**KHYBER MEDICAL UNIVERSITY ADMISSION REGULATIONS, 2017**

1. These regulations may be called “**The Khyber Medical University Admission Regulations, 2017**” in terms of **29(1)(c)** of The Khyber Pakhtunkhwa Universities Act, 2012 (amended 2016)
2. These **Regulations** shall come into force at once.
3. In these Regulations, unless the context otherwise requires, certain common expressions shall have the same meanings as assigned to them under **Section 2** of the Khyber Pakhtunkhwa Universities Act, 2012.

a. “Admission” means enrolment of a qualified student in an approved discipline by an Admission Committee constituted by the Vice-Chancellor provided the admission so made is confirmed by the Vice-Chancellor for enrolment and registration under these Regulations.

b. “Admission Committee” means a committee appointed for the purposes of testing, interviewing and examining the suitability of candidates for admission and selecting candidates for admission for approval by the Vice-Chancellor under these Regulations.

c. “Registration” means the entry of the candidate enrolled in a class in the University Students Register by the Registrar after full verification of eligibility and particulars of a student after payment of prescribed fee and issue of a serially numbered Registration Card in token of completion of admission and the grant of privileges appurtenant to it.

d. “Migration Certificate” means the certificate of transfer of a student on roll in an institution within the jurisdiction of another University or Board of Intermediate and Secondary Education or any other teaching Institutes, constituent or affiliated college of the University with the consent of the respective institutions provided that the student is eligible for admission under these Regulations and in conformity to the section 24 of KMU Admission Regulations 2017. e. “Transfer Certificate” means the certificate granted to a student of having attended a college or teaching Institute within the jurisdiction of this University for admission in a corresponding class in another college or University teaching Institute within the jurisdiction of this University as per section 25 of the KMU Admissions Regulations 2017.

1. Admission to higher education level not being a matter of right shall be selective on the basis of merit, aptitude and ability to benefit from a particular stream of learning and subject to availability of academic and physical facilities but it shall be without any discrimination on account of caste, creed, colour or sex with the exception in case of reservations on account of belonging to a particular segment of population as may be determined by the Syndicate in each case.
2. As far as possible seats for each class shall be fixed well in advance before the beginning of each session and announced by public notice.
3. Applications for admission in any degree programme of the university shall be invited by the Director Admission through advertisement by the University Teaching Institutes for the stipulated number of seats in the prescribed form to reach the Head/Principal of the Institute for concerned by the fixed date.
4. Applications for admission in any degree programme of the university in the prescribed form and complete in all respects must reach the office of the Head of the institute concerned within the stipulated time period mentioned in the advertisement.
5. A candidate may apply for admission in more than one discipline and each application shall indicate the degree programme applied for. Application processing fee/prospectus fee shall be deposited separately against each program/discipline applied for, however, single application admission application form can be used to apply against both Open Merit & FATA category seats in a particular program/discipline. (islam sb to be called) different disc with diff eligibility to control proxy from assistants this practice previously tested and failed
6. Applications for admission shall be scrutinized by the Institutional Scrutiny & Admission Committee comprising of the following members:-
7. **Composition of Scrutiny & Admission Committee**
8. Director/Principal/In-charge/Consultant/Coordinator **Chairman**

 /Head of Concerned Insitutions

1. Two senior most faculty Member(s) of the concerned discipline / institute **Members**
2. Nominee of Director Admissions not below the rank of BPS 17 **Member**
3. Office Manager/Section Incharge/Office Assistant **Secretary**

 (In order of seniority where applicable)

1. **TORs for the Scrutiny of applications:**
2. The committee shall scrutinize admission application forms for the respective advertised program in light of the approved eligibility criteria/advertisement and accord weightage as per prescribed criterion.
3. The committee shall complete the assigned task within prescribed time limit.
4. The committee shall be responsible to address the concerns of the applicants regarding their ineligibility (if any) and weightage accorded in the merit.
5. **TORs after the scrutiny of applications:**
6. The committee shall evaluate the candidates in light of the eligibility and selection criteria.
7. The committee shall conduct test/interview (where applicable) and select the suitable candidates for admission.
8. The committee shall submit the recommendation of selected candidates for admission to the Directorate of Admissions.
9. The committee shall also be responsible to review the admission policy from time to time and suggest changes for consideration and approval by the Competent Authority.
10. All admissions shall be made strictly on merit. The Scrutiny & Admission Committee shall prepare and notify a statement indicating the relevant weightage assigned to the following factors of merit on the basis of which admissions shall be granted
	1. Performance of the candidates based on the laid down criteria.
	2. Performance in the interview. (where applicable)
	3. Any other factor that the Scrutiny & Admission Committee may consider relevant with the prior approval of the competent authority.
11. If any candidate fails to appear before the Admission Committee for an interview at the fixed time he/she shall not be considered for admission.
12. Admission granted by the Admission Committee shall be provisional and will not mean any commitment or entail any legal liability till it is approved by the Vice Chancellor.
13. In case of doubtful or undefined validity of any academic qualification as equivalent to a recognized examination the provisional admission shall be subject to the verification or recognition of the qualification by the Equivalence Committee of the Academic Council or relevant regulatory body / council.
14. Within 30 working days of completion of admissions the name, parentage, date of birth, examination passed with year, Roll number, marks, division, institution last attended and the course to which a candidate has been admitted shall be reported to the Vice-Chancellor in the prescribed form with the recommendations of the Admission Committee after due verification of the particulars of candidates and payment due from them, for approval by the Vice-Chancellor and registration in the University, Students Register for issue of Registration Card etc.
15. All applications shall have the following enclosures

