offered to those who have cleared:

- 16 years of Education in relevant discipline.

A minimum of two years' experience which includes one year's house job and at least one year's experience in laboratory medicine is required for the medical graduates. Preference shall be given to those who have postgraduate diploma in relevant subject / field with two years' experience of basic sciences. These postgraduate qualifications will be considered as equivalent to one year's experience in basic sciences.

For candidate with M.Sc. in basic sciences, one year's teaching experience in teaching or any other allied field shall be required before they are admitted in M.Phil. program.

For Pharm. D. and all other allied disciplines, no experience is required.

IN PhD

Ph.D program is offered to those who already possess: M.Phil, M.S. FCPS, MRCP OR FRCP degrees.

2 Admission Procedure

A test equivalent to GRE-TYPE test will be necessary for admission to M.Phil program. (This test will be conducted by Baqai Medical University and will comprise of MCQ as per HEC guidelines). Entry Test will comprise of MCQs and pass marks will be 60% as per rule of higher education commissions for MS/ M. Phil and 70% for Ph. D programs.

Entry Test Exemption

NTS/GAT test with a minimum cumulative score as specified in the HEC criteria.

3 Course Duration

FOR MS/ M. PHIL.

- Minimum 2 years
- Maximum 4 years

FOR PH.D.

- Minimum 3 years
- Maximum 8 years

- Candidate has to pass all semester examinations including elective courses offered by the University with a minimum of 3.00 CGPR, prior to Final Comprehensive Exam (FCE).
- FCE will be held on a specific date for all the disciplines. Deans Committee should monitor the process of completion of course work and intimate the Controller of Examinations, who will announce the date of FCE.

4 Internal Assessment

- Attendance in theory classes 75% (minimum).
- Journal club participation in 2nd year (80% attendance is compulsory).
- Student must present with at least 4 review articles in their field of research in 2nd semester (Synopsis based).

5 Mid Semester Exam (Optional)

- Each mid semester exam shall comprise of one theory paper/viva, conducted by the supervisor without the involvement of examination department.

- There will be no external examiners in the Mid Semester examination.

6 Semester Exam

- There will be two semester examinations in the 1st year, each after 6 months.
- If candidate fails in the semester exam, he / she will appear in the next semester exam with the next batch in the same course.
- There will be NO makeup exam in any semester.

Passing Marks

- M.Phil. 60% (minimum), Ph. D. 70% (minimum) in each course.
- Degree will only be issued if candidate secure a minimum of 3.00 CGPR.
- Theory paper shall be prepared and checked by the internal examiner.

7 Final Comprehensive Exam (FCE)

- There will be one theory paper and viva voce exam.
- Theory Paper : (100 marks)

Theory paper comprises of course work completed in the duration of program, which includes:

30% questions from 1st semester
70% questions from 2nd semester

8 Paper Pattern for FCE

- Theory paper should be according to the prescribed format:
- Time Allowed 2 ½ Hrs
- 50 MCQs 1 mark each 50 marks 1 Hr

- 02 LEQs	10 marks each	20 marks	
- 10 SEQs	3 marks each	30 marks	1 ½ Hrs
- Total	100 Marks	2 ½ Hrs	

- No choice should be given in LEQs & SEQs.

The paper shall comprise of 60% questions from external examiner and 40% questions from internal examiner.

9 Viva Voce Exam

Viva voce exam shall be arranged of 100 marks in total and conducted by the External Examiner (EE) and Internal Examiner (IE), (90 marks EE + 10 marks IE).

10 Make-up Exam of FCE

- If students fail to clear the FCE, they will be given the only makeup chance. The makeup exam shall be conducted preferably after a month from the declaration of the result.
- There shall be NO second makeup chance for FCE, and if a student fails to clear in the makeup exam, the candidate shall be Dropped Out from the PG degree program.
- Dropout candidate willing to continue his/her studies shall apply as a fresh candidate and appear in the postgraduate UAT after paying all prescribed fees.
- Only those students, who have cleared the FCE, will be eligible to move forward with the submission of synopsis.

