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| Document Name | Postgraduate Academic Program Policy <i>for</i> (Masters and M. Phil) |
| Document Number | DUHS/SPGS/2024/SOP/002 |

Admission, Progression, Assessment, Certification Manual of the Master/MPhil Programs

1. ADMISSION POLICY

PROGRAM ADVERTISEMENT

- Advertisements in leading newspapers should be published at least twelve (12) weeks before the start of the semester.
- A minimum of two weeks should be given for the deadline of submission of applications.
- Relevant Colleges/Schools/Institutes at DUHS should also make efforts to market the program by targeting potential candidates.
- Any scholarship opportunity available should also be highlighted in the advertisement to attract bright candidates.

ADMISSION


- Admission will be offered to all those who qualify following strict merit-based admission criteria, irrespective of their race, religion, gender, ethnicity, or socio-economic conditions.
- The Doctoral Admission Committee (DAC), constituted by the Vice Chancellor/Syndicate, will supervise the process of Ph.D. admissions.
- Admissions shall be made purely based on merit, determined by the Entrance Test.
- According to the approved organogram of SPGS (reference to the syndicate in its 104th meeting dated 19.09.2024), all clinical and non-clinical programs, including M.Phil. Program will be administered by the School of Postgraduate Studies, except PhD program.

APPLICATION

- Interested candidates must apply by completing an online admission form.
- Additionally, the 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 Required for Application:

1. Matriculation/O Level certificates with transcript/mark sheet
2. Higher Secondary School transcripts and certificate/Intermediate transcripts and degree level certificate with transcript
3. Bachelor’s degree with transcripts (including MBBS)
4. Master’s degree with transcripts (if applicable)
5. The No Objection Certificate/Deputation letter in case of Government Servant
6. PMDC/PNC Registration Card (If applicable)
7. Undertaking on Stamp Paper (Annexure-I)
8. Copy of CNIC
9. Colored Photographs (4-Passport Size)
10. Surety Bond (If applicable) (Annexure-II)
11. Migration certificate (If applicable)
12. Transcript

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Equivalence Certificate Requirement for Foreign Qualifications

- If a candidate obtains any certificate, diploma, or degree from abroad (or an equivalent examination), an equivalence certificate 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 the selection board.
- These requirements are published in advertisements in newspapers and comply with the criteria set by the Higher Education Commission (HEC) and the Pakistan Medical and Dental Council (PMDC).

Master of Philosophy (M. Phil Basic Medical Sciences)

Qualification:

- **Basic Academic Qualification:**
 - Sixteen years of schooling or 4 years of education (minimum 120 credit hours) after HSSC/F.A./F.Sc./Grade12 or equivalent
- OR
- MBBS/BDS from a PMDC-recognized institution with a one-year house job.

GAT/HAT General Test:

- GRE/HAT General/Equivalent tests, with a passing score of a minimum of 50%
- OR
- Entrance Test conducted by Dow University of Health Sciences (min. passing score 50%)

Admission Committee Interview:

- Short-listed applicants only.

Master of Philosophy (M. Phil Pharmaceutical Sciences)

Qualification:


- **Basic Academic Qualification:**
 - PharmD and BPharm with min cGPA of 2.45 out of 4.00
 - Masters/Bachelors’ (BS) 04-year degree in relevant discipline with min cGPA of 2.45 out of 4.00 or 60% marks in annual system or equivalent qualification from any HEC recognized Higher Education Institution.

GAT/HAT General Test:

- GRE/HAT General/Equivalent tests, with a passing score of a minimum of 50%
- OR
- Entrance Test conducted by Dow University of Health Sciences (min. passing score 50%)

Admission Committee Interview:

- Short-listed applicants only

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Master in Business Administration (MBA)

Eligibility Criteria

The eligibility criteria for the MBA (2 years) program at IBHM are as follows:

- Completion of 16 years of education with a minimum of 50% marks
- A minimum of 50% marks on the IBHM Admission Test
- A satisfactory performance in the selection interview

Master in Nursing (MSN)

Eligibility Criteria

Gender ratio is 50% male and 50% female for MSN

- Post RN BSN/BSM with at least a Cumulative GPA of 2.5
 - One Year Diploma in Post Basic Specialization from a recognized nursing institute.
 - One (01) year experience after completion of Post RN BSN Program.
 - Sixteen years of schooling equivalence from HEC
 - Valid PNC License.
- OR**
- 4 Years BSN with at least a Cumulative GPA of 2.5
 - Two (02) Years of work experience including one year of internship
 - Valid PNC License
 - Must pass entrance test (≥ 50%)
 - Those who have Passed GAT-General [HEC (HAT), NTS, and DUHS] are eligible for Entry Test, otherwise they must clear the GAT section of the Entry test separately

Master of Health Professions Education (MHPE)


Eligibility Criteria

- All Health Professionals with a Bachelor’s Degree (minimum 16 years of education) in Medicine, Dentistry, Nursing, or Allied Health Sciences – or equivalent qualification recognized by the HEC.
- Minimum of 2 years teaching experience in a recognized Medical/ Dental College/Health Sciences Institution.
- Candidate should be fluent in English (judged in the entry test).
- One Year House Job (if applicable).
- Valid PMDC Registration Certificate (if applicable).
- Must pass entrance test (≥ 50%)
- Those who have Passed GAT-General [HEC (HAT), NTS, and DUHS] are eligible for the Entry Test, otherwise they must clear the GAT section of the Entry test separately.

