



Document Name:

Cancellation of Admission

Document Number:

DUHS / ADM / SOP / 02 / 00

DOW UNIVERSITY OF HEALTH SCIENCES



STANDARD OPERATING PROCEDURE

Cancellation of Admission

(CLAUSE 1.1 OF ISO 9001:2008)

| | NAME | DESIGNATION | SIGNATURE | DATE |
|-------------------------------|-------------------------------|---|-----------|--------------|
| PREPARED BY: | Ms. Sanam Soomro | Director, Quality Enhancement Cell | | May 9, 2018 |
| REVIEWED BY: | Prof. Saba Sohail | Chairperson, Department of Postgraduate Studies | | May 10, 2018 |
| | Dr. Tayyaba Amir | Director, Admissions Department | | |
| APPROVED BY: | Prof. Mohammed Saeed Quraishy | Vice Chancellor, DUHS | | May 14, 2018 |
| REVISION NO.: | | 00 | | |
| DATE OF LAST REVISION: | | 0 | | |
| DATE OF ISSUE: | | May 15, 2018 | | |

Admission Cell
Controlled QMS Document
Not Valid if Photocopied



Document Name:

Cancellation of Admission

Document Number:

DUHS / ADM / SOP / 02 / 00

Document Change Record

| Sr. No | DCR No. | Rev. Date | Page No. | Section No. | Description of Change |
|--------|---------|-----------|----------|-------------|-----------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |



| | |
|------------------|----------------------------|
| Document Name: | Cancellation of Admission |
| Document Number: | DUHS / ADM / SOP / 02 / 00 |

TABLE OF CONTENTS

| SR. NO. | CONTENTS | PAGE NO. |
|---------|--|----------|
| | Distribution List | 4 |
| | Terms and Definitions | 5 |
| | List of Abbreviations | 6 |
| 1. | Purpose | 7 |
| 2. | Scope | 7 |
| 3. | Responsibilities | 7 |
| 4. | Procedure for Cancellation of Admissions for Undergraduate Programs | 7 |
| 5. | Cancellation of Admission After Compilation of Admission Lists/ Completion of Admission Process for MBBS/BDS Programs Only | 8 |
| 6. | After Compilation of Admission Process (All Undergraduate Programs other than MBBS/BDS) | 8 |
| 7. | Non-Enrollment of Students | 8 |
| 8. | Procedure for Cancellation of Admissions for Postgraduate Programs | 8 |
| 9. | Maximum Duration of Program Exceeded for Research Based Programs | 9 |
| 10. | Cancellation of Admission-Based on Re-takes (as per BASR policy/guidelines) | 9 |
| 11. | Excessive Absenteeism | 9 |
| 12. | Non Payment of Fees | 9 |
| 13. | Do Not Join/Non-Enrollment of Students | 9 |
| 14. | Cheating/ Major Act of Plagiarism | 9 |
| 15. | Violation of Disciplinary Rules | 9 |
| 16. | Related Documents | 10 |
| 17. | Related Records | 10 |



Document Name:

Cancellation of Admission

Document Number:

DUHS / ADM / SOP / 02 / 00

DISTRIBUTION LIST

The following personnel are on the controlled distribution list:

- Vice Chancellor
- Pro-Vice Chancellor(s)
- Registrar
- Department of Postgraduate Studies
- Head of Institutes and Colleges/ Program Director
- QMR
- Admissions Department



Document Name:

Cancellation of Admission

Document Number:

DUHS / ADM / SOP / 02 / 00

TERMS AND DEFINITION

| TERMS | DEFINITION |
|---------------------|--|
| Cancellation | Cessation of the state of being a student, enrolled in a DUHS degree awarding program. |
| Violation | Breaking of a DUHS rule/policy, resulting in disciplinary action. |
| Non Payment | Non-payment of dues, due after a specified period of time, according to Institute/ College/School/ Department of Post-Graduate Studies requirements. |



Document Name:

Cancellation of Admission

Document Number:

DUHS / ADM / SOP / 02 / 00

LIST OF ABBREVIATIONS

| | |
|------|--|
| DOC | Document |
| DUHS | Dow University of Health Sciences |
| FM | Form |
| HEC | Higher Education Commission |
| PMDC | Pakistan Medical and Dental Council |
| ISO | International Organization for Standardization |
| QMR | Quality Management Representative |
| QMS | Quality Management System |
| QSP | Quality System Procedure |
| SOP | Standard Operating Procedure |
| VC | Vice Chancellor |



Document Name:

Cancellation of Admission

Document Number:

DUHS / ADM / SOP / 02 / 00

1. PURPOSE:

The purpose of this policy is to:

- Establish a structured mechanism to implement and allow the cancellation of admission, in accordance with guidelines provided by the Higher Education Commission, for all degree awarding programs being offered at the Dow University of Health Sciences.
- Facilitate the institution to identify the instances where cancellation of admission may be recommended for a student in either post-graduate or undergraduate program.
- Establish effective measures for the cancellation of admission.