11 Submission of Synopsis

- The candidate may start writing his/her research synopsis after the completion of first six months; however the same shall only be forwarded to the Ethics Committee after passing the 1st and 2nd Semester examinations.
- The student shall write the synopsis as per prescribed format of the university.
- The supervisor shall review the synopsis for appropriateness.
- If satisfied, the supervisor shall present the synopsis to the Departmental Research Review Committee (DRRC) which shall be comprised of the research supervisor, HOD,

Dean of the faculty, one senior member of the department and one co-opted member related to the subject if felt necessary.

- DRRC may approve the synopsis or suggest changes as deemed appropriate.
- The reviewed and corrected synopsis should be sent to the chairperson ethics committee for evaluation along with proforma for ethical committee approval.
- Final version of the synopsis shall be sent to the BASR after certification by the departmental synopsis review committee and the ethics committee.
- Members of the BASR may approve the synopsis as such or they may recommend minor changes to be incorporated in the final submission.

12 Research Grant

The student is entitled for a research grant from BASR of Rs. 200,000/- for M. Phil. students and Rs. 300,000/- for Ph. D. students. The grant can be utilized for the purchase of chemicals, glassware, instruments, and expendables. The student should submit the required items through the prescribed requisite form available at the BASR office. For any additional expenses such as laboratory tests, animal purchase, etc. the student must seek permission from the BASR. In case of any additional expense exceeding the allotted grant, the student through the supervisor may contact the BASR.

13 Thesis Submission

- The supervisors would send 2 copies of the theses to the BASR secretariat.
- Thesis will then be forwarded to the controller of examinations after the approval of the names of two reviewers (out of the approved list of subject experts) by the Vice Chancellor.
- The Ph.D. Dissertation must be evaluated by at least two Ph.D. experts from technologically/academically advanced foreign countries as prescribed by HEC.
- The controller would convey this information to the BASR secretariat from where the theses will be sent to the reviewers with the instructions that the report be sent to the controller of examinations.
- On the receipt of the reports, the controller would forward the reports to the BASR secretariat from where the reports will be sent to the supervisors for necessary perusal where major or minor corrections will be made if required.

14 External Examiners/ Reviewers

- The examiners approved by the Vice Chancellor should be of the same subject / area of research in which the research work has been carried out.
- The examiners must not be the relatives of supervisor and student.
- The examiners should not be students of the supervisor during the past 10 years.
- The BASR is responsible for taking consent of the examiners before sending the thesis.

15 Plagiarism

The plagiarism test must be conducted on the dissertation before its submission to the two external reviewers. The similarity in the thesis/dissertation of any PG program should be less than or equal to 20%, with no single source exceeding a 5% match.

16 Defense of Thesis (Viva Voce Examination)

- Once satisfactory reports from external reviewers are received, the viva voce exam for thesis defense may be arranged.
- For Ph.D., open defense of the thesis should be made. However, the supervisor may call an open defense for other PG programs.
- The defense of the thesis should be performed after making all suggested corrections / amendments in the thesis.
- Two external examiners shall be invited for the defense of the thesis. The examiners for viva voce examination could be the same or different from those who reviewed the thesis.
- The examiners shall submit the reports to the Dean / HOD of the Department who will send those directly to the BASR secretariat.

The final verdict of the degree would be made by the BASR. On successful completion, the BASR will intimate the Controller of Examination to announce the official result to the candidate and the supervisor.

Research Paper

Publication of at least one research paper in an HEC approved W, X or Y category journal is a requirement for the award of Ph.D. degree. For MD, a publication in any JCR, PMC, or HEC recognized journal is mandatory. For M. Phil, publication is not required.

Roadmap of the Curriculum

For MS/ M. Phil (2 Years)

The program is constructed on a total of 30 credit hours, 24 CH for course work and 6 CH for thesis.

Activity	Particulars	YEAR I				YEAR II	YEAR III
		Semester 1		Semester 2		Semester 3 & 4	Semester 5 & 6
Course work (26 weeks per semester)	Courses	4		4		Thesis Writing	
	Credit hours	12		12			
	Course duration	18 weeks		18 weeks			
	Preparation	2 weeks		2 weeks			
	Examination	2 weeks		2 weeks			
	Semester break	2 weeks		2 weeks			
Examination		Mid Term	Final Exam Semester 1	Mid Term	Final Exam Semester 2	FCE	
Research work		→					
Defense of thesis		↑					

For Ph. D (3 Years)

The program is constructed on a total of 54 credit hours, 18 CH for course work and 36 CH for thesis.

