

**Standards and Guidelines for Accreditation of Medical Universities and
Degree Awarding Institutions**



Pakistan Medical & Dental Council (PM&DC)

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List of Abbreviations

DAI	Degree Awarding Institute
HEC	Higher Education Commission
HEI	Higher Education Institution
PM&DC	Pakistan Medical and Dental Council
Grey 1	Medical University Self Evaluation Proforma
Grey 2	Medical University Inspectors Proforma
CPSP	College of Physicians & Surgeons

Part-I

Accreditation System for a Medical Universities and Degree Awarding Bodies

Background and Purpose

The Ordinance of 1962 clearly defines the role of PM&DC in the regulation and standardization of Medical Education. At that time, the medical education programmes were MBBS, BDS, and PG programmes therefore these programmes come in its domain under section, 11, 18 and 16 of PMDC ordinance respectively.

For a medical/health sciences university, the domain is quite broad. A medical university should have MBBS and BDS and need to have PG programmes to become Degree Awarding Institution (DAI). PM&DC has no regulation for a DAI.

The definition mentioned in PM&DC Act 2012, “Pakistan University” means any university established under Pakistan law and having a constituent medical or dental college or both.

For a University or a Higher Education Institution (HEI), the mandate is with HEC. Any university not chartered with HEC is not recognized within Pakistan or abroad. The standards and criteria established by HEC are very broad and do not take into account the special nature of health sciences institutions. A medical university cannot be compared with a general university. For Example: HEC does not provide adequate weightage for certain basic and clinical sciences faculties’ such as fellowship and memberships from CPSP or other Royal Colleges or American Boards which are the main stream of clinical trainings. A physician studies for a minimum of 10 years to acquire fellowship and in some instances this may be more than 12 years after F.Sc./HSSC. In all other non-medical disciplines PhD can be completed in approximately 8 years after F.Sc./HSSC. The aim of PM&DC is to improve regulation of the University and CPSP PG programmes and to align them with the HEC criteria. For example, the credit hours’ system of the HEC can be followed by the PMDC for the PG programmes. These standards/guidelines are applicable on zero inspection (for issuance of NOC) the prospective university

Introduction

1.1 With the influx of new medical colleges in the private/public sector and the up gradation of medical colleges to medical universities the council has decided to formulate guidelines and criteria for accreditation of new and established universities. In the past 15 years approximately 25 medical universities have been established which is a record number in the history of Pakistan. This was felt important as HEC has guidelines for general universities, which are not directly applicable to the medical/health science universities.

1.2 This document will ensure standardization and establishment of high quality health science institutions.

1.3 The present document gives directions regarding the criteria for establishing a new university as approved by the PM&DC council on _____. The document ensures that all the requirements as specified in the charter of the university are adhered to legal, structural, organizational, financial, human and others. The criteria and framework of governance for medical university is required to conformity with the HEC guidelines for all universities.

Definition of Medical University:-

The University must have at least four departments to apply for accreditation. An institution of higher education with less than four departments can also apply for accreditation as a degree-awarding institute, provided all other requirements (legal,etc) are met

Part-II

Standards for Medical University

These standards are addressed in the self evaluation proforma for the universities (attached as annex 1 and also in the Inspectors Proforma (attached as annex 2).

Standard number	Standard
1	Legalities, Organization And Governance
2	Institutional Resources
3	Mission Statement
4	Admission Process
5	Academic Programs
6	Assessment
7	Faculty & Staff
8	Student Support Services
9	QEC & Quality Assurance
10	Research & Scholarship

Standard 1: Legalities, Organization and Governance

The Medical University must have a clear, documented and approved:

- i. set of legal requirements as per PM&DC guidelines
- ii. hierarchical system of governance
- iii. policies and procedures for any organization/ constituent institution/ committee/ body/ group
- iv. job descriptions for every position
- v. mechanisms for dissemination of all policies and procedures related to governance, services and resources (including regulations, notices and announcements)
- vi. Standard Operating Procedures (SOPs) of compliance for the minutes of each of the bodies/ committees/
- vii. mechanisms for monitoring progression and improvement
- viii. policies and procedures for avoiding conflict of interest at the level of each statutory body
- ix. plans, policies and procedures for providing institutional autonomy
- x. initiatives taken by Vice Chancellor for academic growth and development
- xi. policies and procedures about the use of emergency powers

