



GENERAL RULES AND  
REGULATIONS  
FOR  
MD/MS PROGRAMME OF  
ZIAUDDIN UNIVERSITY

UPDATED [October, 2017](#)

Updated in line with BASR approved amendments

## **GENERAL RULES**

1. The duration of studies for M.D. /M.S. degree shall depend upon the chosen specialty.
2. The requirements for the Degree of M.D./M.S. shall be:
  - i. All the candidates have to be enrolled by the University and given an Enrolment Number.
  - ii. All the candidates have to carry out Research and write a Thesis during the period of training.
  - iii. At the end of training, the candidates will be examined in a Final Examination.

## **ELIGIBILITY**

Candidates possessing an MBBS or equivalent qualification recognised by PMDC and have done one year of House Job in a position recognised by PMDC are eligible.

## **ADMISSION PROCESS**

- i. Applications for admission shall be made to the Postgraduate Office on the prescribed form.
- ii. Eligible candidates will be required to pass an Entrance test and will be interviewed for suitability by a Postgraduate committee.
- iii. \*(1) Entrance exam will be conducted by the Examination Department of Ziauddin University.

## **FEES AND STIPEND**

1. Selected candidates will pay Rs. 25,000/= as admission fee to the University Accounts Office.
2. The final examination fee will be Rs. 25,000/=.
3. The Defence of Thesis examination fee will be Rs. 50,000/=.
4. In Service candidates will be given current stipend.
5. Fees may be revised by the University at its discretion.

## **ENROLLMENT**

Candidates will be enrolled after gaining admission to the course and payment of admission fee.

**Simultaneous enrolment in 2 postgraduate programmes:** A candidate can enrol in any external training programme nationally / internationally after completion of 2 years of supervised training, provided the Regulatory Body of that programme has no objection over it with documentary evidence.

## **EXEMPTION FROM PART OF PRIMARY /SPECIALTY TRAINING**

1 year exemption in training for MD/MS/FCPS in any subspecialty programme can be granted in following circumstances

### **At Parent Institution (Ziauddin University):**

1. The candidate should have completed satisfactory training in Internal Medicine /Surgery for 1 year as a resident at the parent institution.

### **At Other Teaching / Training Institution:**

1. Two years of supervised FCPS training certificate
2. Exemption for any other training programme, e.g., MRCP training. Should be evaluated by the PG Committee on an individual basis.

MD paediatrics candidates who have exhausted MD paediatrics examination attempts will have to enrol for diploma of paediatrics examination after getting;

- i. Approval from a statutory body and their diploma training period can be exempted.
- ii. OR they have to withdraw from the MD paediatrics programme if they want to apply for a diploma in paediatrics examination.

## **TRAINING**

### **General Aspects of Training**

#### **1. Duration**

- i. The duration of training will be four to five years, depending on the specialty.

#### **2. Training strategy**

- i. The trainee should be involved in management of appropriate mix of inpatients and outpatients. Practical participation in clinical management of inpatients, Training programmes consist of structured training sessions, clinical case presentations, and Journal Club. Review articles, Morbidity and Mortality meetings, lectures, and seminars in all aspects of the programme
- ii. A log book will be maintained documenting training activities case register detailing adequate number of patients examined and procedures performed.
- iii. A specific training schedule will be available in the subject specific protocols

#### **3. Assessment during training**

- i. Each candidate will be continuously evaluated through evaluation forms and log books.
- ii. Six monthly evaluations will be done, which consist of
  - (a) Resident evaluation form
  - (b) Mini clinical examination
- iii. The examination shall cover not only the formal material in the syllabus but also the reading and discussion of medical literature.

- iv. The emphasis will be on the ability to solve problems that a trainee is likely to encounter while working independently.
- v. At the end of **six months**, if the progress of the candidate is unsatisfactory, the candidate will be informed in writing to improve.
- vi. If the candidate fails to improve by the end of the **first year** despite warning, the BASR will recommend the termination of Admission.
- vii. **Feedback to candidates for any unsatisfactory periodic internal evaluation.** The candidate should be informed in writing and counselled. If his/her performance is unsatisfactory in 2 consecutive periodic evaluations. He/she is liable to be withdrawn from the programme.