a. Attested photocopies of all the certificates, degrees and transcripts of examinations passed.

b. Character certificate from institution last attended or in case of private candidate a certificate of good character signed by a Magistrate First Class, Councillor of District Govt:, Nazim or MPA of the area, a Notary Public or Headmaster / Mistress of the High School or any other officer of the Education Institute of equal or higher rank.

c. Income certificate from the guardian’s employer or revenue or Income Tax Officer or a Magistrate first class or an affidavit attested by a Notary Public.

d. Medical certificate from a registered medical practitioner holding at least a MBBS degree from a recognized University.

e. Three passport size photographs.

f. Migration certificate in the case of students who have passed the last qualifying examination from some other University / Board of Pakistan.

g. Original documents shall be produced at the time of interview.

h. An undertaking on judicial stamp paper according to the prescribed format.

1. All applications must be sent by Registered Post or by hand so as to reach the concerned institute / college on or before the last date of admission. Application form received after the due date shall not be entertained unless the prescribed application / prospectus fee has been deposited on or before due date
2. Every application should be accompanied by an undertaking on Judicial Stamp Paper by the applicant, countersigned by his guardian that he / she would abide by the Statutes, Rules and Regulations of the University and instructions to him from time to time by his teachers and the Vice-Chancellor, Dean of Faculty, Chairmen of the Institutes and the Principal of the College.
3. **Eligibility**:-

(a) Admission to the Masters / MPhil degree programmes of the university shall be open as per criteria duly advertised for admission by the University .

(b) Admission to the PhD degree programmes of the university class shall be open to the candidates who have passed the masters/MPhil examinations of the University or any other recognised University, securing at least First division (Annual system) or CGPA 3.0 out of 4.0 in semester system in the subject / discipline in which the applicant is seeking admission.

1. **Selection**: Selection of candidates to MPhil programmes shall be based upon,
2. Merit based on entrance test (40%), Academic record (40%) & Interview (20%)\*
3. Selection of candidates to PhD programmes shall be based upon,
4. Subject based GRE test (conducted by the university) with minimum passing score of 70%. Whereas 60% passing score is required for subject GRE test conducted by acceptable / recommended testing agencies by HEC
5. There shall be three subject experts to be appointed by the concerned Head of Institute after approval from the competent authority, who will be responsible for:
6. Paper setting, conduction of test and evaluation of test
7. Preparation of result and merit list

\*(scoring may be amended from time to time according to HEC regulations.

1. **Withdrawal**:
2. Students may be allowed to withdraw from a course during 4-6 week of the semester. In such a case the transcript shall record that the student enrolled in the course and withdrew. Consequently, grade W will be awarded to the student which shall have no impact on the calculation of the CGPA of the student.
3. A student withdrawing after the 6th week shall be automatically awarded "F" grade which shall count in the GPA and stay on the transcript.(HEC Policy guidelines,8.4 and 8.5)
4. **Cancellation Of Enrolment**

If a student fails to attend any lecture during the first four weeks after the commencement of the classes as per announced schedule, his/her admission shall stand cancelled automatically without any notification

1. Admission in each next semester of degree programme shall be subject to the qualification of previous semester as per examination regulations.
2. Student who has completed the prescribed number of lectures and practical of a semester of degree programme of the university at any level, shall not be allowed for re-admission to the same semester regardless whether he under take his final examination for that semester.
3. **Admission by Migration**:- Admission may be allowed at any time of the year by migration of a student from any other University to this University in a corresponding class provided that:-

(a) The applicant produces a migration certificate from the University last attended along with a statement of total number of lectures delivered in the class and attended by the applicant along with a character certificate.

(b) That the Head of the Institute or the Principal concerned is agreeable to accept the applicant and has the necessary academic and physical facilities for the original combination of subjects or papers offered by the applicant at the time of his original admission.

