

## **Admission, Progression, Assessment, and Certification Manual of the Diploma Program.**

### **ADMISSION POLICY PROCEDURE:**

The following Diploma degree programs of DUHS, procedures / SOP defined below:

Diploma in Family Medicine	(DFM)
Diploma in Medical Jurisprudence	(DMJ)
Diploma in Cardiology	(Dip-Card)
Diploma in Critical Care Medicine	(DCCM)
Diploma in Tuberculosis & Chest Diseases	(DTCD)
Diploma in Child Health	(DCH)
Diploma in Dermatology	(D- DERM)
Diploma in Medical Radiology	(DMRD)
Diploma in Ophthalmology	(DO)
Diploma in Psychiatric	(DP)
Diploma in Otorhinolaryngology	(DLO)
Diploma in Echocardiography.	(1-Year)

### **PROGRAM ADVERTISEMENT**

- Advertisement in leading newspapers must be published at least twelve (12) weeks prior to start of the semester.
- Minimum of two-week' time must be given for deadline of submission of applications.
- Relevant Colleges / Schools / Institutes at DUHS should also make efforts to market the program by targeting potential candidates.

### **ADMISSION**

- The Principal SPGS will constitute a Diploma programs Admission Committee at the time of Interview, including Principal SPGS, Vice-Principal SPGS, respective Program Director and Director Admissions-DUHS.
- This committee will supervise the process of selection.
- Admissions shall be made purely based on merit, determined by SPGS.
- Number of vacant seats will be decided as per departmental needs and financial approvals.

### **APPLICATION**

- Interested candidates must apply by completing an online admission form.
- Additionally, following documents must be submitted with the application) some programs may require additional information which will be communicated on a case- by-case basis):

### **List of documents**

- Matriculation / O Level certificates with transcript / mark sheet
- Higher Secondary School transcripts and certificate / Intermediate transcripts and degree / A level certificate with transcript
- MBBS degree with transcripts.
- House job completion certificate.
- The No Objection Certificate / Deputation letter in case of Government Servant
- **PMDC Certificate / Registration.**
- Undertaking on Stamp Paper
- Colored Copy of CNIC
- Photographs (4-Passport Size)
- Migration certificate (If applicable)
- Transcript of previous Degree / Diploma (If applicable)

### **Equivalence Certificate Requirement for Foreign Qualifications**

- If a candidate obtains any certificate, diploma, or degree from abroad (or an equivalent examination), an equivalence certificate from PMDC must be provided along with the above-mentioned documents.

### **Degree attestation Requirement for Local Qualifications**

If a candidate obtains any certificate, diploma, or degree from a local university (or an equivalent examination), the degree must be attested by the Higher Education Commission (HEC) of Pakistan along with the above-mentioned documents.

### **MINIMUM ACADEMIC ELIGIBILITY REQUIREMENT:**

- Candidates must meet the minimum academic eligibility requirement for the concerned program as laid down by University.
- These requirements are advertised in newspapers as mentioned / Elaborate and comply with the criteria set by the Higher Education Commission (HEC) and the Pakistan Medical and Dental Council (PMDC).
- Basic Academic Qualification: *MBBS for apply* (PMDC learning level-I) *with one year house job* from PMDC & HEC recognized University.
- Age restriction limit of 2-years diploma programs is 40 years for private candidates and 45 years for in-service candidates except DMJ program.  
(55 ears)

### **ENTRANCE TEST:**

- The Entrance Test is conducted at DUHS, and online admit cards issued to applicants indicate the test center, date, and reporting time.
- This Entrance Test will be valid only for the current session of admission.
- Admit cards are issued online after scrutiny. Candidates can download from the online portal of DUHS. In case the admit card is not received by the candidate they should contact the University via email at [spgs@duhs.edu.pk](mailto:spgs@duhs.edu.pk) or personally.

#### **Interview Policy**

- Selection committee will conduct a panel interviews.
- Only those candidates will be called for interviews.
- Candidates shall be required to present themselves along with original documents.
- Selection committee will assess candidate's knowledge of PMDC learning level I (MBBS).

#### **Government Employee Policy:**

20% of allocated seats shall be considered for government employees that must pass both written and oral components of the admission test. Letter NO. SO (ME) PG-Policy / 2023. Government of Sindh, Ministry of Health dated: 06<sup>th</sup> June 2023.

