
	<b>HITEC-Institute of Medical Sciences</b>	
	<b>SOP for Freezing academic Year of MBBS Programme</b>	
	<b>DOCUMENT #: SA-SOP-19</b>	<b>ISSUE # 01</b>

# Standard Operating Procedure for Freezing of Academic of MBBS Programme

	<b>HITEC-Institute of Medical Sciences</b>	
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## 1.0 PURPOSE:

1.1 The purpose of this policy is to define the process needed for freezing of academic year by the student of MBBS / BDS of NUMS. The policy will be reviewed every three years or till the policy is revised by PMC on the subject.

## 2.0 SCOPE:

2.1 This procedure is applicable to MBBS students and Student Affairs Department. This policy pertains to NUMMS MBBS / BDS programs only.

## 3.0 ABBREVIATIONS:

PMC	Pakistan Medical Commission
NUMS	National University of Medical Sciences
HoD	Head of Department
Prof	Professional
Exam	Examination

## 4.0 RESPONSIBILITIES AND AUTHORITIES:

- 4.1 Principal
- 4.2 Vice Principal
- 4.3 Manager Student Affairs

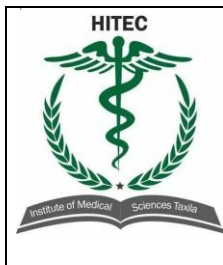
## 5.0 SCOPE:

This policy is applicable to all students enrolled in MBBS / BDS program at NUMS institutions.

### 5.1 POLICY STATEMENT

5.1.1 Freezing of academic year can only be applied **after passing the second professional exam of MBBS and first prof exam of BDS programme.**

5.1.2 It can be availed only **once** in the entire academic program.



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- 5.1.3 All applications in this regard shall be submitted before the commencement of classes to the Student Affairs Department and after **recommendation** of Principal HITEC-IMS (Medical College), intern **final approval** shall be sought from **Registrar NUMS**.
- 5.1.4 If a student freezes a year, he / she will resume his / her studies from the same stage where he / she left.
- 5.1.5 The maximum time for freezing academic program **should not exceed 03 years**.
- 5.1.6 A student joining the MBBS / BDS course after a study gap of three year shall retake his / her last professional examination subject to a degree being completed **within ten years cumulative period**.
- 5.1.7 For freezing of academic session, student shall **submit 25% of tuition fee in advance** to maintain his / her registration.
- 5.1.8 NUMS / PMC shall be intimated accordingly.