Activity	Particulars	YEAR I				YEAR II	YEAR III
		Semester 1		Semester 2		Semester 3 & 4	Semester 5 & 6
Course work (26 weeks per semester)	Courses	3		3		Thesis Writing	
	Credit hours	9		9			
	Course duration	18 weeks		18 weeks			
	Preparation	2 weeks		2 weeks			
	Examination	2 weeks		2 weeks			
	Semester break	4 weeks		4 weeks			
Examination		Mid Term	Final Exam Semester 1	Mid Term	Final Exam Semester 2	FCE	
Research work		→					
Defense of thesis		↑					

Academic calendar

ACTIVITY	DATE
Advertisement in the Newspaper	First Week of September 2023
Admission Test	Fourth Week of October 2023
Announcement of Result	First Week of December 2023
Commencement of Semester 1	First Week of January 2024
End of 1 st Semester	First Week of May 2024
Preparatory Leaves	Summer Vacations
1 st Semester Exam	First Week of June 2024
Commencement of Semester 2	Second Week of June 2024
End of 2 nd Semester	Last Week of November 2024
Preparatory Leaves	First Week of December 2024
2 nd Semester Exam	Second Week of December 2024
Final Comprehensive Exam (FCE)	First Week of January 2025

Fee structure

For Faculties of Medicine, Basic Medical Sciences & Pharmaceutical Sciences

[To be paid to the accounts department by pay orders only; cash / cheque will not be accepted pay orders should be drawn in favor of "BMU, Research and Development Funds]

Particulars	For Ph. D Students	For MS/ MD Students	For M. Phil Students
<i>Registration Fee</i>	5000	5000	5000
<i>Admission Fee</i>	60,000	60,000	30,000
<i>Enrollment Fee</i>	5,000	5,000	5,000
<i>Tuition Fee (External)</i>	300,000	300,000	200,000
<i>Tuition Fee (Internal)</i>	250,000	250,000	150,000
<i>University Charges*</i>	30,000	30,000	30,000
<i>FCE/ Make-up/ Mid Term Fee</i>	10,000	10,000	10,000
<i>Defense of Thesis/ Viva Voce Examination Fee</i>	12,000	-	10,000
<i>Thesis Evaluation Fee</i>	\$600	10,000	10,000
<i>Late fee per month</i>	2,000	2,000	2,000

*University charges include incidental charges + document processing fee + postal charges + plagiarism certificate fee

Faculty of Health Management Sciences

<i>Particulars</i>	<i>For MPH Students</i>
<i>Registration Fee</i>	5000
<i>Admission Fee</i>	50,000
<i>Enrollment Fee</i>	5,000
<i>Tuition Fee (External)</i>	400,000 (for two years)
<i>Library Security Deposit</i>	15,000 (refundable)
<i>University Charges</i>	205,000 (for two years)
<i>Examination Fee</i>	3,500 (per semester)
<i>Thesis Evaluation Fee</i>	
<i>Defense of Thesis</i>	10,000 (at the time of submission and defense of

Tuition fee, Library Fee and University Charges total i.e. 620,000 is payable in four installments as follows:

Semester I: Rs. 155,000

Semester II: Rs. 155,000

Semester III: Rs. 155,000

Semester IV: Rs. 155,000

For Diploma Programs

2 Year Programs: Diploma in Child Health (DCH), Diploma in Psychological Medicine (DPM), Laboratory Hematology & Blood Transfusion.

1 Year Programs: Diploma in Advance General Dentistry (DAGD) and Diploma in Public Health- Non Communicable Diseases (DPH-NCD)

<i>Particulars</i>	<i>Local (PKR)</i>	<i>Foreigner (US \$)</i>
<i>Admission fee</i>	30,000	300
<i>Tuition fee</i>	150,000 / year	1500/ year
<i>University Charges</i>	15,000 / year	200/ year
<i>Enrollment fee</i>	5,000	100
<i>Internal Evaluation / Exit Exam / Makeup Examination</i>	10,000	300
<i>Late Fee per month</i>	2,000	50

