POSTGRADUATE MEDICAL CENTRE LUMHS,
JAMSHORO

GUIDELINES
General Rules

1. Postgraduate Degree & Diploma courses can be conducted in all the medical colleges / institutions / departments, accredited for the course by Liaquat University of Medical & Health Sciences, subject to following pre-conditions:

1.1 that qualified teachers, training facilities, research and library facilities are available at the concerned department(S) as per rules of the LUMHS for accreditation.

1.2 that the college/institution/departments are accredited for the course with the Liaquat University of Medical & Health Sciences and fulfil the criteria for recognition by the Pakistan Medical & Dental Council (PM&DC) / Higher Education Commission (HEC) / Pakistan Nursing Council (PNC).

2. The Advanced Studies and Research Board of Liaquat University of Medical & Health Sciences reserves the right to make any change(s) whatsoever in the curriculum, admission and examinations rules for any course, as and when requested to the Postgraduate Committee by the concerned Faculty of Liaquat University of Medical & Health Sciences and recommended to the Academic Council and syndicate for final approval.

3. LUMHS may start any new Postgraduate Degree / Diploma Course at LUMHS and other affiliated medical college / institution as and when needed / recommended by the Statutory Bodies.

4. Following Degree & Diploma Courses with given duration are being conducted at LUMHS or in an affiliated Medical College/Institute.

I. Level III Programmes

a. 5 Years Duration
   - M.S Neurosurgery
   - M.S Orthopaedics
   - M.S Plastic Surgery
   - M.S Urology
   - M.D Cardiology

b. 4 Years Duration
   - M.S ENT
   - M.S General Surgery
   - M.S Gynaecology & Obstetrics
   - M.S Ophthalmology
   - M.D Forensic Medicine
   - M.D General Medicine
II. Level II Programmes

a. 3 Years Duration

- M. Phil Anatomy
- M. Phil Biochemistry
- **M. Phil Haematology** (applied for recognition with PMDC)
- M. Phil Pathology
- M. Phil Pharmacology
- M. Phil Physiology

b. 2 Years Duration

- M. Sc Community Dentistry
- M. Sc Operative Dentistry
- M. Sc Oral Surgery (**Oral & Maxillofacial Surgery**)  
- M. Sc Orthodontics
- M. Sc Prosthetics (**Prosthodontics**)  
- M.P.H Master of Public Health
- MSc Nursing (to be run in collaboration with the Directorate of Nursing, LUMHS Jamshoro)

III. Diploma Programmes

a. 2 Years Duration

- Diploma in Child Health (DCH)
- Diploma in Cardiology (Dip-Card)
- Diploma in Dermatology (DDerm)
- Diploma in Clinical Pathology (DCP)
- Diploma in Ophthalmology (DO)
- Diploma in Gynaecology & Obstetrics (DGO)
- Diploma in Medical Radiotherapy (DMRT) Part-I & II
- Diploma in Psychiatric Medicine (DPM) Part-I & II
- Diploma in Medical Jurisprudence (DMJ) Part-I & II
- Diploma in Laryngology & Otology (DLO) Part-I & II
- Diploma in Medical Radio-Diagnosis (DMRD) Part-I & II
- Diploma in Anaesthesiology (DA) Part-I & II

b. 1 Year Duration (University Certificate Courses)
Online Diploma in Family Health Care (DFHC)

5. Eligibility for Degree & Diploma Courses

5.1 Medical / Dental graduate from one of the recognized medical University/college shown in schedules I & II of the Pakistan Medical & Dental Council Act.

5.2 Valid registration with PM&DC as a medical / dental practitioner.

5.3 One year Resident House job in a recognized teaching institution.

5.4 Foreign graduates will have to produce equivalence certificate of their degree and experience from the PMDC.

5.5 Inservice candidates are required to submit No Objection Certificate (NOC) from the parent department/employer clearly indicating that he/she will specifically be pursuing the postgraduate course and shall not work in the parent department for the entire duration of the course.