#### 4. **SYNOPSIS**

- i. A synopsis should be submitted preferably within 1<sup>st</sup> year of training for approval by Clinical Review Committee and ERC; if the candidate fails to do so by the end of 2<sup>nd</sup> year, he/she will be held liable and dropped from the programme.
- ii. Will not be promoted to 3rd year unless the synopsis is submitted.
- iii. \*(<sup>2</sup>) All supervisors should attend the CRC (Clinical Research Committee) meeting with the first submission of a synopsis of each of their trainees.
- iv. Procedural / skills:  
According to the level of competence of the trainee some procedures will be performed under supervision initially then independently and others may be observed.

#### 5. **Rules regarding transfer to another campus:**

- i. Transfers will not be allowed to another campus (If not part of training rotation of MD/MS programme). The trainee will have to resign and apply at another campus.
- ii. If a vacancy occurs during that session at another campus, the trainee will have to obtain an NOC from the department in-charge of his/her current working campus.
- iii. The trainee will be free to apply for the next regular session.

#### 6. **Termination rules**

- i. Postgraduate trainees may be terminated immediately during any year of training on disciplinary grounds.
- ii. In two year training programmes, candidates failing two consecutive exams in the first year will be withdrawn from the programme as soon as the result is announced. They will not be given an extra 6 months for improvement or evaluation, as given in 4 year training programmes.
- iii. All those candidates who have been terminated on disciplinary grounds or who left the institute without giving one month's prior notice will not be taken again in any training programme of ZMU.
- iv. At the end of 1<sup>st</sup> year of training, if an MD/MS trainee fails 2 consecutive evaluations, he/she will be struck out of the programme.

#### v. **Promotion**

Promotion to next year of residency training will be subject to;

1. Two 6 month evaluation reports
2. Attendance and punctuality

**7. Leave Rules**

- i. There is no separate provision for religious visits. A trainee can avail 3 week / year leaves (leaves cannot be accumulated) and he/she can perform religious visit during that period. Any demand for extra leave will not be accepted and the trainee will have to resign from the post.
- ii. Maternity Leave will only be allowed for 45 days and will not be given during the probation period.
- iii. A postgraduate trainee who requires more than 3 weeks of leave at a stretch in a year will have to resign from the post. However, such candidates can rejoin the institute if the Head of the department has no objection to it. He/she can join either in January or July induction sessions or even in between these sessions.

**FINAL EXAMINATION**

**1. The Final Examination will consist of two stages.**

**Stage-One**

- i. Theory Examination
- ii. Clinical Examination

**Stage-two**

- i. Defence of Thesis

**2. Eligibility for The Examination**

**a. Eligibility for stage-one exam**

The candidate will be allowed to appear in the examination (Stage-one Theory and Clinical) when he/she has fulfilled the following requirements.

- i. Certificate of satisfactory training, including rotations, which should be signed by the supervisor and countersigned by Dean PG for verification.
- ii. Document from Controller of Examination confirming approval of the thesis.
- iii. One original article in which the trainee should be the first author, published in a PMDC approved Journal.
- iv. Certification from Dean of Postgraduate Studies regarding satisfactory completion of training.

**(a). Communication Skills. (b). Mandatory Courses in epidemiology, biostatistics and Research Methodology** either by Ziauddin University or from any other approved institution).

**b. Pass Marks**

- i. Pass Percentage(%) is 60% aggregate and 60% in individual components.

**c. Eligibility for Stage-two exam**

- i. If the candidate is successful in Theory and Clinical examination (stage-one), only then he/she will appear for the Defence of Thesis.

