



ADMISSION POLICY

In conformance with PM&DC and UHS

Standard 8.1: Admissions in Conformity with Rules & Regulations

Admissions & Studentship:

1. Admissions shall be on open merit and as per PM&DC's regulations on the subject. All prescribed quotas shall be adjusted strictly within the seats allocated by the PM&DC for the annual admissions and shall meet PM&DC's admission standards. Medical examination including screening for infectious and communicable diseases shall be done before the admission and recorded in medical notes. In the admissions process and throughout study in the institution, there shall be no discrimination on the basis of gender, regional orientation, age, race, creed or national origin. Migration and student exchange policy shall be as laid down in the Pakistan Registration of Medical and Dental Practitioner Regulations, 2008. All students shall display their PM&DC's student registration cards while in the institution. (Authority - The Gazette of Pakistan 26th January 2012 - Clause 30)
2. Admissions are held from 01 November each year according to schedules published by the University of Health Sciences. Candidates interested in applying for admissions in medical studies (MBBS) at Avicenna Medical College must apply through the University of Health Sciences (UHS), Lahore. As per the Central Induction Policy (CIP), all admissions are conducted by the UHS and therefore, Avicenna Medical College will NOT be taking any application from the candidates. Candidates may give their reference for Avicenna Medical College on the UHS Application Form.

The following additional information will be helpful:

- a. Candidates are required to submit applications on prescribed Application Form only which can be downloaded from the UHS website: www.uhs.edu.pk
- b. The instructions on the form are to be read carefully by the students before filling the Application Form. In case a student has any doubt, a student can consult a knowledgeable elder. Candidates are advised to go through the Pakistan Medical & Dental Council (PM&DC) admissions, House Job and Internship Regulations 2018 before applying for the admission into private sector Medical / Dental Colleges.
- c. Application form is not to be altered, torn or part any page from the application, even if it is not relevant to the student.

Standards

- d. The form must be filled-in by the candidate in his/her own handwriting in BLOCK letters using blue ink only.
- e. All fields are to be filled-in. Where information sought is not relevant to the student he/she can write N/A.
- f. Cutting /erasing / overwriting is not allowed. Application Forms with cutting/erasing/overwriting are liable to be rejected by the UHS.
- g. The candidates are required to declare their choices for the particular Private Sector Medical / Dental Colleges affiliated with the UHS, in order of preference, in a space provided for that purpose on the Application Form. Candidates are strongly advised to think carefully before declaring their preferences. Preference once given shall be final and cannot be changed once the form has been submitted. They must write down full names of the college, as per their choice. Abbreviations are not to be used. Students will be considered for those colleges for which they will show their preferences.
- h. The applicant will never be considered for a college which he/she has not written down in the list of choices. The University shall not assign a college by itself if the alternate choices are not indicated.
- i. The applicant is required to opt for medical colleges offering MBBS and dental colleges offering BDS on the same form. He/she cannot submit separate forms for MBBS and BDS.
- j. There are 30 fields in the application form for the applicant to enter his/her choices for the colleges. He/she can therefore, can enter choices as specified by the UHS. However, the applicants are advised not to opt for those colleges where they do not wish to get admission.
- k. Candidates are required to submit single application form for both MBBS and BDS. A candidate cannot submit more than one application form.
- l. Incomplete or unsigned application forms will be rejected by the UHS.
- m. Candidates shall submit their application forms by hand at the University of Health Sciences. Application form received by post shall not be entertained.
- n. The candidates shall submit duly filled application form, according to the notified schedule, at the University of Health Sciences, Lahore.
- o. Three attested copies of matriculation (SSC) result card/certificate. Candidate having foreign qualifications shall provide the attested copies of equivalence certificate issued by IBCC along with the transcripts issued by the examination body.
- p. Three attested copies of HSSC / FSc Premedical result card / certificate/ candidate having foreign qualification shall provide the attested copies of equivalence certificate issued by IBCC along with the transcripts issued by the examination body.
- q. Three copies (not to be attested) of provincial/regional admission test result card. The candidates applying for foreign/overseas seats can also provide the attested copies of SAT II / MCAT scores in lieu of provincial / regional admission test scores.
- r. Three attested copies of the domicile of the candidate. Candidates applying for foreign/overseas seats shall provide the attested copies of their valid Foreign and/or

Standards

Pakistani passport respectively. Dual nationality holders can also provide the copies of NIC/NICOP/POC in lieu of their Pakistani passport.

- s. Four recent color photographs of the candidate (4.5 cm high x 3.5 cm wide) / one to be attested on the front the other three on the back.
- t. The candidates whose date of birth is not mentioned on their matriculation or equivalent certificate, shall have to provide their Birth Certificate issued by a relevant authority.
- u. The documents attached with the application form must be attested by a government officer in BS-17 or above.
- v. A photocopy of the filled application form should be kept for future reference.
- w. Applications must ensure that:
 1. The photocopies of attached certificates and documents are taken on A4 size paper only.
 2. The print is clear and legible only.
 3. Both sides are photocopied and attested if the original document is printed on both sides.