Master of Science in Advanced Physiotherapy (MSAPT)

Eligibility Criteria

- Doctor of Physical Therapy (DPT) 5 Years
- OR**
- BS Physiotherapy (4 years) + Post Professional Doctor of Physical Therapy (PPDPT) / Transitional DPT (T-DPT) 1-2 Years from an HEC-recognized university.
- OR**
- BS Physiotherapy (3 years) + 1-year additional course + Post Professional Doctor of Physical Therapy (PPDPT) / Transitional DPT (T-DPT) 1-2 Years from HEC recognized university.
 - Must pass entrance test (≥ 50%)

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Those who have Passed GAT-General [HEC (HAT), NTS, and DUHS] are eligible for Entry Test, otherwise, they must clear the GAT section of the Entry test separately

Master of Public Health (MPH)

Eligibility Criteria

- MBBS from a PMDC-recognized institution and one-year house job
OR
- 4 years bachelor’s degree in a discipline related to health sciences or statistics from a Higher Education Institution accredited by HEC. Disciplines related to health sciences that are acceptable include (but are not limited to):
 - Medicine, dentistry, nursing, veterinary sciences, biology, psychology, and biostatistics.
- Two confidential letters of references
- Brief outline of his/her career goals
- Valid concern Regulatory Authority Registration Certificate (If applicable)
- Must pass entrance test (≥ 50%)
- Those who have Passed GAT-General [HEC (HAT), NTS, and DUHS] are eligible for the Entry Test, otherwise they must clear the GAT section of the Entry test separately.


Master of Science in Biostatistics and Epidemiology (MSBE)

Eligibility Criteria

- 4 years bachelor’s degree in a discipline related to health sciences or statistics from a Higher Education Institution accredited by HEC. Disciplines related to health sciences that are acceptable include (but are not limited to):
 - Medicine, dentistry, nursing, veterinary sciences, psychology, biology, biostatistics, and statistics.
- Two confidential letters of references
- Brief outline of his/her career goals
- Valid concern Regulatory Authority Registration Certificate (If applicable)
- Must pass entrance test (≥ 50%)
- Those who have Passed GAT-General [HEC (HAT), NTS, and DUHS] are eligible for the Entry Test, otherwise they must clear the GAT section of the Entry test separately.
- This is the Weekend Program on Saturday & Sunday

MDS Program

- 1) MDS in Community Dentistry
- 2) MDS in Operative Dentistry
- 3) MDS in Sciences of Dental Materials
- 4) MDS in Oral Biology
- 5) MDS in Oral Pathology
- 6) MDS in Oral Surgery
- 7) MDS in Orthodontics
- 8) MDS in Prosthodontics

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Eligibility Criteria

- BDS or Equivalent from a Higher Education Institution recognized by PMDC.
- One Year House Job.
- Valid PMDC Registration Certificate.
- Must pass entrance test ($\geq 50\%$)
- Those who have Passed GAT-General [HEC (HAT), NTS, and DUHS] are eligible for the Entry Test, otherwise they must clear the GAT section of the Entry test separately.

ENTRANCE TEST/GAT OF THE UNIVERSITY

The Entrance Test is conducted at **DUHS**, and admit cards issued to applicants indicate the test center, date, and reporting time.

- This Entrance Test will be valid only for the current admission session.
- Admit cards are issued online after scrutiny. Candidates can download them from the online portal of DUHS. The admit card clearly indicates the test center, date, and reporting time.
- GAT (General) is a component of entrance into Masters and above programs for the University's indigenous program.

Entry Test Pattern:

- The Entry Test Pattern for admission to Postgraduate Programs at DUHS is as follows:

Composition of Entry Test:

Master of Philosophy (M.Phil.)

- GAT (General) Test: 50% Passing marks
- Total Marks: 100%


Online Issuance of Admit Cards

For Applicants within Karachi:

- Applicants residing within Karachi can obtain their admit card by visiting the admission cell of DUHS.
- They need to bring a copy of the paid challan, a copy of the duly signed-in Admission form, and three recent passport-sized color photographs.
- Admit cards can be obtained a day before the deadline.

For Applicants outside Karachi:

- Admit cards for applicants residing outside Karachi will be dispatched to their residential addresses well before the entrance test.

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Interview Policy

M.Phil.

- Interviews are conducted to evaluate the level of maturity, academic aptitude, motivational interpersonal skills, and career focus of the applicants.

Tie-Breaking Policy


- If two or more students have the same marks in the entry test, the older student will be given preference.

