

National University of Medical Sciences, Islamabad.

Guidelines for NUMS Affiliated and Attached Medical Colleges for admissions in MBBS/BDS session 2023-24

1. Admission Deadlines in NUMS Private Sector Medical Colleges

The admissions of MBBS Program in NUMS private sector medical colleges shall be completed by **02 January 2024** as approved by Admission Committee during meeting held on 27 September 2023 at NUMS Sect. The classes of MBBS program will commence from **15 January 2024**.

Note: No admission in MBBS Program is allowed after 31 January 2024 as per PM&DC.

2. Admission Deadlines in NUMS Private Sector Dental Colleges

The admissions of BDS Program in NUMS private sector medical colleges shall be completed by **31 January 2024** as approved by Admission Committee during meeting held on 27 September 2023 at NUMS. The classes of BDS program will commence from **06 February 2024**.

Note: No admission in BDS Program is allowed after 28 February 2024 as per PM&DC.

3. Phase I – Generation of Merit List

- a. The University shall prepare college-wise and program wise merit list of candidates as follows: -
 - i. Merit List of MBBS & BDS (Open Merit Seat)
 - ii. Merit List of MBBS & BDS (Foreign Quota Seat)
- b. Complete College Wise Merit list will be displayed on NUMS website.
- c. The Merit List of each college available on NUMS Website may please be downloaded for display on the College Website and Notice Board.
- d. Merit list along with details of Candidates in excel sheet will be forwarded to College **Focal Person** on his/her official email address.

Note: Data in the excel sheet consists of personal information of the candidates and will be for the use by Colleges only. Do not upload that data on college website.

- e. Editing/Change of marks or any other information in merit list, that impact upon aggregate calculated by NUMS, is strictly **NOT** allowed. For any dissimilarity observed in SSC/HSSC/O/A level obtained marks during verification of documents at the time of selection of candidate, the college will inform immediately to NUMS Admission Office.

4. Phase II – Admissions

- a. As per provisions of PM&DC- Medical and Dental Undergraduate Education Regulations 2023 para 5(4) *“There shall be no admission which violates the fundamental principle of merit and all admissions shall be strictly on merit as per the merit criteria announced and pursuant to the fundamental principle of merit as mandatorily applicable”*.
- b. **College will not offer admission and charge fee to candidates more than allocated seats / vacant seats.**
- c. College will make provisional admissions on allocated seats as per authorized distribution of seats while adhering strictly to merit.
- d. Colleges will inform and offer provisional admission to an applicant who is on their merit list through email, SMS and telephone (as per sequence of merit list provided by NUMS) and will also keep record of the correspondence with each candidate as a documentary evidence for reference (if required at any stage to avoid litigation and ensure transparency).
- e. **Mandatory Documents of Admitted Candidates & 1st Tier Verification – Open Merit /**

Quota Seat:

College shall collect and verify the following documents from candidate selected on **Open Merit / Quota Seat** at the time of admission: -

- i. Passport size Photograph
- ii. Copy of CNIC/NICOP/Passport (both Candidate & Father)
- iii. Domicile (where applicable)
- iv. Original SSC Mark sheet & Certificate attested by IBCC
- v. Original HSSC Mark Sheet & Certificate attested by IBCC
- vi. Original Transcript / Certificates of O/A Level (where applicable)
- vii. IBCC Equivalence for O-Level & A-Level (where applicable)
- viii. Copy of NUMS (MDCAT) - 2023 Result
- ix. Nomination Letter for Quota Seat (where applicable)

- x. Undertaking form as mentioned in Para 5
- f. **Mandatory Documents of Admitted Candidates & 1st Tier Verification – Foreign Seat:**
College shall collect and verify the following documents from candidate selected on **Foreign Seat** at the time of admission: -
 - i. Passport size Photograph
 - ii. Copy of NICOP / Passport (both Candidate & Father)
 - iii. Original Transcript & Certificates of SSC/O-Level/10th Grade
 - iv. IBCC Equivalence for O-Level/10th Grade
 - v. Original Transcript & Certificates of HSSC/A-Level/12th Grade mentioning the name of institute
 - vi. IBCC Equivalence for A-Level/12th Grade
 - vii. Certificate from the institution last attended for HSSC/ A-Level /12th Grade
 - viii. Copy of NUMS (MDCAT)-2023 Result / Valid MCAT (USA) / Valid UCAT (UK) **(whichever is mentioned in Merit List)**
 - ix. Undertaking form as mentioned in Para 5

NOTE: IBCC Attestation is only for SSC and HSSC Result cards / Certificates issued by BISE. Equivalence issued by IBCC to O/A Level students do not require any attestation from IBCC.

- g. For each candidate selected on merit, the college must verify / double-check the obtained marks mentioned in SSC/HSSC/IBCC O/A level Equivalent result cards with the marks entered in the Merit List before issuance of any final confirmation letter of admission to candidate. In case of any discrepancy found in marks obtained and entered in merit list, the college shall immediately inform the NUMS Admission Office for further necessary action. **Editing of marks in Merit List by college itself is strictly NOT allowed.**
- h. In situation where a candidate has an improved HSSC/A-Level result at the time of selection and he/she did not inform the NUMS Admission Office by or before 10 November 2023 (but initially they applied based on their previous HSSC/A-Level result), the aggregate will be calculated based on the previous result. The college, at the time of admitting the candidate, will collect HSSC/A-Level Result Card on which merit was calculated by NUMS. However, the college can keep a record of improved HSSC/A-Level result.

Note: The college will not be allowed to change the marks of HSSC/ A-Level obtained marks as per their improved result and consequently, cannot change aggregate score/ merit in the merit list issued by NUMS and on while entering data on PM&DC portal.

