

**ADMISSION, PROGRESSION,**  
**ASSESSMENT &**  
**CERTIFICATION MANUAL**  
**SCHOOL OF POSTGRADUATE**  
**STUDIES FOR FCPS& MCPS**



DUHS/SPGS/2024/SOP/002	Document Name	Postgraduate Academic Program Policy for (FCPS-II and MCPS Program)
	Document Number	DUHS-SPGS/2024/2441-04

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## 1. FCPS & MCPS SPECILITIES OFFERED AT SPGS-DUHS

S. NO	Program Name with Training Site	Program Duration
1.	<b>FCPS II-Medicine and Allied</b> 1. General Medicine (CHK & DIMC) 2. Cardiology (CHK & DIMC) 3. Dermatology (CHK & DIMC) 4. Nephrology (DIMC) 5. Neurology (CHK & DIMC) 6. Pediatrics (CHK & DIMC) 7. Psychiatry (CHK & Dr. A.Q KhanIBS) 8. Pulmonology (OICD) 9. Clinical Hematology (DIMC) 10. Physical Medicine & Rehabilitation (DIMC)	As Specified by CPSP
2.	<b>FCPS II-Surgery and Allied</b> 1. General Surgery (CHK & DIMC) 2. Anesthesiology (CHK & DIMC) 3. Gynecology & Obstetrics (CHK & DIMC) 4. Neurosurgery (CHK & DIMC) 5. Plastic Surgery (CHK) 6. Ophthalmology (CHK & DIMC) 7. Orthopedics Surgery (CHK & DIMC) 8. Otorhinolaryngology (CHK & DIMC) 9. Pediatric Surgery (CHK) 10. Cardiac Surgery (CHK) 11. Radiology (DMC & DIMC) 12. Urology (DIMC)	As Specified by CPSP
3.	<b>FCPS II-Basic Sciences</b> 1. Community Medicine (DMC) 2. Lab Hematology (DIMC) 3. Chemical Pathology (DIMC) 4. Forensic Medicine (DMC) 5. Histopathology (DIMC) 6. Microbiology ((DMC & DIMC) 7. Physiology (DMC)	As Specified by CPSP

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4.	<b>FCPS II- 2<sup>nd</sup> Fellowship.</b> <b>1. Gastroenterology&amp; Hepatology (DMC &amp; DIMC)</b> <b>2. Pediatric Gastroenterology&amp; Hepatology (DIMC)</b> <b>3. Endocrinology (DIMC)</b> <b>4. Infectious Disease (DIMC)</b> <b>5. Critical Care Medicine (DMC)</b> <b>6. Interventional Cardiology (DMC &amp; DIMC)</b> <b>7. Vitreo Retinal Surgery (DMC)</b> <b>8. Pediatric Ophthalmology (DMC)</b> <b>9. ORBIT AND OCULOPLASTICS (DMC)</b> <b>10. Breast Surgery (DIMC)</b> <b>11. Hepato-Pancreatic-Biliary and Liver Transplant Surgery</b> <b>12. Vascular Interventional Radiology (DIMC/DIR)</b>	As Specified by CPSP
5.	<b>FCPS II-Dentistry</b> <b>1. Operative Dentistry (DIKIOHS, DDC, DIDC)</b> <b>2. Orthodontics (DDC/DIKIOHS/DIDC)</b> <b>3. Oral and Maxillofacial Surgery (DIDC/DIKIOHS)</b> <b>4. Prosthodontics (DDC/DIDC/DIKIOHS)</b>	As Specified by CPSP
6.	<b>MCPS</b> <b>1. ANESTHSIOLOGY(DMC/CHK)</b> <b>2. DIAGNOSTIC RARIOLOGY(DMC/CHK)</b> <b>3. CLINICAL PATHOLOGY(DMC/CHK/DIMC)</b> <b>4. COMMUNITY MEDICINE(DMC/CHK)</b> <b>5. DERMATOLOGY (DMC/CHK)</b> <b>6. FAMILY MEDICINE (DMC/CHK)</b> <b>7. OBSTETRICS &amp; GYNAECOLOGY (DMC/CHK)</b> <b>8. OTORHINOLARYNGOLOGY(E.N.T.) (DMC/CHK)</b> <b>9. PAEDIATRICS (DMC/CHK)</b> <b>10. PSYCHIATRY(DMC/CHK)</b>	As Specified by CPSP currently only offered in the Anesthesiology and Clinical Pathology.
7.	<b>Post Fellowship Training</b> <b>1. Vascular Interventional Radiology (DIMC)</b> <b>2. Women Imaging (DIMC)</b> <b>3. Neuroimaging (DIMC)</b>	As Specified by DUHS

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## **2. ADMISSION POLICY/PROCEDURE**

Admissions are offered to all who qualify through DUHS conducted induction test, following a strict merit-based admission criteria irrespective of their race, religion, gender, ethnicity, or socioeconomic status.

