

# FATIMA JINNAH INSTITUTE OF DENTAL SCIENCES LAHORE

No. 4071 /FJIDS, LHR  
Dated 06/12 /2025



## TRANSFER POLICY

**Prof. Armaghan Israr Mirza**  
FCPS (OMFS), FFD RCS (Ireland)  
**Dean**

Fatima Jinnah Institute of Dental Sciences, Lahore

To: Admin Officer

## **Fatima Jinnah Institute of Dental Sciences (FJIDS), Lahore**

### **Transfer Policy for BDS Students**

This Transfer Policy is applicable to all Bachelor of Dental Surgery (BDS) students seeking migration to or from Fatima Jinnah Institute of Dental Sciences (FJIDS), Lahore. The policy is aligned with regulations of the Pakistan Medical & Dental Council (PMDC) and the University of Health Sciences (UHS), Lahore. As a public-sector institute, FJIDS ensures transparency, merit, and regulatory compliance in all transfer cases.

#### **1. General Principles**

- All student transfers shall strictly follow PMDC and UHS migration policies.
- Migration is allowed only against available vacant seats in the same professional year.
- No institution-to-institution transfer shall be processed without formal approval from UHS.
- FJIDS reserves the right to accept or reject any transfer application based on merit or policy constraints.

#### **2. Eligibility Criteria for Transfer to FJIDS**

- Student must be enrolled in a PMDC-recognized and UHS-affiliated (or equivalent) dental college.
- Applicant must have passed all preceding professional examinations.
- Minimum academic standing and attendance criteria set by UHS must be fulfilled.
- No disciplinary action or pending inquiry should exist against the applicant.

#### **3. Documentation Required**

Applicants must submit the following documents:

- Written application addressed to the Dean, FJIDS.
- No Objection Certificate (NOC) from the parent institution.
- Verified academic transcripts and attendance record.
- PMDC registration details.
- Copies of CNIC, admission letter, and professional exam results.
- Any additional documents required by UHS.

#### **4. Internal Processing at FJIDS**

- Applications shall be reviewed by the Student Section.
- Verification of all academic and administrative documents will be conducted.
- The case will be forwarded to UHS for final approval.
- No student shall be considered transferred until UHS issues the official migration notification.

### **5. Transfer from FJIDS to Another Institution**

- Students wishing to transfer out must submit a written request.
- Transfer-out cases will be processed only after ensuring that PMDC and UHS criteria are met.
- FJIDS will issue an NOC only if the student has no academic, financial, or disciplinary liabilities.

### **6. Restrictions and Conditions**

- Migration is not allowed in 1st Year BDS as per PMDC policy.
- Final Year migration is discouraged and allowed only in exceptional circumstances with UHS approval.
- Students repeating a professional year are not eligible for transfer.
- Seat availability is strictly determined by UHS-approved capacity (50 seats).

### **7. Fee and Administrative Charges**

- Government fee structure shall apply as notified by FJIDS and UHS.
- Processing charges, if applicable, will be notified by the institute.

### **8. Final Approval**

- The final authority for acceptance or rejection of transfer/migration cases is UHS.
- FJIDS will implement only those migration decisions formally approved by UHS.

### **9. Record Maintenance**

- All migration records shall be maintained by the Student Affairs Office.
- Copies of all approvals will be placed in the student's academic file and reported to UHS.

**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.