(c) That prior permission is obtained from the Vice-Chancellor for such admission and a candidate fulfils the conditions of admission laid down in these regulations.

(d) Migration shall be allowed only from one public sector medical college/ institute/university to another public sector college / institutes.

(e) Migration from a private medical college/institute to public sector college / institutes shall not be processed. However Migration from any public sector college / institute to another private sector college / institute shall be permissible. Furthermore migration from one private college / institute to another private college / institute shall also be allowed

(f) Mutual migration is not allowed.

(g) Migration will be allowed only when a vacant seat is available in the corresponding class, not exceeding the total permissible strength of the college/institute.

(h) All the applications shall be routed through the Head of the college/institution.

(i) No case shall be processed without provision of No Objection Certificate. Both the Principles of the concerned college/institute shall give No Objection Certificate prior to the final approval by the Vice Chancellor KMU.

(j) The migration fee to be deposited in KMU account, will be Rs. 20,000/-(Twenty Thousand) for student seeking migration from college / institute within the province and Rs. 50,000/-(Fifty Thousand) for students migrating from other provinces and abroad.

(k) The migrating students must clear all the dues of the college where he/she remained for more than 06 months.

1. The admission by transfer of credit hours shall be allowed upon the recommendation of KMU Equivalence Committee:-
	* 1. Such a transfer is mutually agreed to by Heads of Institutes or Institution concerned.
		2. All such transfers shall be reported to the Academic and Examination Sections of the University.
		3. Fee amounting to Rs. 20,000/-(Twenty Thousand) for college / institute within the province and Rs. 50,000/-(Fifty Thousand) for students of other provinces and abroad shall be deposited in KMU account for transfer of credit hours.
2. **TRANSFER OF CREDIT HOURS FOR GRADUATES**
3. Credits are transferred on course to course basis i.e. a person taking course A at University X is allowed to transfer his/her credits to University Y provided that course A is equivalent to course B taught at the Y University provided that course A and B are atleast 70% similar in contents.
4. No credit hour of a course will be transferred if the grade is less than C for undergraduate and B for graduate.
5. Students may be enrolled (if they fulfill their criteria) for any semester or for any single class and issue the students a transcript for the courses completed.
6. Credit hours may only be transferred between duly recognized HEIs and internationally recognized universities.
7. **Re-admission**:-
8. If a student on the rolls remains absent from his class continuously for 14 days or more without a reasonable cause, he will be liable to be struck off the rolls of the Institute or college. Such students may be re-admitted only in case the Admission Committee is satisfied that the absence was not wilful or was due to circumstances beyond human control, provided such an application is submitted within 15 days after the order of the removal of student from rolls.
9. Re-admission fee of Rs. 1500/- shall be charged and credited to the University Fund. The late fee shall be applicable as per section 36 of the KMU Admissions regulations, 2017
10. **Miscellaneous**:-
11. If any of the particulars given by the candidate in his application form for admission is found incorrect or false or facts suppressed he shall be refused admission.
12. If incorrect or false statements or the suppression of facts are detected after a candidate has been granted admission, his admission shall be cancelled and he may be expelled from the University.
13. In all cases where these regulations are silent or where there is difference of opinion about their interpretation, the decision of the Vice-Chancellor shall be final provided they are not inconsistent with these regulations.
14. One seat is reserved for admission in Each M.Phil & Ph.D Basic Sciences program for disabled candidates.
15. A candidate / person convicted of any offence in a Court of Law including moral turpitude and having served a sentence in a Jail is debarred from seeking admission in the University.
16. **Reserved Seats:** The criteria for FATA-IN reserved seats for admission in undergraduate programs will be as under:-
	1. Seats will be reserved for FATA-IN candidates in MBBS and BDS possessing valid FATA domicile certificate. The number of seats shall be as prescribed in the relevant prospectus of the admission year.
	2. Admission to **FATA-IN** seats shall be made purely on the basis of **merit** among the contesting **FATA-IN** candidates.
	3. Admission of FATA-IN candidates to MBBS and BDS programs shall be in conformity to rules and regulations of SAFRON/FATA secretariat Khyber Pakhtunkhwa.
	4. FATA candidates shall apply against subsidized as well as on semi subsidized seats
	5. Admission to **FATA-IN reserved seats** shall be made on the basis of the following priority of obtaining un-interrupted education [not passing exam] within the FATA. The following criteria of priority shall be applicable to FATA**-IN** candidates
17. Class 1 to F.Sc premedical (both part-I and II) from FATA.
18. Class 1 to Matric with science (both 9th and 10th) from FATA & F.Sc from anywhere outside FATA.
19. Class 1 to Middle from FATA and Matric & F.Sc from anywhere outside FATA.
	1. In case of non availability of candidates from the given list of priorities, then admission shall be granted on the basis of FATA out candidates.
	2. If the seats allocated for candidates from FATA applicants remain vacant, these vacancies will be converted to open merit seats.
20. TWO **seats** for the wards of regular employees of KMU shall be reserved with full fee concession (free ship) in all undergraduate programs.
21. **ENROLLMENT/REGISTRATION IN COURSES IN SEMESTER SYSTEM:**

Students shall not be allowed to add or drop a course/change of discipline after the end of the second week of the First Semester.