The School of Postgraduate Studies is responsible for supervising the entire admissions process, from the announcement to the registration of successful candidates in CPSP within the specified time. All admissions are made purely based on merit, determined by the marks obtained in the entrance test.

- **Session-A:**
  - Admissions are offered twice a year (Session A in January) as per CPSP and DUHS induction policy.
- **Session-B:**
  - Admissions are offered twice a year (Session B in July) as per CPSP and DUHS induction policy.

### **Advertisement:**

Advertisements for admission induction are published in Print Media and as well as on DUHS Website, in October for session of January session-A and in April for the session of July-B considering the circumstances, maximum 20 days' time is given before Admission Closing date to facilitate candidates to submit applications.

### **Applications**

The candidates must follow the following procedure to apply.

The link of online form submission is made available on the DUHS website ([www.duhs.edu.pk](http://www.duhs.edu.pk)).

Candidates are required to register using the registration link provided, fill out the form online, and submit scanned copies of the required documents on the admission portal using their unique user ID and password. They must also pay the non-refundable application fee as per DUHS policy.

The final PDF file of the completed form, along with the required documents, will be saved on the portal. The online admission portal locks automatically after the due date, and no further editing of applications can be made.

A candidate can apply to only one specialty, even if the venues and dates of the entrance tests for the specialties are different.

### **Eligibility:**

Only candidates with a Sindh domicile are eligible to apply. The only exceptions are:  
Spouses of armed forces employees

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Foreign nationals who have graduated from Dow University of Health Sciences in MBBS/BDS.

- The eligibility of candidates to appear in the entrance test is determined through the scrutiny of their applications by subject specialists. All application forms are categorized according to the specialty applied for and undergo online scrutiny by subject specialists nominated by the chairperson of each concerned specialty.
- Concealment of information, submission of fake documents, or incorrect entry of information will lead to the rejection of the application. If identified after induction, it will result in termination and reporting to CPSP/PMDC, debarring the candidate from future inductions.
- Applicants are not allowed to change their specialty track after the admission test.
- Applicants for 4 Years program in all specialties will be allowed for change of institute only if the training has been less than 01 YEAR.
- Applicants for 2 and 3 Years program in all specialties will be allowed for change of institute only if the training has been less than 06 MONTHS.
- Any change of TRACK of candidates enrolled with DUHS will be processed through SPGS only.
- For candidates applying for sub-specialty should have experience certificate of required duration stating completion of prior training before the start of session.
- A candidate already enrolled in DUHS for one program has to resign before application deadline in order to apply in any other program or any change of track.
- Any candidate who gains admission to a postgraduate program at Dow University of Health Sciences and subsequently discontinue the program shall be deemed ineligible for future admission to any postgraduate program offered by the university. No exceptions will be entertained under this policy.
- In service candidate currently employed at Dow University of Health Sciences (DUHS) who wish to apply for the FCPS program under internal seat allocation must meet the required merit criteria. Selection and allocation of internal seats within the FCPS program shall be conducted strictly on the basis of merit among eligible DUHS candidates. Minimum entry test score of 50% is must for eligibility.

### **Entrance Test**

- The entrance test is conducted by the Examinations Department of DUHS on the assigned date.
- Admit cards are issued online after scrutiny. Candidates can download them from the

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online portal of DUHS. The admit card clearly indicates the test center, date, and reporting time.

- The entrance test is based on MCQs, which carry 100% weightage for selection.
- The MCQ test paper for each specialty is set by either the chairperson of the department or a subject specialist nominated by the chairperson. The process is carried out by the Examination Department.

### **Result**

- The result of the entrance test will be announced by the Examinations Department of DUHS as per DUHS policy.
- The results are declared on the DUHS Admission portal.

### **Formation of Merit List for the Selection of Interview:**

- The merit list for selection for the interview is compiled based on the entry test result.
- The number of available training seats depends on the vacant seats of candidates finishing training before the start of the new session, based on the total sanctioned allocation by the Government of Sindh.
- In-case of separate allocation of seats on quota for in-service candidates (i.e., Government Medical Officers), their merit list is compiled separately.
- The exact number of available training seats to be offered is decided by the competent authority in consultation with the Principal of the School of Postgraduate Studies.
- At any stage, in case of a tie in test score, the candidate who is older in age will be considered higher on the merit list.
- Candidates are notified of their interview as per DUHS policy in advance via email and telephone contact using their provided email addresses and phone numbers.

### **Interview:**

- The interviews are conducted for the selection of training institute (CHK/DMC, DDC, DIDC, DIMC/DUH, DIKHIO, IBMS, OICD campus of DUHS) & allocation of supervisor.
- Only the candidate himself/herself or his/her nominee must be present for the interview whether physical or online. If the candidate has failed to appear before the selection committee on the scheduled date as absentia so the seat will be allocated to the next on

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merit candidate.