2. SCOPE:

This procedure is applicable to all undergraduate, post-graduate academic degree and diploma programs offered at the Dow University of Health Sciences.

3. RESPONSIBILITIES:

- The Admissions Department is responsible for the application of the policy for all undergraduate programs, and its various disciplines.
- The Department of Post-Graduate Studies is responsible for application of the policy to all post-graduate programs, and its various disciplines and specialties.

4. PROCEDURE FOR CANCELLATION OF ADMISSIONS FOR UNDERGRADUATE PROGRAMS:

4.1. **Cancellation of Admission during the process of admission in MBBS/BDS Programs:**

4.1.1. Cancellation of Admission may be granted due to admission in any other medical college / university if the student(s) is/are enrolled/admitted in the following categories only:

- a) On Open Merit
- b) On Self-Finance

4.1.2. Procedure for Student(s) enrolled/admitted on Open Merit:

- Student has to submit evidence of admission in any other medical college / university.
- In this regard, full fee including admission fees, will be refunded, upon cancellation of admission.

4.1.3. Procedure for Student(s) admitted on Self-Finance:

- Students must submit the evidence of admission in other college / university.
- Admission fee is non-refundable.
- Tuition Fee will be refunded after deduction as described by HEC, mentioned hereunder.

4.1.4. **Tuition Fee Refund:** If the candidate cancels his / her admission before the commencement of the classes or within 15 (fifteen days) after the commencement of the classes, then 100% amount of tuition fee is refundable to the student.

4.1.5. If the candidate the cancels his / her admission after 15 (fifteen days) of the commencement of classes, only half of the tuition fee will be refunded.

4.1.6. If the candidate cancels his / her admission one month after the commencement of classes, tuition fee will not be refunded to the student.

4.2. **Procedure for all other Undergraduate Degree Awarding Programs:**

4.2.1. Students must submit the evidence of admission in other college / university for consideration of cancellation of admission.

4.2.2. Admission fee is non-refundable.



Document Name:

Cancellation of Admission

Document Number:

DUHS / ADM / SOP / 02 / 00

4.2.3. Tuition Fee will be refunded after deduction as described by HEC as mentioned in Para 4.1.4 of this policy.

4.3. Cancellation of Admission after compilation of admission lists/ Completion of Admission Process for MBBS/BDS programs only:

4.4. If any student in subsequent semester / years fails to deposit fees / dues within stipulated time period, he / she shall not be eligible to appear in the examination and his / her admission may be cancelled, with warning issued to the student from College.

4.5. If the student is already enrolled in any semester, the request for the cancellation of his / her admission must have been recommended by Respective Principal / Head of Department / School / Institute / College. However, the admission fee is non-refundable at this point.

4.6. Tuition Fee Penalty: After the final selection / provisional admission on open / general seat / under UEAP / UEDP or any other category seats in MBBS / BDS program, he / she shall complete the program of five (05) years MBBS / four (04) years BDS; however, in case if he / she leaves the institute before the completion of the program, he/ she shall be liable to penalty of Rs. 300,000/- (*rupees three hundred thousand only*) for wasting the precious seat based on general merit, or else, he/she will not be entitled to issuance of any certificate from the institution.

4.7. Candidates selected for admissions in 1st Year MBBS / BDS and any other undergraduate program will have to deposit fee within two weeks after display of the final list, failing which, their names will be cancelled without any notice and no claim will be entertained afterwards.

4.8. After Completion of Admission Process (All undergraduate programs other than MBBS/BDS):

4.8.1. If any student in subsequent semester / years fails to deposit fees / dues within stipulated time period, he / she shall not be eligible to appear in the examination and his / her admission may be cancelled.

4.8.2. Candidates selected for admissions in any undergraduate program will have to deposit fee within two weeks after display of the final list, failing which their names will be cancelled, without any notice and no claim will be entertained.

4.8.3. If the student is in any semester the request for the cancellation of his / her admission must have been recommended by Respective Principal / Head of Department / School / Institute / College.

4.8.4. Cancellation letter will be issued officially against request for cancellation. Admission fee is non-refundable; however, Tuition Fee will be refunded after deduction as described by HEC as mentioned in Para 4.1.3.