6. Admissions

6.1 The admissions shall be made by the Postgraduate Medical Centre, LUMHS. The schedule of admission shall be announced by the Registrar LUMHS, Jamshoro.

6.2 Entry to MPhil/MPH/MSc and Diploma Courses

Eligible candidates will have to first appear in computer-based / written entry test:

i. All papers will comprise of speciality based SBQs.

ii. The final selection will be on merit. In case more than one candidate secures equal marks, it will be decided on merit of final professional examination. If still there is equal status / marks, then preference will be given to the older candidate.

6.3 Entry to MD/MS Courses

i. Eligible candidates will have to pass part-I examination which will consists of 2 papers. Paper I will cover applied basic medical sciences while paper II will deal with fully subject oriented for example a MD Cardiology candidate will be having paper-II from Cardio Medicine only, and MS Neurosurgery candidate will be having Paper-II from Neurosurgery only.
ii. For MD Forensic Medicine, paper II will include applied Forensic Medicine.

iii. As the Diploma and Degree courses are full time courses, students can be only be admitted in one course (no simultaneous courses are allowed).

iv. Selected private and inservice candidates shall report for admission to the institution/department concerned within 4 weeks and 3 months, respectively. If they fail to do so within this period, their admission shall stand cancelled. However, hardship cases of inservice candidates will be decided in Postgraduate Committee.

v. Inservice candidates will have to obtain study leave / deputation from the employer and have to get relieved from their parent institution/department before joining the course within 3 months.

vi. Employees of LUMHS selected for postgraduate course will have to obtain permission from the Registrar LUMHS to be admitted in the course. The students intending to do the postgraduation in any speciality other than the parent subject will have to obtain deputation / study leave and be relieved before joining the course.

7. Enrolment

All candidates, admitted in postgraduate courses should enrol themselves with the Inspectorate of Colleges through Postgraduate Medical Centre, LUMHS within one month of their admission. The list of enrolled students will be sent to Controller Examination (PG), Department of Information Technology and Synopsis Secretariat.

8. PM&DC Registration

It is mandatory for all selected postgraduate students to register themselves as postgraduate medical/dental student with Pakistan Medical & Dental Council, Islamabad, within three months of their admission.
9. Duration of Courses

9.1 The duration of each Degree / Diploma course is given in clause 4. The period of the course will be calculated from the date of joining.

9.2 Candidates admitted to degree courses having diploma in relevant subject/discipline acquired within last five years can obtain maximum exemption of one year in the duration of that particular degree course; however exemption will be accorded only if they are qualified for the final examination i.e. their thesis is assessed and approved and they have attended the mandatory workshops.

9.3 Candidate admitted in one course can break his/her training period for another course (i.e. MS/MD/FCPS-II). After availing the break period he/she can resume previous training within five years (for four years training courses) and within six years (for five years training courses) of his/her joining date for the degree program.

9.4 Candidates having passed MD/MS can join the relevant subspecialty, the duration of training for these sub-specialty courses shall be three years.

(Note: All postgraduates are entitled to stipend for duration of one degree course only.)

9.5 Leaves/absence without permission:

i. In case of absence for more than one week without prior approval, the candidate shall explain his / her absence in writing, through proper channel to the Director PG, and on absence of more than one month without permission, he/she will be served show cause notice and personal hearing before PG committee. Failing to satisfy the committee will make him/her liable to termination from the course.

(Note: Any candidate who has been granted break of one year by PG committee on his / her request shall be required to join the course at the end of one year, failing which his / her admission will be cancelled. After joining the candidate has to complete the deficit of relevant training.)

ii. Candidates will be allowed only one maternity leave with stipend during the training period. However, the deficit of each maternity leave is to be completed at the end of training.

iii. Leave application for duration of 4 or more weeks shall be processed through proper channel, duly signed by supervisor, chairperson and concerned Dean. The deficit of leave exceeding two weeks has to be completed at the end of the training program.
10. **Courses of Studies**

10.1 The curriculum of each Degree / Diploma course of all disciplines shall be strictly followed. English will be the medium of instructions and examinations.