- The interviews are conducted by the Principal- School of Postgraduate studies, Vice Principal-School of Postgraduate studies of DMC, Director Admissions and Chairperson or the subject specialist nominated by the Chairperson.
- The interviews are conducted till each, and every available seat is selected by the candidates.
- Once the candidate has finished the interview & left the interview room, he or she will not be allowed to change the Supervisor or even the allocated campus.
- If a candidate withdraws their seat, confirmation from the candidate must be obtained in writing or via email.
- The next candidate on merit is called thereafter. The same is repeated till the completion of selection according to available seats.
- The same Procedure is followed for the selection of In-service candidates, i.e., Government Medical Officers for their reserved allocated seats, if any at the time of selection.
- If the number of available seats surpasses the number of available supervisors in the same department/unit, preference will be given to the supervisor with fewer trainees. If the number of available supervisors surpasses the number of available seats, preference will be given to new supervisors, in line with CPSP policy: if a supervisor has no candidates for two consecutive inductions, their supervisor status will be canceled.
- In the absence of new supervisors in the department or unit, candidates will have the choice to select any supervisor with available slots.
- Any information that is misleading or creates a hostile environment will result in the cancellation of the applicant's application, making them ineligible for the seat.
- For Selected 2nd Fellowship training interview will be conducted and final score will be the criteria of the selection

#### **Post interview Documentations:**

- Every candidate is given two weeks after the interview to complete their documentary formalities (if required) and obtain an NOC from CPSP in case of a change of supervisor or institute. In case of any penalty imposed by the CPSP, the candidate will have to complete their training without a stipend.



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- The placement letter is issued to the candidates after they fulfill the documentary requirements of the School of Postgraduate Studies.
- The candidates with requirements of No Objection Certificate and those Government candidates as per merit required to obtain extra ordinary leave or deputation from Health Department Government of Sindh are initially served with tentative placement letter.
- If a candidate withdraws their seat after joining, the process is repeated until the available seats are filled, but no later than 31st January for session A and 31st July for session B.
- However, if a candidate withdraws his/ her seat after joining. No refund of security deposit if any candidate withdraws his/her seat. In case of resignation the candidate must follow the resignation process defined later.

### **In-Service Candidates**

- As of Government Notification, 20% of the total available training seats in each session are reserved for those candidates who are already in Government Service for 3 Years with separate merit list in each specialty.
- Government candidates will apply through proper channel along with no objection certificate to appear in the entry test.
- All selected Government candidates' names are sent to the Health Department of Sindh for confirmation of selection. The candidates are given the final placement letter after receiving confirmation from the Health Department.
- The Policy about Post graduation Training for In service candidates is subject to change accordingly whenever notified by the government.

### **DUHS Employees**

- An eligible DUHS employee can apply for postgraduate training after getting **NOC** from **HR**. Merit list will be made according to vacancy among the pass candidates having at least 50% passing marks in the entry test.
- If selected, will not be paid stipend but will continue to draw salary till completion or termination of training.
- Will sign a surety bond to serve university for 3 years after completion of training.

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### **Joining to the Training Unit**

- Each candidate is advised to join on the first day of the session, i.e. 1<sup>st</sup> January for session A and 1<sup>st</sup> July for session B.
- Each Candidate's joining is confirmed by the relevant supervisors on the email.
- Every Candidate must complete their registration of training on CPSP website through their portal before 31<sup>st</sup> January for the session A and 31<sup>st</sup> July for the session B.
- It is mandatory for every FCPS-II candidate to get himself/herself registered with RTMC, CPSP, for his/her training program for January & July sessions as per college notification # RTMC/CPSP/2008/640 dated 30 July 2008 and closely follow the structured training program of your specialty available with the institute and training /supervisor (In case venue/supervisor is changed as per the requirements of continued training or in case of Memorandum of change of supervisor from the SPGS, the candidate must also be re-registered).

### **Duration of Training**

- All postgraduates will complete their specified training duration mentioned in the Placement letter. The duration will be counted from the day of joining in the unit and will be considered completed only after a certain period of their training is done as specified by CPSP.
- Any penalty period of training imposed by CPSP, deficit training of Maternity leaves, medical leaves or excess casual leaves or break in training must be completed before the issuance of certificate of training.
- No relaxation in the duration of training can be granted on account of training acquired prior to passing FCPS I / Unregistered training.
- The trainees must undergo the whole training (including rotations) under the supervision of a CPSP approved supervisor in a CPSP recognized institution.
- Each Candidate Must Obtain CPSP Prospectus of their specialty and Follow Each Instruction / Guideline Strictly

### **3. Internal Assessment/Monitoring/Yearly Promotion Policy:**

- The SPGS will conduct yearly departmental assessment of Year 1 and Year 3 postgraduate trainees at the end of their 1<sup>st</sup> and 3<sup>rd</sup> year of training.

