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|  | HITEC-Institute of Medical Sciences | |
| | SOP for Migration of MBBS Students | |
| | DOCUMENT #: SA-SOP-05 | ISSUE # 01 |

Standard Operating Procedure for Migration of MBBS Students


In Compliance with ISO 9001:2015 Standard (NUMS Migration Policy)
(Clause # 8.5.1 of ISO 9001:2015 Standard)

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| Drafted By: | _____ | 01st December 2020 |
| | Head of Department | |
| Reviewed By: | _____ | 05th December 2020 |
| | Director Adm & Ops. | |
| Approved By: | _____ | 10th December 2020 |
| | Principal | |

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Amendment Sheet

| Date | Revision # | Amendment Detail | Section Affected | Amendment Approved by | Signatures |
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1.0 PURPOSE:

1.1 The purpose of this procedure is for migration of MBBS students institute wide.

2.0 SCOPE:

2.1 This procedure is applicable to Student Affairs Department.

3.0 ABBREVIATIONS:

| | |
|-------|---|
| NUMS | National University of Medical Sciences |
| PMC | Pakistan Medical Commission |
| HITEC | Heavy Industries Taxila Education City |
| IMS | Institute of Medical Sciences |

4.0 RESPONSIBILITIES AND AUTHORITIES:

- 4.1 Principal
- 4.2 HoD.
- 4.3 Manager Student Affairs

5.0 PROCEDURE

5.1 Migration will be allowed from one recognized college to another recognized college; only after clearing 2nd Year Professional examination in the form of NOC by the applicant and with the written consent of both the Principals (relieving & accepting colleges) and their respective Universities.

5.2 Migration of Pakistani students studying in overseas medical Colleges shall be allowed provided:

- There is a scheme of reciprocity between the two countries or Specific permission has been granted by PMC to register those basic qualification or the qualification is included in the PMC schedules permanently without any prohibiting provision.
- Other cases of migration of overseas migration shall be placed before the PMC Executive Committee for consideration on individual merit and the decision of the Committee which shall be final.



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- 5.3 The migration proforma can be downloaded directly from PMC website to be filled by the candidate and submitted to the PMC after completion.
- 5.4 The accepting college can only allow a migration if any of its students has either left college on his / her own choice or if any of the students has exhausted four chances of clearing a university examination. The college has to inform both PMC and University of the vacant seat within two weeks of its occurrence.

6.0. RELATED DOCUMENTATION

| Sr. # | Document name | Document Number | Retention Period |
|-------|------------------|-----------------|------------------|
| 1. | Application Form | SA-FORM-03 | |