10.2 All the candidates of degree courses, teaching and training programs involving research work and/or write up of thesis, shall attend mandatory workshops on Computer and internet orientation, Research methodology and Communication skills in addition to other specific mandatory and optional workshops as given in their curriculum. The same applies to candidates admitted in affiliated colleges/institutions.

10.4 The curricula of all courses and amendments therein shall come from the Board of Studies, duly approved by the Board of Faculty. This then shall be discussed in the Postgraduate Committee and submitted to the Advanced Studies & Research Board for recommendations to the Academic Council and Syndicate, LUMHS for final approval.

11. **Eligibility of Supervisor and Co-Supervisor**

11.1 The supervisor and co-supervisors should have major postgraduate qualification and experience as per PM&DC / HEC rules and have attended all four mandatory workshops.

11.2 A supervisor is allowed two degree course candidates per year, with the total number of trainees per supervisor not exceeding eight. Postgraduate Committee will oversee proportionate distribution of postgraduate trainees in the units.

12. **Responsibilities of a Supervisor/Co-Supervisor**

12.1 The supervisor will implement the structured training programme with maintenance of the Log Book.

12.2 The supervisor will guide his/her candidate in synopsis/thesis writing and will check/approve the same before submission to Review Committee/Research Ethics Committee (REC).

12.3 The supervisor shall be responsible for the punctuality and regularity of his/her trainees and shall report any absence without prior intimation by the candidate to the concerned authority.

12.4 The co-supervisor (where relevant) will assist the supervisor in training and research.
13. Criteria for Change of Supervisor (for all postgraduate students including FCPS candidates).

In case of retirement / transfer / long leave of the supervisor, the candidate must submit an application for change of supervisor within two months, and the matter will be decided by the PG committee. Where none of the above conditions exist and the candidate applies for change of supervisor, he/she has to appear before PG Committee for justification.

14. Responsibilities of Candidates

14.1 The candidate shall pursue her / his training according to the curriculum.

14.2 Every candidate has to maintain a log book.

14.3 He/she will have to attend all mandatory workshops, failing which, the examination form will not be accepted.

14.4 M.D/ M.S candidates have to pass Midterm Evaluation Examination before appearing in the final examination. Candidate can appear in Midterm Evaluation only after approval of their synopsis. Their result will be submitted to the Director, Postgraduate Studies and the Controller of Examinations (Postgraduate Studies).

14.5 Students shall strictly follow the rules and regulations issued by the University from time to time.

14.6 Duty hours of the candidates of clinical courses must not increase or be less than 80 hours as per PM&DC rules including two in-house evening/ night calls with not less than three nights interval and a rest period of 10 hours.

15. Synopsis writing

Selection of the topic for Research within three months of admission in the course in consultation with supervisor is mandatory. No synopsis shall be accepted after six months of commencement of training. The synopsis must be approved within one year of submission of synopsis.
16. Thesis Writing

16.1 The trainee has to sign an undertaking that the research is an original piece of work and that the thesis has been written by him/her, countersigned by the Supervisor.

16.2 All thesis have to be scanned for plagiarism as per HEC criteria before it's evaluation. The candidates have to submit softcopy of their thesis through email (plagisimcheck@lumhs.edu.pk). The fee for checking similarity index is Rs. 500/- for three consecutive checks.

17. Assessment of Thesis

The thesis shall be submitted in the office of Controller Examination(Postgraduate) for evaluation and assessment before the end of training of the candidate.