Standard 2: Institutional Resources

The Medical University must have a clear, documented and approved

- i. funds and assets as per PM&DC guidelines
- ii. master plan for the infrastructure of the entire university including any campuses as per PM&DC guidelines
- iii. description of the physical resources present in each building / program as shown in the master plan
- iv. allocation of physical resources which match the university's mission and goals
- v. have a transparent and feasible system of procurement along with its regulations and standard operation procedures
- vi. department of Human resources with designated staff and office space
- vii. policies and procedures for Human Resources management

Standard 3: Mission Statement

The mission statement must

- I. be aligned with the vision of the university
- II. be realistic and feasible
- III. demonstrate a clear institutional commitment to social accountability, achievement of competencies and health needs of Pakistan
- IV. be documented and approved by the competent forum
- V. be developed with participation of the major stakeholders
- VI. be made known to all stakeholders
- VII. undergo review and update by documented and approved policies

Standard 4: Admission Process

The Medical University must have clear, documented and approved

- I. Policy for monitoring the eligibility criteria implementation at the institutional level as per respective council guidelines (PM&DC/CPSP/PNC/PCP/others)
- II. Policy for ensuring that the institutions have fair and efficient admissions system including under privileged and minorities in the selection process.

Standard 5: Academic Programs

The Medical University must:-

- I. have clear policies and procedures for design, development, approval and implementation of academic programs
- II. have documented information regarding accreditation status of the individual programs
- III. ensure that programs accredited by the university have been approved the respective board of studies/ competent forum of the individual institution
- IV. develop guidelines for appointment of deans/ directors of the constituent and affiliated institutions
- V. ensure that the institutions comply with the standards defined by the respective councils (PMDC/ PCP/ NC)
- VI. develop, implement and ensure the credit transfer policy of the university
- VII. keep a record of student drop outs and expulsions along with possible reasons
- VIII. Ensure incorporation of contemporary educational methods for all its academic programs

Standard 6: Assessment system

The Medical university must:-

- have adequate, dedicated space for planning and administering examinations
- have adequate, dedicated personnel for planning and administering examinations and for dealing with all issues related to them
- have documented, approved terms of reference, job descriptions, policies & procedures developed for the complete spectrum of examination-related activities
- have suitable technology for examination development, result analysis & finalization and result dissemination
- have involved a qualified medical educationist to oversee quality of examinations and of results before they are finalized and disseminated
- develop & implement policies and procedures for transparent and fair assessment system
- make its policies and procedures known to relevant stakeholders.

Standard 7: Faculty and Staff

The Medical University must:-

- I. Define the criteria for eligibility of faculty positions for all its academic programs as per respective council (PM&DC/PNC/PCP/CPSP/others) guidelines.
- II. Have clear policies regarding hiring, promotion, feedback, retention, grievances, termination, financial benefits, etc.
- III. Ensure that institutes provide protected time to faculty for their professional development.
- IV. Have evidence of policies, procedure and implementation of faculty development program.
- V. Ensure adequate student faculty ratio for all its programs.
- VI. Ensure fair and transparent mechanisms for faculty appraisal and promotions (where applicable).
- VII. Have defined policies for full time, part time faculty, dual appointments, visiting and adjunct faculty.
- VIII. Have adequate facilities for faculty recreation (e.g. gym, primary care clinic etc.)

- IX. Have procedures implemented to obtain faculty and staff satisfaction.
- X. Provide evidence of using faculty and staff satisfaction for developing the quality of its programs.
- XI. Ensure confidentiality for faculty information (eg: safety and access to personal files of the faculty and staff).

Standard 8: Student Support Services
The Medical University must:-

- I. Have a guideline document for students professional, efficient and smooth educational experiences.
- II. Have policies and procedures for students' financial support
- III. Have policies and procedures for student record storage, record maintenance and data confidentiality
- IV. Develop, implement and ensure the migration/transfer policy for the students
- V. Have policies and procedures for student support including: housing, health care facilities, counseling, mentorship, recreation etc
- VI. Have a method of obtaining and using feedback from students for improving the quality of its programs
- VII. Have availability of library, books, internet and supporting staff
- VIII. Have a mechanism to address students' complaints, appeals, grievances and disputes
- IX. Have specific policy for disabled/ handicapped students.

Standard 9: QEC & Quality Assurance

The Medical University must:-

- I. provide evidence for establishment of quality assurance department/ quality enhancement cell with clearly defined responsibilities
- II. ensure that the processes are in place for QEC surveys
- III. allocate appropriate budget for the QA activities and the implementation of the improvement plans.

