

FATIMA JINNAH INSTITUTE OF DENTISTRY AND DENTAL SCIENCES LAHORE

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**POLICY FOR ACCESS TO ACADEMIC AND MEDICAL RECORDS**

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To: Admin Officer

**Fatima Jinnah Institute of Dental Sciences (FJIDS), Lahore**  
**Policy for Access to Academic and Medical Records**

**1. Purpose**

This policy outlines the procedures and conditions under which undergraduate students of FJIDS may access their academic and medical records, ensuring confidentiality, security, and proper authorization.

**2. Scope**

This policy applies to all enrolled undergraduate BDS students, faculty, administrative staff, and custodians of academic and medical records at FJIDS.

**3. Definitions**

- Academic Records: Examination results, attendance records, assessments, and related academic documentation.
- Medical Records: Health records maintained by the institution's medical unit concerning student well-being and fitness for training.
- Authorized Personnel: Individuals permitted to access or process student records as part of their official duties.

**4. Policy Statements**

- 4.1 Students have the right to access their own academic and medical records upon submitting a formal request.
- 4.2 All records will be handled with strict confidentiality and released only to the concerned student or authorized personnel.
- 4.3 No third-party access will be granted without written consent from the student, except where required by law or regulatory bodies.
- 4.4 Records will not be altered; students may request corrections only in case of documented errors.

**5. Procedure to Access Academic Records**

- 5.1 The student shall submit a written request to the Student section using the designated form.
- 5.2 The Student section will verify the identity of the student.
- 5.3 The requested documents will be provided within five working days.
- 5.4 Records will be issued as certified copies only; original records will not be issued.

**6. Procedure to Access Medical Records**

- 6.1 The student shall submit a request to the Student Section.
- 6.2 Access to sensitive medical information will be provided in accordance with ethical and legal privacy standards.

6.3 In case of health conditions affecting clinical training, the medical officer may share relevant information with academic leadership with student consent.

## **7. Confidentiality and Data Protection**

7.1 Both academic and medical records will be stored securely in password-protected electronic systems and/or locked physical storage.

7.2 Only authorized personnel may handle, process, or release student information.

7.3 Any breach of confidentiality will result in disciplinary action.

## **8. Record Retention**

8.1 Academic and medical records will be retained as per institutional and regulatory requirements.

8.2 Disposal of records will be conducted safely to protect privacy.

## **9. Revision and Approval**

This policy will be periodically reviewed by the Academic Council and approved by the Dean FJIDS.

**Note:** While utmost care has been taken in formulation of these policies to ensure that they are in accordance with the policies of government of Punjab and SHC&ME department. In case of any disparity, the policies laid out by government of Punjab and SHC&ME department shall be considered as final and followed.