

Standard Operating Procedure (SOP): Transcript Preparation (DPT & AHS Undergraduate Programs)

This procedure outlines the steps for the verification and issuance of Academic Transcripts for students graduating from the Doctor of Physical Therapy (DPT) and Allied Health Sciences (AHS - 13 Disciplines) Programs at King Edward Medical University (KEMU).

I. Application Submission (Student's Responsibility)

Step 1: Application and Fee Submission. The student must prepare an **Application** addressed to the **Registrar, KEMU**, requesting the transcript verification and issuance. The student must submit this application, along with the previous all results from Matric till B.Sc.(Hons.), CNIC, passport size photo and **original paid fee voucher of Rs. 1500** deposited into the designated KEMU bank account, to the **Student Facilitation Center (SFC)**.

II. Internal Processing and Verification

Step 2: Initial Marking and Permission Note Generation: The application received at the SFC is marked to the **Assistant Registrar (AR/AHS)**. In the AR/AHS office (Room 5), a **permission note** is generated and forwarded for necessary signatures/information to the following authorities:

- Assistant Registrar (AR/AHS)
- Account office (for Dues clearance)
- Principal DPT / Program Directors AHS
- Dean AHS
- Registrar

Step 3: Preparation of Draft Transcript: The AR/AHS office prepares a draft or black and white version of the transcript as a **black and white copy**. This copy is generated from the academic records for verification purposes.

Step 4: Verification Request to Examination Branch: The AR/AHS office prepares a formal **verification note** for the Examination Branch, accompanied by a **Registrar's cover letter**, along with the black and white copy of the draft transcript. This package is then submitted to the Examination Branch for official verification of the results.

Step 5: Examination Branch Verification: The Examination Branch verifies the academic details on the submitted black and white transcript copy against their official records. Once verified, the Examination Branch submits the **verified black and white transcript copy** back to the AR/AHS office.

Step 6: Preparation of Final Transcript Based on the verified black and white copy from the Examination Branch, The **Original Transcript (colored)** is prepared. (Currently transcript paper not available in University).

III. Final Approval of Transcript & Issuance

Step 7: Final Signatures and Issuance: The final, original (colored) transcript is sent for signature to the following University Authorities, confirming its authenticity:

- Principal DPT / Program Directors AHS
- Dean AHS
- Controller of the Examinations
- Registrar

After all signatures are obtained, the AR/AHS office records the transaction by issuing a **dispatch number**. The student is then notified to receive the transcript, signing a **receiving note in person** upon collection.

Standard Operating Procedure (SOP): Issuance of Certificates for DPT & AHS Undergraduate Programs

This SOP outlines the steps for students to obtain the following academic certificates from King Edward Medical University (KEMU): **Bonafide, Character, Equivalence for HEC/Discipline Title, English Language, and Provisional Certificates** for undergraduate DPT and AHS (13 Disciplines) Programs.

I. Application and Fee Submission (Student's Responsibility)

Step 1: Application and Fee Submission The student must:

- i. Prepare a formal **Application** addressed to the **Registrar, KEMU**, clearly specifying the **name of the required certificate(s)**.
- ii. Attach the following documents to the application:
 - o **Photocopies of result/mark sheets** from Matriculation up to the final year of the BSc/DPT program.
 - o **CNIC (National Identity Card)** copy.
 - o **Original Paid Fee Voucher** (deposited in the KEMU Bank account) corresponding to the required certificate(s).

Certificate Type	Fee (Rs.)
Bonafide Certificate	500
Character Certificate	500
Equivalence Certificate (for HEC/Discipline Title)	500
English Language Certificate	500
Provisional /NOC Certificate	1500 Each
Taking Photo of Original Documents	500

3. Submit the complete set of documents to the **Student Facilitation Center (SFC)**.

II. Internal Processing and Preparation

Step 2: Certificate Preparation and Dispatch Numbering

1. The application is forwarded to the **Assistant Registrar (AR/AHS)** office.
2. The AR/AHS office verifies the student's records against the submitted documents.
3. The AR/AHS office then **prepares the required certificates**.
4. Once prepared, the AR/AHS office assigns a unique **Diary and Dispatch number** to each certificate for tracking and official record.

