



MBBS AND BDS STUDENTS TRANSFER / MIGRATION POLICY **BAHRIA UNIVERSITY, ISLAMABAD**

POLICY STATEMENT:

(Reference: PMC Medical and Dental Undergraduate Education (Admissions, Curriculum and Conduct) Regulations 2021)

1. A student enrolled in the medical or dental college can seek transfer to another college in the same program of the same level to a vacant seat available in the college.
2. There will be no restriction for the student to leave the college or transfer to another college. If more than one student applies against a vacant seat, then the transfer will be based on the merit. The merit list will also be displayed on the college website after all interested applicants have applied for transfer to a vacant seat.
3. Transfer is only permitted after 1st March of each year.
4. Registration from the Pakistan Medical Commission shall be mandatory.
5. All colleges shall at all times publicly display any vacant seats available in each year of the program on the official website. Authority(PMC) will also be informed of such vacancy within fourteen days (14) of such vacancy occurring.
6. Tuition fee already paid will be adjusted to the period spent by the student in the program. In addition, there may be penalty of 10% of the total annual fee, in case the student leaves in the middle of the academic year.
7. A foreign student seeking transfer to a Pakistani college must have a qualified the requisite NEB exam for the relevant academic year.

PROCEDURE FOR TRANSFERRING IN:

8. The student seeking transfer will apply in writing along with the certified documents as per attached application (**Appendix-1**) to the Principal of the respective college against the vacant seat.
9. The colleges will ensure that all the vacant seats have been publicly announced for at least fourteen days (14) and applicants' parent medical/dental college must be recognized by the PMC.
10. If there **is** more than one student seeking transfer, then final selection will be based upon merit. The merit list will also be displayed on the college website after all interested applicants have applied for transfer to the vacant seat. The same information will also be sent by email to PMC as an Excel or csv file by the concerned college.

11. Transfer to first year MBBS or BDS will be made on the basis of merit list, taking into account the MDCAT and HSSC / Equivalent scores (50% weightage to each will be given), which must not be less than the allowed percentage by PMC. Whereas, for transfer to 2nd year MBBS/BDS and beyond, the merit list will be made on the basis of the relevant previous professional scores of the applicant.

12. An equivalence committee shall also be nominated for determining the merit of the applicants at respective college, which will be chaired by its Principal. While determining equivalence, the committee will prepare a comparative matrix of subjects already qualified at previous institute and mapped to approved program roadmap being followed at BU along with conversion of grades into percentage. After approval of migration on merit, the same equivalence certificate will be used by Exams Dte, BUHO for registration of transferred students.

13. Application of the selected student(s), along with the details of vacant seats / merit list and equivalence certificate (if applicable) will be forwarded to BUHO (HS Dte) by the concerned Principal for the approval of the CA.

14. At BUHO, the application will be processed as a case file, while ensuring that all rules /policies of PMC are fully complied with.

15. After approval of the CA, the student will be permitted to join the desired college as per its terms and conditions.

16. PMC will be informed by the college immediately once the student joins the program under intimation to BUHO.

PROCEDURE FOR TRANSFERRING OUT:

16. Student seeking transfer out will submit the application in writing to the concerned college.

17. Student will get the clearance from the college including all the dues and he/she will be charged as per PMC regulations.

18. There will be no formal requirement of NOC but, Clearance Certificate shall be handed over to the students after all necessary procedures have been complied with by the college.

19. All vacant seats are to be informed to PMC by the college within fourteen days (14) of such vacancy occurring under intimation to BUHO.