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- The assessment will be done through workplace-based assessment methods defined by CPSP (weightage of 30%) and OSCE examination. (Weightage of 70%)
- The assessment will be done by the program chalked out by the chairpersons / heads of the specialty.
- If the assessment of any postgraduate is found unsatisfactory, he will have to undergo extra training of one quarter (03 months) without stipend before being promoted to the next year.
- The supervisor of each candidate is responsible for doing the quarterly assessment as defined by CPSP and submitting it through e-portal, CPSP. The link of CPSP guidelines is <https://cpsp.edu.pk/examination-guideline>
- The monitoring of case logs shall be the mutual responsibility of the postgraduate trainee and the supervisor that the entries should be done timely by the trainee and then checked and approved by the supervisor under defined timeline of CPSP.

#### **4. CERTIFICATION AND DOCUMENTATION OF TRAINING POLICY**

- The school of postgraduate studies DUHS is the only authority to issue any sort of training or experience certificate to all the postgraduates.
- Any certificate issued by any supervisor or head of department without endorsement of SPGS will be considered invalid.
- No training certificate will be issued if the training is done for less than 01 YEAR.
- A training certificate and documents must be collected immediately after the completion of the training within six months. After six months, a fee will be applicable for the issuance of the certificate as decided by DUHS. Furthermore, a charge will apply for a duplicate certificate is misplaced “Following types of Certificates/Letters will be issued on application through proper channel.
  - a. Training Completion
  - b. Experience Certificate
  - c. Stipend Issuance Certificate
  - d. Rotational Training Certificates
  - e. Stipend Certificate
  - f. Verification certificate
  - g. Training Deficit Letter
- A certificate of satisfactory completion of the program by the Supervisor shall be mandatory for the eligibility to sit for final exit examination of CPSP and for the signature of Principal SPGS on the examination form.

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- All the certificates of SPGS can be issued provisionally only once before the final one mentioning the expected date of completion of training.
- All the access leaves and Deficit in training will be mentioned in all the training certificates.
- Once the final certificate is issued and signed, it will not be changed except for typographical mistakes if found any.
- A Verification of documents fee will apply as per DUHS policy. Verification will be done on the back side of the original certificate and on the front of the photocopies of the certificates.
- Changing tracks between programs or specialties is not permitted. Candidates wishing to switch from a 4-year to a 2-year training program, or from a 2-year to a 1-year program, must resign. Alternatively, if they have completed their current training, they must reapply by taking the entry test again, with the approval and NOC from CPSPS.
- No original document will be return to any candidate till completion of training. If a candidate is appearing in SPSC then one year candidate and having 04 years training then the documents can be issued after completion of 03<sup>rd</sup> years (candidate enroll of 01, 02, 03 will not be issued the original document till completion of training.

## 5. PLAGIARISM POLICY

- Dow University of Health Sciences follows the HEC plagiarism policy for research work and submitted or published (Anti-plagiarism Policy Version 2.0, August 2023)
- [https://www.duhs.edu.pk/wp-content/uploads/2024/05/Adoption-of-Plagiarism-Policy-of-HEC-20191008\\_1.pdf](https://www.duhs.edu.pk/wp-content/uploads/2024/05/Adoption-of-Plagiarism-Policy-of-HEC-20191008_1.pdf)

## 6. HARASSMENT POLICY

- DUHS follows the HEC (Higher Education Commission) policy on protection against sexual harassment in higher education institutions.
- <https://www.duhs.edu.pk/the-higher-education-commission-policy-on-protection-against-sexual-harassment-in-higher-education-institutions-1/>

## 7. CODE OF CONDUCT

- The School of Postgraduate Studies follows the DUHS code of conduct. The link is given below:
- <https://efaidnbmnnnibpcajpcgclefindmkaj/https://www.duhs.edu.pk/wp-content/uploads/2024/03/Policy-for-Student-Code-of-Conduct.pdf>

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## 8. POST FELLOWSHIP TRAINING OFFERED BY DUHS

- The Post Fellowship Training at DUHS is offered in the following three disciplines approved by the Academic Council and Syndicate of DUHS:
- Vascular Interventional Radiology-1 Year Duration ((Approved by the competent Authority dated Feb,08, 2016)
- Women Imaging. -1 Year Duration ((Approved by the competent Authority dated Jan,19<sup>th</sup>, 2017)
- Neuro Imaging-1 Year Duration (Approved by the Academic Council Resolution/Decision No:DUHS/AC-25/28.09.2022/Item-12.)