III. Final Approval and Issuance

Step 3: Final Signature: The prepared and numbered final certificates are forwarded to the **Registrar's Office** for the official signature of the Registrar or an Authorized signatory.

Step 4: Issuance and Receiving

1. The fully signed and finalized certificates are returned to the **AR/AHS office**.
2. The AR/AHS office **issues the certificate(s) to the student**.
3. The student must provide a **receiving signature** on the record copy held by the AR/AHS office, acknowledging personal collection of the document(s).

Standard Operating Procedure (SOP) for HCPC Curriculum Verification (AHS & DPT)

This SOP details the sequential steps for the internal verification of **curriculum content** for undergraduate **Allied Health Sciences (AHS)** and **Doctor of Physical Therapy (DPT)** Programs at King Edward Medical University (KEMU) for applicants seeking accreditation from the Health and Care Professions Council (HCPC).

1. Applicant Submission and Initial Setup

- i. The applicant must provide the following official KEMU contact information on the HCPC course information forms: **Official Email ID of the Registrar KEMU:** registrar@kemu.edu.pk and the Name of the Course Administrator (Registrar KEMU).
- ii. The applicant must submit a formal application package addressed to the **Registrar KEMU**, including a request for verification, a copy of their **Approved Curriculum** (course information), Rs.1500/- paid fee voucher to KEMU bank account. Also attach and apply for English proficiency certificate, Transcript and Degree (if not available) and any other document required by accreditation body along with additional fee vouchers.
- iii. Copy of verified Transcript and Degree is mandatory along with the application, if credential copies are not stamped as "verified", attach paid fee vouchers of Rs. 1500/- each (verification process will be completed through Assistant Registrar AHS office and Exam Branch).
- iv. For Coru Registration Clinical Placement and Research topic approval letter also required.

2. Curriculum Content Verification and Academic Review

- v. The Registrar's Office will prepare an official **Cover Letter** and forward the applicant's submitted curriculum/documents to the relevant academic head for content verification: either the **Principal DPT** (for DPT applicants) or the **Program Directors AHS** (for AHS applicants).
- vi. The **Principal DPT / Program Directors AHS** will thoroughly check the submitted curriculum against the officially approved KEMU curriculum for the corresponding program.
- vii. The **Principal DPT / Program Directors AHS** must submit a signed, formal verification **response** back to the **Registrar's Office** confirming the accuracy of the curriculum content. This response **must** be completed and submitted within the next **3 working days** of receiving the documents.

3. Finalization, Authentication and Dispatch

- viii. From the Registrar's Office, the verified course information form/letter is **marked to the Assistant Registrar AHS** for a final check and initial signatures.
- ix. The finalized course information form/letter is presented to the **Registrar KEMU** for **Signature and Official KEMU Stamp**.
- x. The Registrar's Office officially sends the verified course information to the HCPC via the designated official channel, usually the email registrar@kemu.edu.pk.

Standard Operating Procedure (SOP) for Transcript Verification (Accreditation/Professional Bodies - AHS & DPT)

This SOP outlines the steps for verifying the academic transcripts of undergraduate **Allied Health Sciences (AHS)** and **Doctor of Physical Therapy (DPT)** students at King Edward Medical University (KEMU) for accreditation or professional registration bodies.

1. Initiation and Receiving the Request

- i. **Email Receipt:** Verification requests (via email or letter) from accreditation or professional bodies, or from the applicant forwarding the official request, are usually received at the **Registrar's official email ID** (registrar@kemu.edu.pk).
- ii. **Internal Marking:** Upon receipt, the Registrar's Office logs the request and officially **marks the email/request** to the **Assistant Registrar AHS (AR/AHS) office** for further processing.

2. Verification of Documents and Authenticity Check

- iii. **Document and Fee Check:** The AR/AHS office checks the received documents to ensure the following are attached:
 - o The **Transcript** requiring verification.
 - o A copy of the **Paid Fee Voucher** in favor of the KEMU account (by the professional body or the applicant).
- iv. **Transcript Authenticity:** The AR/AHS office performs an **authenticity check** on the submitted transcript by cross-referencing it with the official academic records and examination department data for the respective AHS or DPT program.

