



OFFICE OF THE VICE CHANCELLOR
RAWALPINDI MEDICAL UNIVERSITY
RAWALPINDI.

Ph.051-9290360, 051-9290358

Fax No.051-9290519, 051-9280462

No./ 373 /RMU, Dated: 04/6/2025

Support & Compensation Policy for Supplementary Students 2025

Objective:

To facilitate the academic progression of supplementary students while maintaining the integrity and standards of medical education through a structured support and compensation policy.

Scope:

This policy applies to all undergraduate students who have failed the Annual Professional examination and are reappearing in supplementary examinations.

Policy Guidelines:

1. On campus Lectures & Attendance Compensation

- Supplementary students shall be granted attendance compensation for a period of 3 weeks for preparation and Examination to allow them to rejoin regular classes without being penalized for absence due to supplementary exam preparation.
- To mitigate the academic loss experienced by students during the preparation period for supplementary examinations, it is the responsibility of the respective Heads of Departments (HoDs) to ensure that adequate academic support is provided. This includes the timely provision of relevant learning resources such as lectures on LMS, reading materials, and any other instructional content covering the missed academic sessions.
- The HODs shall coordinate with faculty members to compile and disseminate these resources in a manner that is accessible and beneficial to all concerned students

This compensatory period will be officially recorded in the attendance sheets maintained by DME.

2. Missed Module and Block Regular Assessments

Missed modules, and block assessments must be rescheduled and conducted:

- I. During the summer break or
- II. Before the send-up assessments, based on faculty availability and feasibility.

3. Clinical Ward Attendance

- I. Students who have to appear in Supplementary examination and miss clinical ward rotations must make up the shortfall by:
 - a. Completing ward duties during the summer break, in the missed ward. **OR**
 - b. Students may be allowed to do evening duties in the same ward under supervision.
- II. Ward in-charges will maintain attendance sheet to verify the completion of makeup duties and students to maintain their logbooks.
- III. Absence from classes will not be excused on any grounds other than approved participation in supplementary examinations. In exceptional circumstances, individual cases may be reviewed by the Grievance Committee upon formal submission and justification by the student concerned.

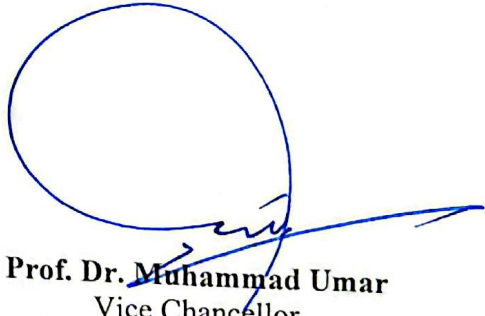
Implementation Responsibilities:

The Head of Department shall ensure the following:

- Timely planning and scheduling of makeup modules and assessments for affected students.
- Issuance of duly approved timetables, signed by the HOD, and proper dissemination of the same through the Class Representative (C.R.) and Group Representative (G.R.) to ensure effective communication with all students.

Benefits of the Policy:

- Ensures no academic year is lost due to supplementary status.
- Maintains fairness while upholding academic standards.
- Provides structured support for students under academic stress.
- Ensures clinical competencies are achieved despite initial absences.



Prof. Dr. Muhammad Umar
Vice Chancellor
Rawalpindi Medical University
Rawalpindi