4.9. **Non-Enrollment of Students:** The selected candidates shall get themselves enrolled within the institution on payment of requisite fees within a period of two weeks, failing which, his / her admission will be cancelled and next candidate on merit will be offered the seat.

5. PROCEDURE FOR CANCELLATION OF ADMISSION FOR POSTGRADUATE PROGRAMS

5.1. For all postgraduate programs, if a student fails to attend 2 lectures during the first two weeks or 15 days, after the commencement of the semester/annual year program, without prior permission of Department of Postgraduate Studies, his/her admission shall stand "cancelled" automatically, after being given one warning.

5.2. In case a student applies for cancellation of his/her admission, the following shall be applicable:

5.2.1. The application must have been recommended by the respective Head of Department /School/ Institute/College.

5.2.2. There should be no outstanding dues or disciplinary issues against him/her.



Document Name:

Cancellation of Admission


Document Number:

DUHS / ADM / SOP / 02 / 00

- 5.2.3. If the student requests cancellation of admission in the post-graduate programs, his/her request for cancellation of admission will be entertained only within 30 days from the commencement of the semester.
- 5.3. If the student is in the 1st semester, the request for the cancellation will be entertained only within 30 days within the commencement of the semester.
- 5.4. If the student is in other than the 1st semester, the request for cancellation will be entertained only within 60 days from the commencement-of the semester.

5.4.1. Maximum Duration of Program Exceeded for Research based Programs:

For those students that have completed course work and research work is pending, enrollment extension can be granted instead of cancellation of admission; however, have their synopsis must have been approved from Research Committee/IRB/BASR, and whose enrollment duration has expired, must apply for enrollment extension to BASR, through the Department of Postgraduate Studies before completion of research work and submission of thesis. Upon grant of extension, student will be able to submit project/thesis for BASR approval within a year. The enrollment duration extension is valid up until the notification of the award of the students' degree.

| | | |
|---|------------------|----------------------------|
|  | Document Name: | Cancellation of Admission |
| | Document Number: | DUHS / ADM / SOP / 02 / 00 |

Note: Enrolment duration of each program is uploaded on the University webpage at www.duhs.edu.pk (Research Department)

5.5. Cancellation of Admission-Based on Re-takes (as per BASR policy/guidelines)

5.5.1. In the Master of Surgery & Doctor of Medicine programs, only 2 retakes are allowed for Part 2, otherwise the candidate is considered out of training, and his /her admission in MS/MD programs will be cancelled, as per BASR rules. Retake 1 may be given after three months, and re-take 2 may be given after 6 months, meanwhile the candidate can be promoted to the next year.

5.6. **Excessive Absenteeism:** If a student is absent for 15 consecutive days during the semester, without any information, his/her admission shall stand cancelled and re-admission would be granted in the same semester by the Chairperson, Department of Postgraduate Studies, on the recommendation of the Program Director, provided it can be shown that s/he can complete his/her attendance requirement.

5.7. **Non Payment of Fees:** Admission may be cancelled upon non-payment of fees and dues within the specified due time of the specific program/course and specialty.

5.8. **Do Not Join/Non-enrollment of Students:** The seats of those candidates who, after paying admission fees, do not join the allocated program of study within 15 days of the date of commencement of the program, will be declared vacant and filled up by the candidates, as per eligibility criteria of respective degree awarding program on merit basis.

5.9. Cheating/ Major Act of Plagiarism:

5.9.1.1. Plagiarism is defined as "taking and using the thoughts, writing, and inventions of another person as one's own".

5.9.1.2. Admission of a candidate is liable to be cancelled if he / she are found guilty of major act of plagiarism, as per the definition of Plagiarism, and in accordance with HEC's plagiarism policy, which is adopted by University. In this context a "Student" is a person who, on the date of submission of his / her paper / work is a registered student of any university or Degree Awarding Institution recognized by Higher Education Commission (HEC)

5.9.1.3. **Violation of Disciplinary Rules:** Admission of a candidate is liable to be cancelled if he/she indulges in any political activity. Admission may also be cancelled for violation of disciplinary rules of DUHS.



| | |
|------------------|----------------------------|
| Document Name: | Cancellation of Admission |
| Document Number: | DUHS / ADM / SOP / 02 / 00 |

6. **RELATED DOCUMENTS:**

- DUHS –Academic Policies-2012

7. **RELATED RECORDS:**

- Enrollment Policy
- Semester Freezing
- Examination
- Fee Policy
- Promotion Policy
- Course Duration Policy
- Cancellation of Admission Policy
- Withdrawal/ Change of Courses Policy
- Course Load Policy