18. Examinations

18.1 Eligibility criteria to appear in final examinations

a. Diploma Courses

- 75% Attendance
- Attendance certificates of workshops (where applicable)
- Deposition of prescribed tuition and examination fee

b. Degree Courses

- 75% Attendance
- Attendance certificates of mandatory workshops
- Result of Midterm Evaluation Examination
- Duly filled and signed log book
- Rotation certificates
- Letter of approval of thesis
- Deposition of prescribed tuition and examination fees.
- Checklist signed by Director, Postgraduate Medical Centre

18.2 All Postgraduate examinations will be held twice a year in the months of April and October.

18.3 Candidates of MPhil course will have to appear in Part-I examination within 2 years of admission, failing which their admission shall be cancelled.
18.4 **Candidates of M.Phil, MSc and MPH course** can take 3 consecutive attempts for part 1, failing which the case will be placed before PG committee for cancellation of admission/further decision.

18.5 A candidate after qualifying for the final examination shall be required to sit in any of examination during 2 consecutive calendar years, else he/she shall cease to qualify for taking that examination and shall have to seek fresh admission to the course.

18.6 A candidate of MD / MS / course who fails to pass the final examination of a course within 7 years after completion of duration of course shall not be allowed to sit in subsequent examinations, and his/her admission shall stand cancelled.

18.7 A candidate of Postgraduate Diploma, MSc, MPH and MPhil course who fails to pass the final examination within 5 years after completion of duration of course shall not be allowed to sit in subsequent examinations, and his/her case will be referred to PG Committee for cancellation of admission.

18.8 Every candidate shall submit his/her duly filled examination form to the Controller of Examinations, along with the prescribed examination fee on or before the date announced for this purpose by the Liaquat University of Medical & Health Sciences.

18.9 The theory examination shall be conducted at LUMHS Centre whereas Oral and Practical parts of the examinations will be held at the concerned department of the LUMHS.

18.10 Theory and practical examinations will carry equal marks unless mentioned otherwise in specific rules of particular discipline.

18.11 The candidates who have passed theory shall be allowed to appear in three consecutive practical examinations (whether availed or not availed) on payment of full prescribed examination fee.

18.12 **All candidates of MSc, MPH and Diploma courses** (where applicable) must appear for Part-I examination at the end of first year of training. Failing which his/her case shall be referred to the PG Committee for cancellation of admission.

18.13 Passing percentages of theory papers:

a. For Basic Medical Science Paper 50%, Diploma courses: Diploma Part-I & Part-II, as applicable each paper 50% and 55% in aggregate.

b. For Degree Courses each paper 50% and 55% in aggregate.

c. MS Gynae & Obstetrics passing percentage 55% in each paper and 60% in aggregate.
18.14 Practical Examinations:

a. The ratio of internal and external examiners for MD and MS courses will be 25/75 respectively. **75%** of externals will be invited from the medical universities of Sindh and other provinces, if required.

b. Supervisors will not be examiners of their candidates.

c. Coordinator/Convenor for Faculty of Medicine and Allied Sciences and Faculty of Surgery and Allied Sciences will coordinate with Controller of Examinations (Postgraduate) and Incharge, OSPE Centre for all examinations.

d. The practical examination includes OSPE / OSCE in all diploma and degree examinations and the details of these are mentioned in specific curricula of relevant specialities.

e. A student shall be considered successful if he / she secures 60% marks in aggregate and has to secure minimum of 50% marks in each component of practical examination.

f. Immediately after the completion of an examination the Board of Examiners shall send the results to the Controller of postgraduates' examinations who shall declare the results as per rules.

19. Fee Structure

19.1 The prescribed fee of the application form and prospectus shall be determined by the Postgraduate Committee LUMHS.

19.2 The registration / enrolment fee for all degree /diploma courses shall be prescribed by the Liaquat University of Medical & Health Sciences.

19.3 The identity card fee per year shall be Rs.200/- or as prescribed by the LUMHS.

19.4 The tuition/ examination fee may be changed according to the rules framed after due approval of statutory body of LUMHS.

19.5 The examination fee for diploma / degree courses shall be prescribed by the Liaquat University of Medical & Health Sciences.