#### **Tie- Breaking Policy:**

In the event that two or more students have the same marks in the entry test, the student who is older will be given preference.

#### **List of Admitted Candidates:**

- Selected candidates on the Merit list will be communicated via email and courier.
- Selected candidates may also obtain their admission letter and fee challan from the School of Postgraduate Studies DUHS.

#### **Registration Process:**

- Candidates who receive their 'Admission Letter' are required to immediately report to School of Postgraduate Studies, DUHS.
- They should collect the Bio data form, fill it out, and submit the same to the office.
- Candidates should also obtain Prospectus booklet and other documents related to the commencement of training / studies from SPGS.

#### **EXAMINATION POLICY:**

**Attendance:**

- 80% attendance is mandatory for appearance in exam.

**Part I or Semester I Examination:**

- The year/semester-end exam will be conducted by the Examination Department, DUHS, as per pattern decided by the University.

**Part 2 or Semester 2 Examination:**

- The student should not be allowed to seat in part 2 / semester 2 exam without completion of all required deficit of training.

**Theory:**

- The student will have to obtain 63% in aggregate theory and practical.

**Student fail to clear theory s/he will have to retake the examination as per DUHS Policy**

**Comprehensive Examination for 2-years Diploma Programs:**

- Following the completion of coursework, every Diploma student shall be required to pass the comprehensive examination. With the provision that the student failing to pass the comprehensive exam, shall be allowed to retake **as per curriculum / DUHS policy**.
- The following are the guidelines for a conducting Comprehensive Examination:
- The exam should be based on recapitulation of the conceptual and procedural knowledge of the discipline to which the student is admitted.
- The trainee must clear both part 1 & part 2 examination for seating in comprehensive exam.

**Retake Examination:**

Retake examination will be conducted after every year as per the university policy.

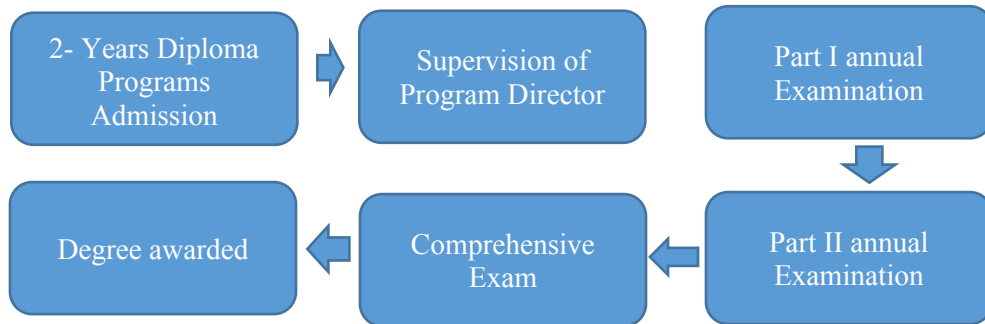
**Examination Pattern:**

- As per Program Curricular Documents.

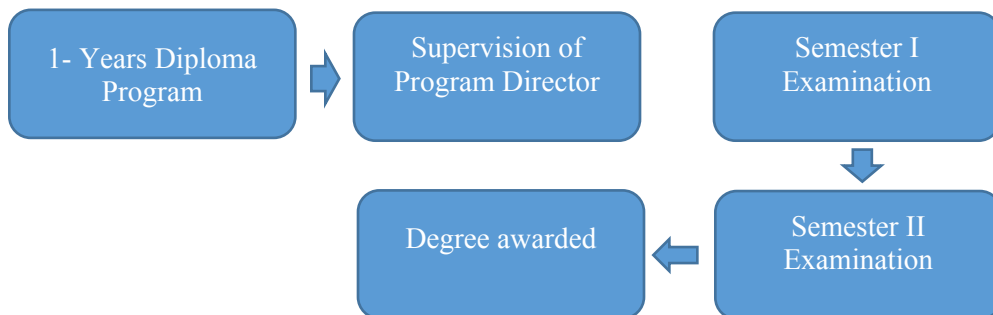
**Note:**

- 2 retakes are allowed for promoting an exit exam individually within the enrolment period.
- If Candidate fail to clear the Promoting Exam after 2 retakes he/ she has to repeat the 1st year.

**Road map for DUHS 2-years Diploma Programs.:**



**Road map for DUHS 1-years Diploma Programs.:**



**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)

**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/>

**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>