### 3. Thesis progression (regulation, review and approval of thesis)

#### a. Regulations of Thesis :

- i. As a prerequisite for thesis, **synopsis** should be submitted preferably within 1<sup>st</sup> year of training for approval by Clinical Review Committee/ ER; if the candidate fails to do so by the end of 2<sup>nd</sup> year, he/she will be held liable and dropped from the programme.
- ii. Six months before the end of training, a **Final Thesis** must be submitted to the Postgraduate Office for Review
- iii. The Thesis should preferably be prospective study and a piece of original work embodying either a discovery of new facts or a fresh interpretation of facts and/or theories.
- iv. The thesis should embody original observations together with the analysis of the collected data and conclusions drawn.
- v. In either case, the work should show the candidate's capacity for critical assessment, interpretation, and judgement.
- vi. The candidate should make a statement in the summary of the thesis, as to the respect in which his/her work has advanced knowledge in the selected field of specialty.
- vii. The bibliography of the Thesis should contain a list of references that the candidate has read firsthand and quoted in the body of the Thesis. The references should preferably be at least 30 in number, out of which 50% should have been published within the last 5 years.
- viii. The passages from the books should not be copied in the thesis, but these must be clearly indicated as such, and their sources shall be given.
- ix. The Thesis must be typewritten on paper 8½ "X11" with a margin of 1½ on each side. Only one side of the paper is to be typed. It shall be temporarily bound.
- x. The supervisor will certify that the work has been performed by the candidate.
- xi. The Thesis must be checked and approved by the supervisor before final submission.
- xii. Five copies of the Thesis shall be submitted to the Department of Examination for review through the Postgraduate office.

#### b. Review of Thesis

- i. The Department of Examination shall submit the Thesis to the Board of Advanced Studies and Research. (BASR)
- i. The Board of Advanced Studies and Research shall appoint at least three external review-examiners with scholarly backgrounds in the relevant field, and the thesis should be sent to any two of them.
- ii. The thesis will then be examined separately by both, the review-examiners and evaluated based on the given guidelines.
- iii. The review-examiners shall send the evaluation report to the Department of Examination.
- iv. Any corrections or alterations made by the external review-examiners should be incorporated into the Thesis.
- v. The thesis should then be bound temporarily.

- vi. In case of a difference of opinion between the external review-examiners i.e. one positive evaluation and one negative evaluation then the Thesis will be sent to the third external review-examiner previously selected by BASR.
- vii. If the Thesis is not approved by the first two external review-examiners or two out of three external examiners, then it is an Inadequate Thesis.
- viii. Annexure: Thesis Format Guideline as Approved by Academic Council (February, 2015). These Thesis guidelines will be applicable to MD/MS candidates.

**c. Inadequate Thesis (Evaluation performa as annexure is attached).**

i. **Partially inadequate Thesis :**

- a. Partially inadequate Thesis is a Thesis which requires minor changes only and no extensive revision is required. Such a Thesis should be resubmitted within a maximum of **three Months**.
- b. The supervisor is responsible to check the corrections before resubmission to the University.

ii. **Inadequate Thesis :**

- a. Inadequate thesis is a thesis which requires extensive revision and major changes. Such a Thesis may be resubmitted in the revised form after **Six** months.
- b. The revised form of the Thesis will require an approval by the external and internal examiners.

iii. **Rejected Thesis:**

- a. Is a thesis which is rejected.
- b. The case of rejected thesis will be dealt according to the rules of BASR.

**4. Format / Conduct of Theory and Clinical Examination  
(Stage-one)**

**a. Theory exam**

- i. Two papers of preferably three hour each comprising of MCQ and short essay (SEQ) of different set of topic pertaining to the specialities.
- ii. The above paper will contain question that will encompass applied basic and clinical science related to the subject.
- iii. External Examiners approved by BASR will be requested to send us a pool of questions for the theory paper.

**d. Clinical Examination / Practical examinations in diagnostic and Laboratory Sciences.**

- i. Viva Voce and clinical examination conducted by panel of examiners which include atleast 2 external and 2 internal examiners.
- ii. Supervisor can be present as an observer during the exam.
- iii. Viva voce examination will cover entire field of subject.
- iv. Clinical examination can be conducted as per following format as per speciality need.
  - a. Long case

- b. Short cases.
- c. OSCE / OSPE / TOACS, etc.
- d. Table Viva
- v. Dean Postgraduate will be the convenor of the exam.
- vi. Theory/Clinical examinations will carry equal weightage. The candidate will have to clear both parts.
- vii. Pass percentage will be 60% for both theory and clinical examination and there is no need of aggregate marks.