19.6 Fee deposited for a particular examination cannot be carried over to the next examination in case of withdrawal / absence / exclusion from the examination, except in case of withdrawal within one week before commencement of the examination.

19.8 Examination form should be submitted on or before the date announced for this purpose along with prescribed fee to the Controller of Examinations (PG). The candidate can Deposit late fee provided the application is received before the date fixed for receiving late applications.

20. Award of Certificates
The Degree / Diploma Certificates will be awarded to successful candidates bearing signature of the Vice Chancellor, the Registrar and Controller of postgraduate examinations.

A. Code of Conduct for Postgraduate Trainees

i. No student shall form any society / association / organization.
ii. No outside person will be invited by the student(s) to address any meeting of the University.
iii. No student union is permissible.
iv. Students are not allowed, in any case, to address the national press.
v. Students are forbidden to address higher authorities directly. Any communication intended for higher authorities needs to be en-routed through proper channel.
vi. All antisocial activities against the code of conduct are strictly prohibited and liable to punitive action.

B. Disciplinary Committees

i. All matters pertaining to use of unfair means/misconduct in examinations will be referred to LUMHS Examination Disciplinary Committee.
ii. Any criminal offence/indulging in political activity will be referred to LUMHS Disciplinary Committee.
iii. All other matters will be reported to and dealt by the LUMHS Postgraduate Committee.

C. Disciplinary Act

i. If any student is found involved in criminal activities of any kind during or before his / her admission to any postgraduate course, will be suspended / terminated as per University rules. Any student whose name appears in the F.I.R pertaining to any nonbailable offence as specified in the criminal procedure code (Cr. P.C) will be suspended during the pendency of the cases. He / she will not be allowed to attend classes or take up any examination.
ii. The action for situations warranting suspension, rustication or expulsion will be according to the specified procedure as follows:

   a. The department/supervisor may report any misconduct of the postgraduate student to the Postgraduate Committee which may then be forward the case to other Disciplinary committees/Registrar for further actions such as suspension / rustication / expulsion.

   b. Disciplinary Committee/Registrar will take decision, as per rules & regulation, against the postgraduate student and will send recommendations of suspension/ rustication or expulsion to competent authority.
c. The student will have a right to appeal against decision of the Disciplinary Committee within 15 days.

D. Suspension

A student shall be liable for suspension up to six months if he/she commits any of the following acts:

i. Interferes with the administration, including the mode or schedule of the examination.
ii. Indulges in acts of immorality.
iii. Indulges in any kind of political activity, including displaying posters or placards within premises of LUMHS.
iv. In case of any unauthorized absence of more than 30 days.
v. The period of suspension will have to be completed at the end of training.

E. Rustication

A student may be rusticated by the disciplinary committee/Registrar Office of LUMHS for a period of up to three years due to any of the following acts:

i. Taking forceful possession, making unauthorized use or damaging University / Hospital property.
ii. Found indulging in agitation activities, prejudicial and detrimental to the Institute.
iii. Adopting unfair means during examination.
iv. Disobeying an order of suspension passed against him/her.
v. Any other act, which the disciplinary committee considers inappropriate.
vi. Anybody who does not submit the prescribed undertaking about non-involvement in the political activities.

F. Expulsion

A student is liable to be expelled from the University by the Disciplinary Committee if he/she commits any of the following actions, and the order shall be final and irrevocable if he/she:

i. Is found in possession of fire arms or lethal weapons or narcotic/recreational drugs in the university premises, examination hall or any other area as specified by the University administration.
ii. Remains absent for more than three months without permission of the competent authority.
iii. Is convicted by a Court of Law for any criminal act.

Note:
Any student suspended / rusticated / expelled for the reasons mentioned above shall not be allowed to appear in any examination. The orders of suspension, rustication and expulsion shall be final and irrevocable.

The university authorities reserve the right to amend / change the document whenever deemed necessary.

Final