

KHYBER MEDICAL UNIVERSITY FREEZING OF SEMESTER RULES (FOR BS AND MS PROGRAMS), 2021

1. **Short Title and Commencement:** -(1) These rules may be called the Khyber Medical University, Peshawar Freezing of Semester Rules (for BS and MS programs), 2021: -
 - (2) They shall come into force at once.
2. **Application:** These rules shall apply to all the students of the Constituent and Affiliated Institutions of Khyber Medical University, Peshawar.
3. **Preamble:-** With a view to streamline and laid down a Uniform Policy for Freezing of Semester, the Khyber Medical University intends to set forth the following terms/conditions and procedures hereunder:-
4. A student intends to freeze a semester, shall submit a request on the prescribed proforma/application form to the Respective Head of Institution prior to commencement of classes mentioning the following details:-
 - a. Name & Parentage
 - b. Degree Program & Session
 - d. Details of Current Semester and Semester for which freezing is requested along with year (e.g. Fall/Spring semester & year)
 - d. Date of Submission of application and likely commencement of semester for which freezing is requested
5. No freezing during the semester shall be allowed.
6. If a student freezes a semester(s), s/he will resume his/her studies from the same stage where s/he left (froze). In case, the student declared not promoted due to late declaration of result etc. then the student will resume/repeat the failed/not promoted semester and shall also liable to pay the prescribed semester as per policy in vogue.
7. The maximum duration for completion of the degree program shall remain the same.
8. The duration of Freezing is one year; a candidate who gets a semester freeze can get readmission with upcoming session (i.e. corresponding semester) but hardship cases shall be considered by the Competent Authority only.
9. Freezing of first semester in both BS and MS programs is not allowed.
10. Medical certificate must be duly signed by a Registered Medical Practitioner.
11. Under following special hardship circumstances, the freezing of first semester in respect of students who have already finalized admission by depositing prescribed

semester fee and during the semester can also be considered, with the approval of Competent Authority:-

- a. Iddat,
- b. Maternity/Delivery
- c. Any other subject to acceptance on justified rationale. *The following committee is constituted for the purpose:-*

1. Director/Head of Institution (Concerned)	Chairman
2. Senior faculty member (s) concerned Institution (to be nominated by the Concerned Head of Institution)	Member
3. Director QEC, KMU	Member
4. Addl. Director Academics, KMU	Member
5. Office Manager(Concerned Institute)	Secretary

Note: In these special hardship circumstances (stated above), the student will be required to repeat the semester and therefore, shall liable to pay the prescribed semester fee, as per policy in vogue.

12. If a student is not enrolled in any course in a semester, s/he will not be considered a regular student at the university in that period. The student may then enroll in these courses in a subsequent semester; however, s/he will have to meet pre-requisites of any course taken. In addition, it is understood that the university is not required to offer all courses in each semester.
13. An enrolled student seeking freezing of semester shall not be required to deposit the semester fee in advance for (forthcoming semester) for which freezing is sought, however, the student shall deposit the prescribed semester fee after resuming studies.
14. A student seeking freezing of semester must have cleared all the outstanding dues of previous semester(s).
15. A student seeking resumption of studies/readmission after freezing of semester, shall submit a written request to the concerned Director/Principal/Head of Institution who shall provisionally allow the student after deposition of prescribed semester fee and immediately forward the case within 07 days for approval of the Competent Authority.
16. Time Barred fee / Extra Semester Fee (where applicable) shall also be admissible as per policy, besides prescribed semester fee.



Khyber Medical University

Administration Block, 1st Floor, Phase-V, Hayatabad, Peshawar
Khyber Pakhtunkhwa. ☎092-91-9217703, 📠092-91-9217704

APPLICATION FORM FOR FREEZING OF SEMESTER

Name of Institution: _____ Program(&Discipline): _____

Student's Name: _____ Father/Guardian Name: _____

Admission Session: _____ Currently Enrolled Semester (e.g. 2nd Fall 2023): _____

Semester requested for Freezing (e.g. 3rd Fall/Spring 20__): _____

Reason: _____

Signature of Student: _____ Dated: _____

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TO BE FILLED BY THE INSTITUTION/COLLEGE

Date of Receipt of Application for Freezing	Semester requested for Freezing (e.g. Fall/Spring 20__):	Commencement of Classes of semester requested for freezing	Status of Semester(s) Outstanding Dues (if any)

Certificate: Certified, that, as per record of this office, the above information is correct & verified and there are no outstanding dues against the student.

Director/Principal (Signature & Official seal)

Enclosure

- Copy of Fee receipt(s) of previous semester(s)
- Medical Certificate & prescriptions
- Any other documents