3. Preparation for Official Verification

- v. **Preparation of Official Letter:** After confirming the completeness of documents and the authenticity of the transcript, the AR/AHS office prepares a formal **Official Verification Letter** addressed to the requesting professional body or accreditation organization. This letter confirms the student's enrollment, degree status, and the authenticity of the attached transcript.
- vi. **Submission for Approval:** The AR/AHS office submits the prepared official letter (along with the checked documents and internal verification notes) to the **Registrar's Office** for final review, official verification, and the application of the Registrar's signature and KEMU official stamp.

4. Final Approval and Communication

- vii. **Final Verification:** The Registrar reviews the letter and the supporting verification material. Upon satisfaction, the **Registrar grants permission** and applies the official **Signature and KEMU Stamp** to the verification letter.
- viii. **Official Reply:** After receiving the verified and stamped letter from the Registrar, the **AR/AHS office replies back** to the professional body's email (or the official requesting body) via the **official email ID** of AR/AHS attaching the scanned copy of the officially verified transcript/letter.
- ix. **Record Keeping:** The complete file, including the initial request, internal verification notes, the paid fee voucher, and a copy of the final official reply, is archived in the AR/AHS office records.



Standard Operating Procedure (SOP) for Return of Original Documents to Allied Health Sciences (AHS) Students

This SOP details the procedure for the return of original academic documents (e.g., intermediate certificates, original degrees submitted upon enrollment) to graduating or withdrawing Allied Health Sciences (AHS) students at King Edward Medical University (KEMU).

A. Original Documents Borrowing During Academic Sessions:

Application Submission: The student must submit a formal, handwritten application addressed to the **Registrar KEMU**, specifically requesting the return of their original documents.

Fee Requirement: Rs. 500/- paid challan in favor of KEMU Bank account is required along with the application for the processing or return of original documents in this process.

Registrar office will grant permission to return documents; this process may take 02 to 03 days.

B. Document return after Course completion.

1. Initiation and Application Submission

- i. **Application Submission:** The student must submit a formal, handwritten application addressed to the **Registrar KEMU**, specifically requesting the return of their original documents.
- ii. **Required Documents:** The student must attach a copy of their final **Detailed Marks Certificate (DMC)** or degree certificate to the application for verification purposes.
- iii. **Fee Requirement:** No fee is required for the processing or return of original enrollment documents in this process.
- iv. **Submission Point:** The application is submitted to the Student Facilitation Center (SFC). The SFC will then forward the application to the Assistant Registrar AHS (AR/AHS) office.

2. Internal Processing and Clearance

- v. **Permission Request (AR/AHS to Registrar):** The AR/AHS office reviews the application and prepares an official **internal letter/note** addressed to the **Registrar KEMU**. This letter formally seeks permission from the Registrar to proceed with the return of the original documents to the student, confirming the student's status (e.g., successful completion of the course).
- vi. **Fee Clearance Check:** Simultaneously, the AR/AHS office coordinates with the **Cash and Accounts Office** to ensure that the student has completed all financial obligations (e.g., no outstanding dues, clearance of library fees, hostel fees, etc.). **Fee Clearance** must be confirmed and documented before proceeding.

3. Document Retrieval and Handover

- vii. **Document Retrieval:** Once permission is granted by the Registrar and financial clearance is confirmed, the AR/AHS office retrieves the student's original documents from secure storage.
- viii. **In-Person Return (Primary Method):** The original documents are returned to the student **in person** at the AR/AHS office. The student must sign a **receipt/acknowledgement form** confirming the return of all documents listed.
- ix. **Return to Blood Relative (Alternative Method):** If the student is **not available** to collect the documents personally, the original documents may be handed over to a **blood relative** (e.g., parent, sibling). This relative must present a valid ID and must submit a signed **Affidavit** clearly stating the relationship and indemnifying the university upon taking custody of the documents. The relative must also sign the official receipt/acknowledgement form.
- x. **Record Keeping:** The AR/AHS office archives the student's application, the Registrar's approval, the fee clearance memo, and the final signed acknowledgement/receipt for permanent record.

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