Processing at UHS:

3. All applications are processed at the University of Health Sciences and an order of merit is determined. The University then takes the student's preferences and makes lists for various colleges and permits them to contact the students and offer admissions according to the list sent to them. This process is repeated a number of times as there are a fair percentage of candidates who cannot afford to get admission or who would like to improve their aggregate to secure an admission in a Public Medical College.

College Admission Committee:

4. The process of contacting each student according to the list sent by University of Health Sciences to the college and sifting those who are interested in getting admitted from those who are not is done by the College Admission Committee. The Committee comprises of the Vice Principal and two Professors from the Faculty.

Once a particular list has been exhausted, the college reports back to the UHS and sends a list of those who have been admitted. The UHS then replenishes the list for those who may have been upgraded to any other college and those who have declined to take admission for any reason and sends a new list to the college to be considered by the College Admission Committee.

Admission:

5. On admission, all candidates are required to pay the fees. The Avicenna Medical College abides by the PM&DC and UHS regulations in entirety. The following fees are charged:

Tuition fee

Presently Rs. 9,50,000

Standards

Admission fee	Presently Rs. 50,000
Transport fee & other miscellaneous fees (7 no.s)	Presently Rs. 60,000
PM&DC Registration	Presently Rs. 15,000
University registration	Presently Rs. 15,000
University dues	Presently Rs. 52,250 (5.5% of tuition fee)
Withholding tax	Presently Rs. 47,500 (5% of tuition fee)
Verification fees	Rs. 3,000

Fees can be paid through bank draft, pay order or may be deposited online. The fee challans are generated through a software Campus on Cloud (CoC). This challan has an individual bill ID for each student which can be paid in any Bank of Punjab (BOP) branch throughout Pakistan. A student is considered to have been admitted only after the fees have been received.

The level of fees at the time of admission remain unaltered throughout the students' stay at the college.

Detained Students:

6. Students who get detained for any reason are expected to pay the fees again. However, those students who may have been detained for failure in any of the subjects only pay the percentage of fees for the subject for which he/she has failed e.g if a student has passed one out of three subjects he/she will pay 66% of the tuition fee for the two subjects he has failed. Where four subjects are taught in a class, 25% tuition fee is allocated for each subject failed. If a student has failed in all the subjects, he/she will pay full fees and charges for the class again. All other charges are received in full.

Subsequent Fees:

7. As per the on-going schedule most examinations are held in the month of September/October of each year with the senior classes (4th & 5th year) spilling in to November/December. The college expects all fees to be cleared before the send-up examinations and a plausible time frame is 31st July each year.

Examination Fees and Other Fees:

8. Students are expected to pay other fees to UHS and which may include amongst other the following:
 - a. **Examination Fee:** As per rates specified by the UHS (Presently Rs 5,750)
 - b. **Verification Fee:** Rs 3000. This is charged by UHS for verification of all certificates are submitted for fresh admission.
 - c. **Processing Charges:** Up to Rs. 2000 if and when demanded by the UHS.

Standards

- d. **Registration Fees:** For the fresh admissions only. UHS would specify each year. Currently it is Rs. 15,000.
- e. **Photograph Fee:** The College has its dedicated photographer. A number of photographs are used every year on various forms for UHS, PM&DC and Examination Forms. An expense of Rs. 3,000 is expected every year. This would include charges for Student's College ID Card.

Clearances:

9. The College expects all students to get clearances at the following occasions on the clearance forms especially designed for this purpose.
 - a. Every year before being offered for the annual exam
 - b. At the time of leaving the College permanently for any reason.
 - c. Whenever desired by the College administration

Refund:

10. Refund policy is followed strictly as per PM&DC Regulations which specify the following:
 - a. Fresh admissions:
 - 1) Students who withdraw before commencement of classes or leave within 3 weeks of commencement of classes receive Full refund except Admission Fee
 - 2) Students leaving within one month of joining or commencement of classes receive 50% refund of tuition fee
 - 3) Students leaving after two months of commencement of classes. No Refund on tuition fee for one year only and is according to Regulation on Migration of PM&DC and the UHS.
 - 4) Migration/Expulsion etc. no refund of any fees.
 - 5) Detainees will get a 25% waiver of tuition fee for one year only and if further detained a full yearly fee.

Escalations:

11. Fee escalations are only possible when sanctioned by the PM&DC. However, the College reserves the right to change other fees to include transport, utilities, breakages and hostel fees etc. without notice in view of rules and regulations.