

Elective Policy for MBBS Students

1. Purpose

This policy provides a clear mechanism for MBBS students who wish to undertake an elective, while ensuring continuity of academic requirements and compliance with **PM&DC and NUMS requirements**.

2. Eligibility for Elective

A student may apply for an elective only if, **at the time of application**:

- The student should either be a 4th or final year MBBS student.
- The student has **at least 80% attendance** in each examination subject of the relevant year.
- The student has a **satisfactory internal assessment record**.
- The student has completed his/her core clinical rotations as per the requirement of the elective programme.
- Verification by the relevant yearly curriculum committee convener.

3. Duration and Academic Compensation

- A student may undertake an elective for **up to four weeks**.
- **Two weeks will be compensated as part of the elective arrangement by the institution.**
- If the elective is for four weeks, the **remaining two weeks shall be compensated on the basis of a formal letter/document duly signed and stamped by elective program director/HOD/professor/official authority indicating students' clinical exposure details.**
- Official holidays can be used by students opting for an elective to fulfill any pending clinical rotation or attendance related deficiencies in general.

4. Attendance and Academic Requirements

Elective participation shall **not exempt a student from the institutional, PM&DC, or NUMS requirements for minimum attendance or internal assessment**.

The student must ensure completion of the required attendance and academic activities in **each subject**.

5. Final Attendance Verification

The **Convener, Fourth/Final Year MBBS**, after obtaining attendance information from **all concerned subjects**, shall verify the student's consolidated attendance and confirm that the required attendance criteria have been fulfilled before finalizing the student's academic record.

6. Responsibility of the Student

The student shall be responsible for:

- Fulfilling the eligibility criteria at the time of application.
- Completing all missed academic requirements.
- Completing the prescribed **two-week compensatory period**, where applicable.
- Meeting the required attendance and internal assessment criteria before completion of the academic year.

7. Approval

No student shall proceed for an elective without **prior approval through the prescribed institutional process.**

Key Principle:

An elective is a permitted academic opportunity, not an exemption from attendance or assessment requirements. Students must meet all applicable PMDC, NUMS, and institutional requirements before completion of the academic year.

Approved by:

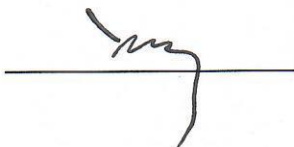
Dean SHaPE



Date:

3/09/2026.

VP (Academics)



Date:

3/9/2026

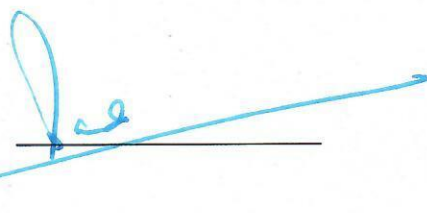
Dy CE/ VP



Date:

8/9

CE/Principal



Date:

8/9/25

CMH LAHORE MEDICAL COLLEGE & INSTITUTE OF DENTISTRY
MBBS ELECTIVE APPLICATION & APPROVAL FORM

For Submission to Student Affairs

Form No.	Academic Year	Date of Application
MBBS/ELECTIVE/01		

1. STUDENT & ELECTIVE DETAILS

Particular	Details
Student Name	
Roll No.	
Year	☐ 4th Year ☐ Final Year
Elective / Specialty	
Elective Institution	
Duration	☐ Up to 2 weeks ☐ 3 weeks ☐ 4 weeks
Start Date – End Date	–

2. ELIGIBILITY VERIFICATION

To be completed by: Relevant Yearly Curriculum Committee Convener

Requirement	Yes / No
4th or Final Year MBBS student	☐ Yes ☐ No
At least 80% attendance in each examination subject	☐ Yes ☐ No
Satisfactory internal assessment record	☐ Yes ☐ No
Core clinical rotations completed as required	☐ Yes ☐ No
Eligible for elective	☐ Yes ☐ No
Yearly Convener Signature / Date	

3. ATTENDANCE & INTERNAL ASSESSMENT

To be completed by: Concerned Subject HODs

Subject	Attendance %	Internal Assessment	HOD Signature
	%	☐ Satisfactory	
	%	☐ Satisfactory	
	%	☐ Satisfactory	
	%	☐ Satisfactory	
	%	☐ Satisfactory	

4. ACADEMIC COMPENSATION

To be completed by: Student

Requirement	Status
Two-week institutional compensation	☐ Arranged ☐ Not applicable
If elective is 4 weeks: additional 2 weeks through allocated vacation	☐ Arranged ☐ Not applicable
Any pending academic/clinical requirements	☐ None ☐ Details: _____

5. STUDENT DECLARATION

I understand that an elective does not exempt me from attendance, internal assessment, or completion of missed academic requirements. I will fulfill all applicable requirements.

Student Signature	Date

6. APPROVAL

To be signed before the student proceeds for the elective.

Authority	Signature	Date
Dean, SHaPE		
VP (Academics)		
Dy CE / VP		
CE / Principal		

7. FINAL VERIFICATION AFTER ELECTIVE

To be completed by: Convener, Fourth/Final Year MBBS

Requirement	Status
Required attendance completed	☐ Yes ☐ No
Internal assessment requirements completed	☐ Yes ☐ No
Missed academic requirements completed	☐ Yes ☐ No
Compensation completed, where applicable	☐ Yes ☐ No ☐ N/A
Final academic record may be finalized	☐ Yes ☐ No
Signature / Date	

No student shall proceed for an elective without prior approval of the yearly curriculum committee convener.