The fee for the course of **Diploma in Diabetology** will be Rs. 140,000/- per semester (excluding withholding tax). The candidate must pay the full fee before the inception of each semester on prescribed date. Enrollment Fee: Rs. 5,000/-

For Foreign Students in Postgraduate Programs

1 Year Programs: Diploma

<i>Particulars</i>	<i>M.Phil / MS (MLS*) US \$</i>	<i>Ph.D US \$</i>	<i>MS / MD / MDS US \$</i>	<i>MPH US \$</i>
<i>Admission fee</i>	300	500	500	500
<i>Tuition fee</i>	2,000 / year	3,000 / year	3,000 / year	3,000 / year
<i>Enrollment fee</i>	100	100	100	100
<i>FCE / IMM / Exit Exam / Makeup Examinations</i>	200	200	200	100 / semester
<i>Thesis evaluation fee</i>	300	600	300	600
<i>Defense of thesis / viva voce Examination fee</i>	300	600	-	600
<i>Late Fee per month.</i>	50	50	50	50
<i>University Charges</i>	500 / year	500 / year	500 / year	500 / year

*MS MLS: Master of Science in Medical Laboratory Sciences

BANK ACCOUNT DETAILS (In case of online payment)

For Foreign / Overseas Students

Bank Name: BANK ISLAMI PAKISTAN LIMITED
 Account Title: BAQAI MEDICAL UNIVERSITY
 IBAN #: PK32BKIP0100900067000031
 Account #: 1009-0006100-0031
 Branch Name: BAQAI MEDICAL UNIVERSITY

Scholarship and Financial Aid

Merit Scholarship HEC

Sindh Higher Education Commission provides Indigenous Scholarship for meritorious students enrolled in Postgraduate program for public and private sector universities on the basis of their performance in the course curriculum. The students are nominated by a special Committee within the University chaired by the Vice Chancellor as per guidelines provided by the Sindh HEC. The University proceeds to compensate the awarded amount against tuition fees of the awardees.

Tuition Fee Installment Plan BMU

For the convenience of postgraduate students, the university accepts yearly tuition fee in 3 installments. First installment is to be paid within 2 weeks of the date of admission; the other two installments should be paid within 4 months from the date of admission. The plan is designed to assist the candidates who struggle to pay a lump sum amount at the time of commencement of session.

Students willing to apply for installment plan are required to fill the application proforma given by the BASR secretariat and get it duly signed by the respective authorities mentioned in the proforma.

Financial Assistance

Candidates enrolled in the postgraduate programs of Baqai Medical University that are also the employee of the same are offered 25% discount on their annual tuition fees.

Candidates enrolled in MD programs as well as Diploma program of the same specialty are required to pay tuition fees of MD program only.

Research Grant

The student is entitled for a research grant from BASR of Rs. 200,000/- for M. Phil. students and Rs. 300,000/- for Ph. D. students. The grant can be utilized for the purchase of chemicals, glassware, instruments, and expendables. The student should submit the required items through the prescribed requisite form available at the BASR office. For any additional expenses such as laboratory tests, animal purchase, etc. the student must seek permission from the BASR. In case of any additional expense exceeding the allotted grant, the student through the supervisor may contact the BASR.

Freezing, Extension, Migration and Transfer Policy

SCOPE

The policies of the BASR extend to all postgraduate programs of Baqai Medical University (BMU), where a semester system is followed.

PURPOSE

These policies have been developed to provide a uniform mechanism for progression and completion of the semester for the postgraduate students of BMU.

DATE OF IMPLEMENTATION

These policies have been effective from June 1, 2020.

1 Freezing Policy

- Freezing of semester(s) will only be allowed after the successful completion of the first semester of the first professional year as a prerequisite. Anyhow, the competent authority can consider the individual case under exceptional circumstances.
- If a student has not done the enrollment in the concerned program, the candidate will not be considered a regular student of BMU in that period, and hence freezing of semester(s) cannot be allowed.
- Freezing of any semester(s) shall only be considered on justified hardships with documented evidence and after approval of the competent authority.
- Hardships may include iddat, maternity/delivery issues, medical conditions requiring prolonged hospitalization/bed rest, death in the immediate family, any other subject to acceptance by the competent authority on the justified grounds.
- The university has all the right to perform/re-perform any medical test/examination for confirmation for suspicious cases or ask for further proofs/evidence. In such a case, all expenses (if involved) for any medical examination have to be borne by the candidate.
- The freezing period should not be more than 1 year. However, under exceptional hardship, a case can be further considered by the competent authority.