1. **Dual/double Degree**: The Higher Education Commission, Islamabad policy duly communicated vide No. Degree/AD-1/QA/HEC/2015/674 dated 13.11.2015, of Higher Education Commission, Islamabad stating policy for dual degrees awarded in same year or session clash with same or different mode shall be followed.
2. **Fee Policy*:***
3. The fee and dues will be charged from each student irrespective of his / her year/ Semester of admission as per details given in the prospectus.
4. All fee and dues of the first semester must be paid on or before the last date mentioned in the offer letter/merit list of admission, otherwise his/her admission will be cancelled and seat will be offered to the next candidate on merit list.
5. For subsequent semesters fee and dues for academic year if not paid within 15 days of start of semester a fine of Rs. 100/- per day will be imposed. If the student fails to pay his/her fee and dues within 30 days, his/her name will be struck off from the institution.
6. Calculation of late fee fine:-

 The late fee fine shall be calculated from the due date till the date of deposition of semester fee, if the semester fee is submitted before the end of each respective semester/annum the fine should be upto a maximum of Rs. 10,000/- Ten thousand only.

1. **DETAINED/RE-APPEAR STUDENTS FEE POLICY:**
	* + 1. **MBBS/BDS:** In pursuance of the Pakistan Medical & Dental Council, Islamabad letter No. 30-Misc (detained student fee)/Council-2014/268510 dated 06.01.2015 or as amended from time to time. The fee charged to the detained student (MBBS/BDS) shall be one third (1/3) of the total annual tuition fee as per PM&DC regulations (for the each failed subject). In case if a student is failed in all subjects 75% of annual tuition fee shall be charged.
			2. **FOR ALL OTHER PROGRAMS**:
	1. Those students who fail in annual/semesters examination and are re-admitted in the same class shall be liable to deposit 50% of the tuition fee for all category students of the constituent institutions of KMU, prescribed for the year/semester.
	2. Those students who do not appear in the final term / end of term exam due to shortage of attendance, willful absence shall be charged 100% tuition fee for that semester and will be liable to repeat classes.
		* 1. **FEE FOR REPEATING MODULE**:

Students who intend to repeat the dropped module shall be liable to pay 50% of the semester tuition fee for all category students of the Constituent Institutions of KMU prescribed for the year/semester.

1. Application processing fee for admission / prospectus fee shall be non-refundable.
2. Semester / annual fee refund policy shall be as approved by the syndicate
3. **Regulations for Programs involving Contact Sessions (e.g. MHPE & MHR)**
	1. Contact session freezing policy and re-joining the course admissions
4. Attending 1st contact session is mandatory. No freezing/dropping shall be allowed in the first contact session. The dropped/freezed contact session shall be counted towards the period required for completion of the course work.
5. A student can freeze a contact session, after passing his/her previous module(s) successfully with all dues clear. Moreover, he/she will inform the institute in written at least a week before commencement of the next contact session.
6. A student will re-join the course from the freezed contact session of module with next batch.
7. On re-joining the course with next batch a student will deposit fee as per KMU Policy of that time.
	1. Repetition of modules/contact session admissions
		1. A student who has not submitted/completed all the assignments assigned of any module will repeat the contact session along with assignments and paper.
		2. A student who failed a module will repeat the module he/she failed along with assignments and paper with next batch.
		3. Fee for repeating module will be charged @ 50% of ONE contact session fee (One contact session fee is 1/3 of the annual fee).
	2. Promotion to Next Contact session admissions

Requirement for promotion to next session shall be as follow;

1. A student who has submitted/completed assignments as well as examination of the module will be promoted to next contact session.
2. A student, who has not submitted the assignments of 1st Module in due course of time after attending the 1st contact session, will be considered dropped from the program.
	1. Fee Refund Policy (for programs based on Contact Sessions) admissions
		* 1. Full (100 %) Fee will be refund if applied within 04 days of commencement of 1st Contact Session.
			2. Half (50 %) Fee will be refund if applied within 07 days of commencement 1st Contact Session.
			3. No Fee (0 %) will be refund if applied on or after 8th Day of 1st Contact Session.