**5. Examination rules regarding number of attempts after completion of training, duration for attempts and weightage of internal evaluation in final exam.**

- i. The training of MD/MS candidates will end at 4/5 years (where applicable) and the trainee will have to give his/her 1<sup>st</sup> attempt within 2 years time after completion of training. If he/she fails to do so then they will be ineligible to sit in the exam unless approval is granted by BASR. Three attempt of part-A exam are allowed, if theory is clear then have three attempts of clinical exam. The period between 2 attempts should be at least 6 months and if the candidate fails to attempt the examination with that period, it will be counted as exam period.
- ii. After completion of training in MD/MS programme a trainee to successfully obtain a degree he/she will have to defend his/her thesis within a maximum period of 5 years and after which no further attempts will be allowed.
- iii. The 2<sup>nd</sup> year (7.5%), 3<sup>rd</sup> year (7.5%) and 4<sup>th</sup> year (15%) evaluation exams will have a cumulative weightage of 30% in final exam for theory and clinicals in MD/MS programme.

**6. Defence of the Thesis (Examination Stage-two)**

- i. The candidate will undergo a defence of the Thesis before a Panel of Examiners.
- ii. Eligible Candidates are those who's Thesis have been evaluated and reported as "accepted" by the review-examiners.
- iii. The BASR shall appoint a committee for the final examination which shall consist of the **five** members.
- iv. Chairman of the examination committee is the Dean of the Postgraduate.
- v. The committee will consist:
  - a. Two internal examiners whose work and experience is in relevant area or any other suitable Faculty member.
  - b. Two external examiners, with relevant experience and publications in the said speciality, who are not in service of affiliated College and or Institute where the student has conducted his/her research.
  - c. \* <sup>(3)</sup> Supervisor and Co-supervisor will be observer.
- vi. The examination will be held according to the schedule announced by the Department of Examinations.
- vii. The examiners shall report as to whether the candidate has adequate knowledge in the subject matter as well as whether he/she has defended his/her Thesis successfully.
- viii. If the examiners disagree, as to the acceptance or rejection of the Thesis, a positive concurrence of three out of the four will be required. Dean will be the



administrative head. Decision has to be taken at the same time as the defense of thesis.

- ix. After a successful defence of the Thesis it will be classified as “**Accepted**” or “**Highly commended**”.
- x. The candidate who’s Thesis has been accepted as “**Highly commended**” will declared to have defended the Thesis with **Distinction**.
- xi. If the candidate fails to defend the Thesis he/she will be allowed a maximum of two years to successfully defend the Thesis.
- xii. The BASR is authorised to relax the period in special circumstances.
- xiii. The Thesis will then be permanently bound with the name of the author and title on the cover.
- xiv. External examiners will be same in Defence of thesis exam who initially reviewed the thesis.

### **ELIGIBILITY CRITERIA FOR SUPERVISORS**

BASR will approve the Supervisors; for whom the eligibility criteria, in order of preference, are as follows:

1. Professor
2. Associate Professor
3. Assistant Professor with five year post fellowship experience.
4. A Supervisor is allowed to supervise Maximum of two PG candidates per year.

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## **ANNEXURE**

### **Induction rules for postgraduate trainees**

- January & July of the month for induction of trainees for the postgraduate trainee programmes.
- Advertisement will be in November and May.
- All new requests should be accompanied by financial approval.
- Number of trainees for induction should be intimated by 3<sup>rd</sup> week of October.

### **Admission Procedure**

- Test paper will consist of 50% Basic Sciences and 50% relevant clinical disciplines.
- Examination will be conducted by the University.
- Entry test result list will contain only the names of the successful candidates.
- Number of candidates for interviews will be maximum 5 times against seat available.
  
- Waiting list will be made for successful candidates according to merit.
- Replacement of candidate within induction i.e., January and July months, will be treated as training parts of period.
- Any other replacement will be treated as RMOs and will have to apply as a fresh candidate.

### **Training certificate**

- Rotation training certificate will be counter signed only if concerned rotation evaluation attached and sign by the rotational supervisor with satisfactory performance.
- Rotation certificate will not be counter signed if end of satisfactory rotation training evaluation not submit within 3 days.

**Disciplinary action**

- Any request for disciplinary action must be in written and signed by the supervisor and Head of the Department.
  - All communications must be addressed through PG Office ([pgoffice@zu.edu.pk](mailto:pgoffice@zu.edu.pk)).
1. 232<sup>th</sup> meeting of BASR dated 11<sup>th</sup> May, 2016 (Clause # 38, 2)
  2. 222<sup>nd</sup> meeting of BASR dated 10<sup>th</sup> July, 2016 (Clause # 3, c)
  3. 236<sup>th</sup> meeting of BASR dated 9<sup>th</sup> September, 2016 (Clause # 76)