- The maximum duration of the degree program shall remain the same, and the frozen time will be counted in the enrollment period.
- If a student freezes a semester(s), he/she will resume his/her studies from the same stage where left (froze) with any other junior batch.
- No freezing during the semester shall be allowed. In case, if a student has left the semester in the end due to any reason/circumstances, he/she will resume it from the start whenever rejoined. Whereas, if any student has frozen the semester during the examination, he/she will NOT have to repeat those courses that have already been cleared by him/her.
- Any absentia for more than 30 days without any proper application and approval will NOT be considered as a 'freeze of the semester'. The admission of the student shall be considered as CANCELED automatically without any notification as per the policy of BMU.

2 BMU Extension Policy

DURATION OF POSTGRADUATE PROGRAMS

- M. Phil. / MS Medical Laboratory Sciences
Minimum: 2 years
Maximum: 4 years
- MS Transfusion Medicine
Minimum: 2 years
Maximum: 3 years
- Master's in Public Health
Minimum: 2 years
Maximum: 4 years
- MD / MS
Minimum: 4 years
- Ph. D.
Minimum: 3 years
Maximum: 8 years

SALIENT FEATURES

- If a candidate fails to complete his/her postgraduate degree program within the stipulated time, the student has to apply to BASR in writing through proper channel, giving the reason for the delay with justification.
- In case if the delay is due to any justified hardship, the candidate needs to provide evidence to the BASR.
- Hardships may include Iddat, maternity/delivery issues, medical conditions requiring prolonged hospitalization/bed rest, death in the immediate family, or any other subject to acceptance by the competent authority on the justified grounds.
- In case if no such application is submitted within the stipulated time, the candidate shall be considered as 'Dropout', and the BASR will cancel the admission.
- Dropout students if willing to continue their studies, they have to reapply as a fresh student. As a new admission, the candidate has to fulfill all requirements of the postgraduate program, including the UAT, prescribed fees, course work, etc.
- The BASR shall review the application for extension. In case of a valid reason for the delay, an extension up to one year may be granted to the student.
- The student shall pay the prescribed fee for the extension year according to the current fee structure. However, the BASR may partially or entirely waive the fees depending on the case-to-case situation.
- In case if a student fails to complete his/her studies even after extension, the student shall be considered as a 'Dropout'. However, under exceptional circumstances/ hardships during the extension period, the BASR may allow further time for completion of work. At the same time, the HEC shall also be intimated by the BASR for such a particular case of delay.
- The BASR, BMU reserves the right to reject any extension application or may request for more evidence in support of the application.
- All postgraduate students are expected to complete their studies well within the stipulated time. In cases where Masters studies enter the fourth year and Ph. D. into the sixth year, the candidate has to pay the prescribed annual tuition fee for the fourth and sixth year, respectively. However, for valid delays and on the recommendation of the supervisor, the additional tuition fees may be reduced or waived.

3 Migration Policy

- A student desirous of leaving BMU before completion of the postgraduate degree course shall apply to the Controller of Examinations, BMU, for issuance of a migration certificate.

- 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 Dean.
- The application must include the receipt for the prescribed migration fee (non-refundable) and a clearance certificate for any outstanding dues.
- 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.
- 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 admission fee.
- In case of loss of any substantial time (i.e., more than 50% courses have been completed), the competent authority on the suggestion of concerned Dean shall decide for the rejoining of the student either from the batch left or from any subsequent junior batch of that particular postgraduate program.
- The university reserves the right to decline the readmission once a migration certificate has been issued and the enrollment has been canceled.
- A transcript shall be provided for the courses completed and cleared at BMU.
- 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.