- i. The college shall give at least three working days to the applicants for submitting their fee which shall represent the acceptance of the offer by the student.
- j. Students shall have the right to accept the offer for provisional admission by payment of fee. Failure to accept provisional admission shall allow the student next in line to accept the admission.
- k. Each college shall display a daily update of seats filled and seats vacant on its website so that the candidates next in line have better information of their chance of getting admission. The same will also be shared with NUMS Admission Office regularly on a proper format.
- l. Each college shall maintain record in excel sheets of refund cases, acceptance of provisional/final admission and rejection by the applicants and paid fee status. Each record must have evidence, either in the form of email or SMS.

Note: The University may call for the record maintained in excel sheet at any time and the college shall provide such record within twenty-four hours of being requisitioned.

- m. If any foreign seat remains vacant due to unavailability of eligible candidates, it shall stand transferred to open merit quota and the student shall be charged fee and charges prescribed for open merit seat. An ineligible candidate shall not be admitted against such seats.
- n. Each college will send the final list of admitted students in MBBS & BDS program within one week after closing of Admissions (**31 January 2024 for MBBS and 28 February 2024 for BDS**). No admission after these dates shall be registered with PM&DC.
- o. After completion of admission process on allocated seats, all affiliated and attached Medical and Dental Colleges will render an undertaking that they have selected candidates strictly on merit as provided by NUMS and verified educational & personal documents of the finally selected students.
- p. After closure of admission process, the Council shall notify a date to fill vacant seats. No admission shall be allowed on vacant seat after the notified date.

5. Undertaking for 'Not Admitted' or 'Admitted' in any other college:

- a. **PM&DC Medical and Dental Undergraduate Education Regulations 2023 para 5(14) is reproduced as follows: -**

“A student when accepting admission to a college shall be under an obligation to disclose to the college if a prior admission has been accepted by them to any other college, and such student shall prior to accepting such later admission must in writing inform the prior college of cancellation of their acceptance with a copy to the designated email of the Authority. Failure by a student to cancel the prior acceptance of admission shall render all admission offers of the student as void and the student shall be ineligible for admission. All colleges shall ensure that they properly apprise and educate the applicant students of this provision as part of their admissions policy, prospectus and at the time of making an offer of admission”.

- b. In view of above, a specimen undertaking form will be sent to colleges. Same will be provided to candidates by colleges to ensure the strict compliance of PM&DC regulation at the time of admissions.

6. Phase III - Submission of Data on PM&DC Online Portal

- a. **PM&DC Medical and Dental Undergraduate Education Regulations 2023 para 5(12) is reproduced as follows: -**

“The admissions to private colleges shall be completed by or before the applicable final date notified by the council pursuant to sub-regulation (2) of regulation 3. The final list of admitted students shall be submitted to the council in the prescribed manner through PM&DC online Portal by each college by or before the applicable final date notified by the council pursuant to sub-regulation (2) of regulation 3. Thereafter, upon final verification of student credentials by the relevant universities with whom the college is affiliated the verified list shall be submitted by the university to the Council in the prescribed manner through PM&DC online portal within sixty days of completion of the admission. No admission shall be entertained and no student shall be registered by the council if not admitted by or before the final applicable date notified by the Council pursuant to sub-regulation (2) of regulation 3.”

- b. In view of above, college shall enter the data on PM&DC portal as per Merit List sent by NUMS such as HSSC/IBCC Equivalence Total Marks, HSSC/IBCC Equivalence Obtained

Marks, HSSC/IBCC Equivalence Obtained Weightage (40%), MDCAT Obtained Weightage (50%), SSC/Matric Obtained Weightage (10%), Merit Standing.

7. Phase IV - 2nd Tier Verification of Documents by University and Submission of Data to PM&DC

- a. Each college will send its Focal Person along with final list of admitted students and their original academic documents for **2nd tier verification** by University. Verification will be carried out at NUMS Admission Office by the NUMS staff in the presence of college representative as per schedule (to be shared later).
- b. In the admission process, it is crucial to ensure the accuracy and authenticity of the submitted documents at the time of admitting a candidate to avoid complications at a later stage. If any discrepancies are found during the document verification by the University, the University reserves the right to revoke the admission of the candidate.
- c. During verification by University, the University shall check the following documents before submission of data to PM&DC: -
 - i. Original Documents as mentioned in para 5(e&f)
 - ii. Marks obtained in SSC/HSSC/IBCC O/A level Equivalent result cards with the marks entered in the Merit List
 - iii. Entry of data on PM&DC online portal as mentioned in para 7(b)
 - iv. Record of correspondence with each candidates as mentioned in para 5(d)

Note: If a candidate's admission is canceled due to document discrepancies during University verification, the responsibility for this cancellation lies with the college. It's important to note that in such cases, provision of new admission will not be granted and the seat will remain vacant.

8. Policy for Fee Transfer/Refund & Transfer in First Year MBBS/BDS:

- a. If a student secured the admission in MBBS/BDS in one college and later he/she may get selected in MBBS/BDS in another NUMS Affiliated and Attached college, the fee will be refunded/transferred to that college without any deduction and delay. However, if a student secure admission in one college and later he/she may get selected in MBBS/BDS in another University / College (Not Affiliated/Attached with NUMS) the Refund will be given as per Refund Policy of PM&DC / College.

- b. Any allocated seat of a college which may remain vacant after the completion of admission shall remain vacant. No admission shall be allowed on vacant seat after the notified date. The Council shall notify a date to fill vacant seats.
- c. There will be no transfer in 1st Year MBBS/BDS.