	Document Name	Policy for Student Transfers
	Document Number	JMDC / Policy / PST / 25-06

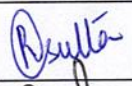
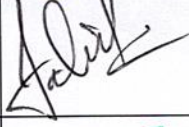

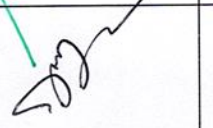
JINNAH MEDICAL AND DENTAL COLLEGE




STANDARD OPERATING PROCEDURE

Policy for Student Transfers

Department of Student Affair

	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY:	DR. ROOHA SULTAN	ASSISTANT PROFESSOR (DENTAL EDUCATION)		
	Ms. FAHILA JAWWAD	COORDINATOR (STUDENT AFFAIRS)		
REVIEWED BY:	PROF. DR. ATIF MAHMOOD	PRINCIPAL (MEDICAL COLLEGE)		
	PROF. DR. JUNAID LAKHANI	PRINCIPAL (DENTAL COLLEGE)		
APPROVED BY:	ACADEMIC COUNCIL			

	Document Name	Policy for Student Transfers
	Document Number	JMDC / Policy / PST / 25-06

REVISION NO:				
DATE OF LAST REVISION:				
DATE OF ISSUE:	05/08/2025			





	Document Name	Policy for Student Transfers
	Document Number	JMDC / Policy / PST / 25-06

Table of Contents


Distribution list.....	4
Purpose & Scope.....	5
Transfer into JMDC.....	5
Transfer out of JMDC.....	6

	Document Name	Policy for Student Transfers
	Document Number	JMDC / Policy / PST / 25-06

DISTRIBUTION LIST:

The following personnel are on the controller distribution list:

- Principal
- Vice Principal
- Director Finance
- Student Affair
- Examination Department
- Library
- Medical Education
- HODs of teaching departments
- Teaching Laboratories

	Document Name	Policy for Student Transfers
	Document Number	JMDC / Policy / PST / 25-06

1. Purpose

This policy outlines the procedures and conditions under which students may transfer into or out of Jinnah Medical and Dental College (JMDC), in accordance with the guidelines set forth by the Pakistan Medical and Dental Council (PMDC) and the Jinnah Sindh Medical University (JSMU).

2. Scope

This policy applies to all undergraduate students enrolled in the MBBS and BDS programs at JMDC who seek to transfer:

- Into JMDC from another medical or dental college.
- Out of JMDC to another medical or dental institution.

3. Governing Regulations

JMDC follows PMDC Regulations 2023, IV (17), which state:

"A student enrolled in any medical or dental college may transfer to another college in the same program at the same level to a vacant seat available in the college transferring to, subject to any transfer rules prescribed by the affiliating university and after submission of migration fee to the Council."

4. Transfer Restrictions


- Transfers into JMDC are not permitted during the first two years of MBBS or first year of BDS.
- Transfers must only be made to vacant seats, as published annually on the JMDC website.
- Transfer eligibility is subject to completion of the same subjects to date as prescribed by JMDC's affiliating university.

5. Transfer Into JMDC

A. Eligibility and Application

Students applying for transfer into JMDC must:

- Apply within 14 days of the vacant seat announcement on the official website.
- Submit the following documentation:

	Document Name	Policy for Student Transfers
	Document Number	JMDC / Policy / PST / 25-06

- JMDC Transfer Application Form
- Academic transcripts/marksheets from current and past institutions
- HSC (or equivalent) and SSC certificates and marksheets (IBCC certified)
- CNIC of student and parent/guardian
- Original MDCAT score used for admission
- PMDC NEB Certificate (for students transferring from non-Pakistani University)

B. Selection Criteria

- Applicants will be evaluated based on CGPA/Professional Exam marks.
- If multiple candidates apply, preference is given to the student with the highest academic standing.
- If seats remain vacant after the first round, applications will be processed on a rolling basis.

C. Admission Requirements

Students offered a seat must:

- Submit original academic and identification documents.
- Pay tuition and admission fees applicable to the batch being joined.
- Pay administrative and transfer charges levied by:
 - PMDC (if applicable)
 - JSMU


Enrollment is considered complete upon confirmation by the JSMU and PMDC registration.

6. Transfer Out of JMDC

A. Process

Students wishing to transfer out must:

- Submit an official transfer/withdrawal application.
- Complete the Clearance Form from all departments.
- Submit:
 - JMDC Student ID Card

	Document Name	Policy for Student Transfers
	Document Number	JMDC / Policy / PST / 25-06

○ Affiliated University Enrollment Card

Tuition fees will be calculated pro-rata, based on duration of classes attended at the time of final clearance.

JMDC may impose an additional 10% penalty on withdrawal as per current PMDC regulations.

B. Post-Withdrawal Procedure

Upon completion of the withdrawal process:

- Original documents submitted at admission will be returned.
- An NOC (No Objection Certificate) will be issued, though not required under PMDC rules.
- Official notice of withdrawal will be sent to the JSMU and PMDC, along with the return of the University Enrollment Card.

7. Key Notes

- No college, including JMDC, may restrict a student's right to transfer to another institution.
- A student does not require an NOC to transfer out, but JMDC may issue one for convenience.

8. Review and Amendment

This policy shall be reviewed annually by the Academic Council in coordination with the Office of Student Affairs and updated to reflect changes in PMDC or JSMU regulations.