4 Transfer Policy

- A student, after completing the necessary formalities, including submission of relevant documents and NOC from the parent university, may request for transfer from any HEC/concerned regulatory body recognized institute/university to BMU.
- In the case of transfer to Baqai Medical College (BMC) and Baqai Dental College (BDC), the transfer policy of PM&DC shall be followed. Similarly, other regulatory bodies' policies shall be considered (if available) for other constituent institutions of BMU.
- The student has to provide a reason for transfer in writing through proper application to the concerned Dean.
- The transfer of a student to any class is subjected to the availability of a seat in that particular year/class at BMU.
- Credit hours shall only be transferred to any program at BMU if HEC/concerned regulatory body duly recognizes the program and institute/college/university from where the student seeks a transfer.
- NO 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.

- The admission criteria for any postgraduate program at BMU will remain the same for the transfer cases.
- If the applicant has not appeared in the entry test of the parent institution, he/she has to appear in the University Admission Test (UAT) of BMU. The passing criteria and eligibility for admission will remain the same.
- The transfer case of a student to any postgraduate program at BMU from any other institute/university shall only be entertained from the second semester of the first professional year based on the similarity of courses. The student shall either immediately join the subsequent session or will wait for its commencement.
- For first-semester transfer cases, the candidate has to seek a fresh admission following BMU admission criteria (e.g., UAT).
- Transfer to second or later professional years will only be accepted at the discretion of the competent authority. In such a case, the student STILL has to earn a minimum of 50% credits from BMU, i.e., 15 credit hours for M. Phil. including the thesis and 09 credit hours for Ph. D.
- NO improvement in any transferred course shall be allowed at BMU. However, a transferred student may do additional/prerequisite courses at BMU, as mentioned in Section 5.11. Any particular subject, which the student is studying for the first time; it will NOT be classified as a repeated subject for the student.
- Credits are transferred on course to course basis, i.e., a person taking course 1 at University X is allowed to transfer his/her credits to BMU provided that course 1 is equivalent to course 2 taught at the BMU.
- The policy of BMU for grades and passing marks should strictly be followed in each course. Any lesser grade (i.e., less than C for M. Phil. and less than B for Ph. D.) or percentage (i.e., minimum 60% for M. Phil. and 70% for Ph. D.) in any course(s) shall not be considered for transfer. In such a case, the student has to repeat the course at the parent institute/university or will complete the course and CGPA requirements by doing additional courses at BMU.
- A student must have a CGPR of at least 2.50 out of 4.00. Lower CGPR cases shall not be considered for transfer unless otherwise decided by the competent authority.
- In any case, FAILED students in any course(s) will not be considered for transfer.
- The transferred student has to appear in the FCE at BMU even if already cleared at the parent institute/university.
- The transcript to the transferred student shall only be issued for the courses that will be undertaken and completed at BMU, including the final certifying exam (FCE).
- 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.
- Keeping in view the variations related to academic systems (i.e., semester and annual) and CGPA calculations in institutions/universities, the following equivalence of GPA/CGPA and percentage is recommended for adoption as per the approved policy of BMU:

Numerical Grade	Alphabetical Grade	Grade Point
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(NG)	(AG)	(GP)
90% and above	A++	4.0
85% - 89%	A+	4.0
80% - 84%	A	4.0
70% - 79%	B	3.0 - 3.9
60% - 69%	C	2.0 - 2.9
50% - 59%	D	1.0 - 1.9
Below 50%	F	0.0

The percentage calculations from the GPA obtained from any institute/university following different CGPA calculation criteria, the minimum of the corresponding percentage shall be selected. For example, if a student gets a CGPA of 3.00, the percentage associated will be 71%.

A-	3.34 - 3.66	80 - 84
B+	3.01 - 3.33	75 - 79
B	2.67 - 3.00	71 - 74

- The credits transferred shall be counted towards the completion of degree requirements. The word 'Transferred' or only 'T' shall be written on the Final Transcript in such case(s). If only the alphabet 'T' is used, the full abbreviation should be explained on the transcript.
- The competent authority shall approve the request for credit transfer on the recommendation of the concerned Chairperson and the Dean.
- The transferred students have to follow all rules and regulations of BMU for attendance, examination, discipline, etc.
- Research project (synopsis) and thesis are NOT transferable.
- BMU reserves the right to reject any transfer case without any explanation despite being eligible for transfer.