Standard 10: Research and Scholarship

The Medical University must:-

- I. describe the research priorities, policies and facilities
- II. have a research department facilitating research and scholarly activities among faculty and students
- III. have approved policies and procedures of scientific committees, IRBS & BASR etc.
- IV. have its own scientific publication for promoting scholarship.
- V. promote and reward research done by the faculty, staff and students .

PART III

Procedure of accreditation

2.2 (Submission of Application for No Objection Certificate (NOC))

2.2.1 Following the completion of preliminary legal and financial requirements, the authorized representative of the University shall submit a comprehensive evaluation report in accordance with the Medical University Self evaluation Proforma (Grey 1) along with a non- refundable bank draft/pay order of Rs.100,000/- in the name of the Pakistan Medical and Dental Council as fee for the evaluation of the report. An application shall be considered only when the fee is credited to the account of the PM&DC. The application shall be sent to the Registrar PM&DC along with five copies of the University Evaluation Report with a soft copy on CD/USB.

Form will be applicable on zero inspection

2.3 Scrutiny

- 2.3.1 On the basis of the documents submitted by the university, the University Accreditation Committee/department of the PM&DC will review the document and plan the preliminary inspection of the institution.

2.4 Site inspection

- 2.4.1 Before the time of inspection the university has to submit an inspection fee of Rs. 500,000/- to be paid in advance in the name of PM&DC. PM&DC will then appoint inspectors and they will be using the GUR-SEP report submitted by the University for ensuring the 9 standards defined by PM&DC for the universities are met.
- 2.4.2 The inspection will include physical verification of the infrastructure and available facilities. This is to ensure that the institution has the ability and capacity to run the academic programmes. During the visit the inspectors will be meeting with administrators, teaching staff,

students and support services staff. A visit to the library and other learning resources will also be conducted. The documents and IT facilities provided as evidence for 9 standards will also be reviewed by the inspectors. The inspectors will use the University Requirements Inspectors Proforma (Gray 2) for scoring. The university has to achieve 75% marks to qualify for accreditation.

2.5 Recommendation for accreditation

The Inspectors will give their report and recommendations to the PM&DC. If the inspection report is satisfactory (the university has to acquire 75% score exclusive of mandatory requirements on Gray 2). The Executive Committee will deliberate and forward the case for approval to the PM&DC Council for final approval and issuance of subsequent NOC. After obtaining NOC the Institution will apply to HEC for approval and recommendation to respective ministry for consideration and approval by Relevant Parliament/legislative body for charter. The charter document must be in line with the Model University Ordinance 2002.

2.6 Summary of The Accreditation Process for new universities

- 2.6.1 Fulfill the legal formalities and ensure that all physical, human and financial resources are complete.
- 2.6.2 Meet the academic and other requirements and submit the application (Gray1) to PM&DC for NOC. The report should ensure that all standards as specified by PM&DC are met for acquiring the NOC as a university.
- 2.6.3 **The Accreditation Committee of PM&DC** will review the report and if no major deficiencies (all mandatory evidences are attached) are found it will plan a physical inspection of the facilities inclusive of infrastructure, human resources, labs, etc.
- 2.6.4 The inspectors report will be consumed by the Executive Committee of PM&DC
- 2.6.5 After approval from the Executive Committee of PM&DC the Council of PM&DC will approve and issue an NOC.
- 2.6.6 After the charter is granted by the parliament, the university will send the information to PM&DC for onward submission to the Ministry of National Health Services Regulation and Coordination for inclusion in Schedule1.

PART-IV

REQUIREMENTS FOR ACCREDITATION OF A MEDICAL UNIVERSITY

The accreditation requirements for a new university shall be governed by the following conditions:

General Requirements

1. The prospective university applying for accreditation should have at least four constituent institutes to qualify. The university should have a minimum of 50% of the programs in medical/health sciences. These may include undergraduate programs such as medicine, dentistry, nursing, pharmacy, etc. These programs may include in addition to MBBS/BDS, post graduate programs in any of the basic and/or clinical sciences.
2. The medical university applying for accreditation must have at least 4 post graduate programmes duly accredited by HEC, PM&DC and the previous affiliating university.
3. The medical university applying for accreditation must have contributed to research. There should be a department of research with at least 50 research papers/year published in journals recognized by HEC/PM&DC by the faculty and students of the university to qualify for accreditation.
 - 5 impact factor journal will be given equivalence as per following detail:
 - a. 0.1 -5 = 1 paper will be equivalent to 2 papers
 - b. >5 = 1 paper will be equivalent to 3 papers
4. The medical/health sciences university applying for accreditation must have an affiliated or constituent tertiary care hospital with laboratory, radiology, pharmacy and allocated beds for free treatment.
5. The tertiary care hospital (constituent or affiliated with the university) must have 500 beds to qualify as a medical/health sciences university.
6. The governing body of the university MUST be as per model university ordinance 2002.
7. For a medical/dental college or a Degree Awarding Institute (DAI) to qualify and to become a Medical University it should have been in existence for more than 15 years and should have graduated at least 10 batches of MBBS/BDS.
8. The Medical/Dental college or DAI applying for accreditation as university should have the required infrastructure and separate faculty for the postgraduate programmes.
9. The Vice Chancellor/pro-vice Chancellor/Rector/vice Rector/Provost/Vice Provost must be Medical/Dental Doctors with PhD/FCPS and preferably a minimum of six months

certificate in Medical/Health Professions Education. These leaders must have a proven record of academics, scholarship and health management. The guidelines for hiring these leaders must be in line with the PM&DC guidelines.

10. University administrative positions must be full time these include: Registrar, Controller of Examination, chief Accountant, others. These positions do not necessarily require persons with Medical/Dental/Nursing/Allied Health Science degrees.

4.1

Legal and procedural

4.2

- i) The prospective University in the Private sector should have fulfilled all legal formalities and registration by the relevant authorities as per the Companies Ordinance/Societies Registration Act. This is not required for the public sector universities.
- ii) The charter of the university as approved by parliament/relevant body should be enacted.
- iii) The sponsoring body of the university should be a Society/Trust or a Foundation registered/constituted under the relevant regulations of Companies Ordinance/Trust Act/Societies Registration Act. This shall not be required in case the institution is in the public sector;
- i) A copy of the registration deed along with a Memorandum of Association will be supplied to examine the objectives and credentials of the members. A brief profile of each member of management should also be provided;
- ii) The Chancellor/Vice-Chancellor/Rector/President/Provost of the university/institution shall apply to the PM&DC and submit 5 copies of the feasibility report/corporate plan including the soft copy keeping in view the General University Requirements Proforma as per Form (GUR-SEP).

4.3

Institutional and academic

- i. The site selection should conform with the zoning regulations of respective local bodies/authorities. The site selected for the institution must be suitable from academic point of view. The University in the Private sector should have fulfilled all legal formalities and registration by the relevant authorities as per the Companies Ordinance/Societies Registration Act. This is not required for the public sector universities.
- ii. The charter of the university developed for recommendations by HEC for consideration and approval by Relevant Parliament/legislative body must be in line with the Model University Ordinance 2002.
- iii. The building in which the educational institution is to be located must be suitable, and that provision will be made in conformity with the statutes and the regulations for a) the residence of students, not residing with their parents or guardians, in the hostels established and maintained by the institution, b) the supervision, physical and general welfare of students.

- iv. For the university, the sponsor must have to make available at least 10 acres with 3 acres in the metropolitan city area (with at least 50,000 square feet covered area of the constructed Academic/Administration block in the city) and in case of an institute at least 3 acres of land, depending on the location having potential for further development.
- v. All criteria defined in form GUR-SEP should be met, such as, number of departments, teaching and non-teaching staff, lecture halls, libraries, laboratories, internet, hostel, composition of Senate and Syndicate Members.
- vi. The organizational structure of the institution should ensure that mandatory requirements as detailed in GUR SEP are met and the standard and quality of teaching and efficiency of the system must be ensured;
- vii. The regulatory framework and mechanism is established for regulating academic and administrative matters of the institution;
- viii. The educational institution should have developed guidelines/rules for establishing accountability, efficiency and discipline of its faculty, staff and students.;
- ix. The qualifications and strength of teaching staff should be as per the PMDC criteria.
- x. There should be provision for fee exemptions for at least 10% of students on need basis;
- xi. It is imperative to ensure that 10% of the institutional budget is maintained for research;
- xii. The accreditation shall be granted to the university and the sub-campus if applied for. Campuses not included in the initial accreditation form will not be accredited and the university will have to apply again for their inspection and approval.
- xiii. Approval/accreditation of the university does not automatically mean approval of their courses/degrees. They will have to apply as per PM&DC guidelines for approval and accreditation of courses and degrees.
- xiv. Academic structure in terms of departments, faculties: The identification and classification of roles, responsibilities and terms of reference of Boards of Studies, Academic Council/Committees etc., should be clearly spelled out.
- xv. Admission regulations: Regulations for admission, entry standards and the required qualification for admission in a particular course should be clearly identified.
- xvi. The university must have a department of Medical/health science Education with full time faculty and a director with major qualification in Medical/health Professions Education (MMEd/MHPE).
- xvii. Inspectors will ensure presence of regulations and SOPs for assessment/examination system .
- xviii. The University must have a Quality Enhancement Department with offices. The department should be headed by a professor with PhD/FCPS in relevant field, (preferably in public Health, health management, quality Assurance, others and experience in Quality assurance). The department should have computers and Internet facilities.
- xix. Student supervision and quality assurance must be clearly outlined in the application. Quality assurance arrangements and professional level of administrative & technical support for quality assurance are to be provided.
- xx. The university should have an established Department of Research/ORIC headed by a director with PhD/FCPS in Public Health, or Medical/health Professions Education or