List of Admitted Candidates

- The names of candidates who qualify for the admission requirements will be notified through a 'list', which will be displayed on the DUHS website.
- An interview letter will be dispatched via courier services to the selected candidates.
- Selected candidates may also obtain their admission letter and fee challan from the Department of Admission of DUHS.
- Additionally, selected candidates will be informed through SMS on their cell phones and via email.

Registration Process

- Candidates who receive their 'Admission Letter' are required to immediately report to the concerned institute admin office.
- They should collect the registration form, fill it out, and submit the same to the admin office.
- Candidates should also obtain assessment schedules and other documents related to the commencement of studies from the admin office.

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2. EXAMINATION POLICY:

- For Master, and M.Phil. Programs

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| INTERNAL (Continuous / Cumulative) ASSESSMENT | 30% |
| SEMESTER EXAMINATION | 70% |
| TOTAL | 100% |

Attendance:

- 80% attendance is mandatory for appearance in exams.

Internal Assessment:

- This shall consist of assignments, quizzes, and monthly tests, as decided by the Board of Studies of the program.
- The schedule of internal assessment will be forwarded by the School of Postgraduate Studies & Examination Department at the commencement of the semester.
- There will be no retake of the internal assessment exam during the semester in which the student failed. The student may however retake the exam when offered to other batches.
- The marks obtained by the students for internal assessment shall be submitted to the examination department before the commencement of the semester's final exam.


Semester Examination:

- The final exam will be conducted by the Examination Department, DUHS, as per the pattern decided by the University.

Students will have to obtain a minimum of 63% marks in total to pass the course.

Retake Examination:

- Retake Examination will be conducted after every year as per the university policy. Student fails to clear the course; s/he has to retake the examination of the failed course. However, if s/he fails to clear the course in the retake examination (maximum 2 attempts) s/he has to repeat the course, whenever offered. In case a student repeats the course, which has already been taken, the old grade will be substituted with the new grade, (for CGPA calculation).

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Promotion Policy

The courses taught at the University shall be categorized into two types:

1. Core Courses:

- These are courses whose teaching is a fundamental requirement of the program.
- Core courses must be completed to progress through the program as they are essential for understanding subsequent courses.

2. Non-Core Courses:


- These are courses that may be taught independently without affecting the teaching of any subsequent course in the program.
- Non-core courses can be taken flexibly as they do not impact the progression through the core curriculum.

Academic Year Policy




- A student shall be promoted from an odd semester to an even semester even if they have not cleared some of the courses of the odd semester. However, the student must clear all courses of both semesters of the year in the semester re-take examination before being allowed to be promoted to the next academic year.


Applicable to the following programs:

1. M.Phil.
2. MDS (Basic & Clinical)
3. MSAPT
4. MHPE
5. MPH
6. MSBE
7. MSN
8. MBA
9. EMBA
10. M.Sc. D & E




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3. TIMELINE TO COMPLETE THE M.PHIL. & MASTER DEGREE PROGRAM

| TASKS | EVENT / PROCESS | | TIMELINE | YEAR |
|---|---|------------------------------------|---------------------|----------------------|
| Semester – I | | | | 1 ST YEAR |
| Submission of supervisor(s) name (01 month) |  | Core Courses | Semester I | |
| Synopsis submission* | | * 3 weeks before the semester exam | | |
| SEMESTER EXAM (INCLUDING SEMESTER BREAK) | | | | |
| Semester – II | | | | |
| <u>Synopsis Approval</u> Scientific Committee |  | 04 Subject courses | Semester II | |
| <u>Synopsis Approval</u> I.R.B. | | | | |
| <u>Synopsis Approval</u> B.A.S.R. | | | | |
| SEMESTER EXAM (INCLUDING SEMESTER BREAK) | | | | |
| <u>CGPA: 2.5 is required for thesis defense / M. Phil. degree</u> | | | | |
| Semester – III & IV | | | | 2 nd YEAR |
| Thesis Submission |  | Research work | Semester – III & IV | |
| THESIS DEFENSE | | | | |

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TIMELINE TO COMPLETE THE MDS DEGREE PROGRAM

| TASKS | EVENT / PROCESS | | TIMELINE | YEAR |
|---|---|------------------------------------|--------------|----------------------|
| Semester I | | | | 1 ST YEAR |
| Submission of supervisor(s) name (01 month) |  | Semester I Core Courses | 04 MONTHS | |
| Synopsis submission* | | * 3 weeks before the semester exam | | |
| SEMESTER EXAM (INCLUDING SEMESTER BREAK) | | | | |
| Semester II | | | | |
| Scientific Committee |  | Semester II Course work | 04 MONTHS | |
| I.R.B. | | | | |
| B.A.S.R. | | | | |
| SEMESTER EXAM (INCLUDING SEMESTER BREAK) | | | | |
| Semester III to VIII | | | | 2 ND YEAR |
| Courses work |  | Courses work Semester III-VIII | 02 - 04 YEAR | |
| Thesis Submission | | Research work | | |
| <u>CGPA: 2.5 is required for thesis defense Master's degree program</u> | | | | |
| THESIS DEFENSE | | | | |