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. Graduation transcript	Attached <input type="checkbox"/>	Not attached <input type="checkbox"/>	N/A <input type="checkbox"/>

vii. Graduation degree	Attached <input type="checkbox"/>	Not attached <input type="checkbox"/>	N/A <input type="checkbox"/>
viii. Masters transcript	Attached <input type="checkbox"/>	Not attached <input type="checkbox"/>	N/A <input type="checkbox"/>
ix. Masters degree	Attached <input type="checkbox"/>	Not attached <input type="checkbox"/>	N/A <input type="checkbox"/>
x. Ph. D. transcript	Attached <input type="checkbox"/>	Not attached <input type="checkbox"/>	N/A <input type="checkbox"/>
xi. Transfer fee receipt	Attached <input type="checkbox"/>	Not attached <input type="checkbox"/>	
xii. 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. Character certificate	Attached <input type="checkbox"/>	Not attached <input type="checkbox"/>	
4. Application with the reason for transfer	Attached <input type="checkbox"/>	Not attached <input type="checkbox"/>	
5. HEC status of the parent institute/university	Recognized <input type="checkbox"/>	Not recognized <input type="checkbox"/>	
6. Appeared in GRE or UAT	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7. Proofs of GRE or UAT	Attached <input type="checkbox"/>	Not attached <input type="checkbox"/>	
8. First semester	Completed <input type="checkbox"/>	Incomplete <input type="checkbox"/>	
9. Any failed course(s)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
10. Grades and % in each course [M. Phil.: NO D-grade and not less than 60%; Ph. D.: NO C-grade and not less than 70%]	OK <input type="checkbox"/>	Not eligible <input type="checkbox"/>	
11. CGPA	OK <input type="checkbox"/>	Below 2.5 <input type="checkbox"/>	
12. FCE	Given <input type="checkbox"/>	Not given <input type="checkbox"/>	

Entry test and Interview format

Format of the Entry Test:

- Total number of questions : 100
- 2 sets of questions
 - Research based* : 20
 - Specialty based : 80
- Format of questions : One best
- Total marks : 100
- HEC required marks
 - For Ph.D. : 70%
 - For M.Phil. / MSPH : 60%
 - For MS / MD & other programs : 50%
- Negative marking : NO
- Time allocated : 2 hrs

* includes research methodology, biostatistics, computer literacy and basic epidemiology and ethics.

Format of the Interview

Particulars	Score
1. Academic performance <ul style="list-style-type: none"> • Matric / O-level • Intermediate / A-level • Bachelor's degree • Master's degree • M.Phil. 	
2. Specialty oriented knowledge	
3. Research aptitude	----- -----
4. Commitment to research career	-----
5. Ability to communicate as a teacher	-----
6. Command over English language	
7. Ability to bear research related expenses	
8. General appearance & presentation	
9. Future plans	
10. Are HEC requirements fulfilled? <ul style="list-style-type: none"> • 18 years of education for Ph.D. • CGPR 3.0 for Ph.D. • Is Ph.D. program in the same specialty as M.Phil. degree 	----- ----- -----
11. PMDC requirements for MS & MD fulfilled?	

12. Score out of 50 = Rating amongst the candidates

13. Any other observations:.....
.....
.....

14. Recommended for Admission : yes / no

Names & Signatures of all members of the interview committee:

.....
.....

Date:

Things you need to know

All admissions in all postgraduate programs shall be through the Board of Advanced Studies and Research (BASR) in accordance with the directive from HEC/PMDC/PCP; supervisors shall not grant admission to the students on their own; they may however recommend candidates for admission. Admission for post-graduation shall be offered once a year. The advertisement of which is displayed on the newspaper and official website of BMU.

Students will be enrolled in the postgraduate program only if:

1. A willing or visiting and appropriately qualified supervisor in the desired specialty/subspecialty is on the full time faculty of the university
2. Course for the desired specialty has been designed and approved by the BASR and the academic council. A copy of the approved course along with the letter of approval should be placed in the secretariat of the BASR.
3. Course has been inspected, approved and recognized by the regulatory bodies (HEC/PMDC/PCP); a copy or the original letter should be placed in the secretariat of the BASR. The program shall not be offered without meeting all requirements (1, 2 and 3).
4. Application forms shall be available from the website on payment of prescribed fee for the application form online and the evaluation test to be conducted by the university.