other related disciplines like Biostatistics, etc. The head should have proven record of grants and publications. The department should have designated office space with computers. The officers and staff should be trained in research and have related experience. This should be in accordance with the HEC guidelines for ORIC.

4.4 Financial:

- i) The university/institution has to ensure that it is financially stable and has the ability to sustain a regular functioning on a long-term basis. To ensure this the university/institution should have enough Endowment Fund in the name of the institution or university as under:

In case of a new university

Endowment Fund (Secured in the name of Trust/ Society)	Rs.50.0 million (not applicable in case of public sector university)
Tangible assets in the form of land/building etc.	Rs.100.0 million
Working Capital.	Rs.50.0 million (not applicable in case of public sector university)
Total:	Rs.200.0 million

The Endowment Fund may be established in the form of profitable investments such as certificates, shares, units etc. The value of investment, however, will be determined on actual or face value and profit accrued thereon is to be utilized for academic development of the university/institution. The university/institute is required to furnish proof of such an investment. The investment as Endowment Fund would be liable for audit by the SECP and this information will be provided to PM&DC.

- ii) The university/institution will have to provide evidence of its annual accounts audited by the competent auditors.
- iii) Tuition fee framework with the details of fee, admission and other charges should be given separately.

4.5 Contextual and Cultural

- i) The prospective university/institute shall be required to strictly comply with the constitutional provisions, ideology of Pakistan and law and abide by social, religious, ethical and cultural ethos and values and respect cultural and religious sensitivities.
- ii) The prospective university/institute will have to work within the framework of the Education Policy and other law or policy framed/amended by the Government of Pakistan/Provincial Government/PM&DC from time to time.
- iii) The institution is bound to restrict to teaching, research and co- curricular

activities. Political or other activities detrimental to national, religious, social or local culture shall be forbidden.

4.6 Monitoring

- i) PM&DC may ask periodic reports, returns and other information, enabling it to judge the efficiency and effectiveness of the institution;
- ii) The PM&DC may carry out periodic inspections for monitoring with or without prior notice.
- iii) The PM&DC will have full powers to take any adverse action against the institutions such as, stop admissions, closure of an institution, if it has been found indulging in any subversive or unlawful activity, or it avoids/overlooks provisions of laws etc.;
- iv) The PM&DC will be the competent authority to grant accreditation, approve training site, validate courses register as qualification, and syllabi of the university/institute, which shall be subject to quality standards set by PM&DC. The accreditation will be withdrawn if found that the institution is unable to satisfactorily demonstrate its ability and commitment to achieve and maintain national academic standards;
- v) The university/institute shall be liable to provide facilities to the representatives of the PM&DC, the Pharmacy Council, Higher Education Commission Pakistan or such similar relevant organizations for visitation to enable them to verify that the university/institute is maintaining appropriate academic standards.

4.8 Inspection requirements

4.8.1 In order to physically verify the infrastructure and available facilities, PM&DC (**university recognition section**) will ensure that all mandatory evidence is present and only then the team will be formulated. The inspection team will then conduct a detailed survey of the institution with regard to physical, human, technical, financial and academic resources. The required essential documents shall be made available to the inspectors before starting the inspection.

PART-V

FRAMEWORK OF GOVERNANCE (as per Model University act)

5.1 The model framework of the governance of a university or an institution of higher education has been provided for the information of the concerned. The institution aspiring to apply for charter should refer to the Model Universities Ordinance 2002 for ensuring appropriate Governance).