



Islamabad Medical & Dental College

Student Rights to Access Information Policy

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1. Guiding principles of Right to Access policy at IMDC

1. IMDC has the responsibility to ensure that its student has due rights to access his/her information within specified limitations
2. For the purpose of this policy Information is defined as Student Academic & Medical Records.
3. Academic records are defined as those that are directly related to student's academic performance (including assessment results, attendance, citations pertaining to academics, acts of student conduct, demerits).
4. Medical records are defined as those pertaining to student medical history, clinical examination & investigation findings and diagnosis.
5. Other types of record like Counselling are governed by their own policies.

2. Procedure to Access Information

1. Students with appropriate identification (College ID Card) may access their academic records in the department of student affairs in presence of its representatives. All access requests must be submitted in written with appropriate student identification (College ID, authorized signature)
2. Students should provide a reason for accessing information. This is to keep a record of accesses rather than a deterrent.
3. Access to information may be via electronic or paper based means depending on how the record is stored.
4. If required a hard copy of the record may be provided to the student on receipt of a fee to cover the cost of consumables.
5. Under no circumstances will the student be able to take original documents from the department of student affairs.
6. If the student wishes to access Medical Records the request will be forwarded to Akbar Niazi Teaching Hospital for provision of necessary record. Access to medical record will be in the Hospital premises to ensure confidentiality of the record.
7. For either Academic or Medical records, if a review or an amendment is required it must be accompanied by a request and evidence to support review/ amendment. Amendments to assessment & attendance records are governed by their own policies. For others, the request will be catered by the student affairs department on a case to case basis. Those amendments that may have legal repercussions (E.g. Age, Scores that affect admission to medical College etc.) may follow the course laid out in the laws of the regulator etc. Other like change in Spellings, addresses will require authenticated proof prior to the change taking place.

3. Rights of Parents/ Authorized Guardians to Access Information

1. Parents & Authorized guardians have rights similar to students to access academic record
2. Medical record of students may be accessed by Parents/ Authorized Guardians if at the time of admission the student has not attained the legal age of maturity OR student consents to access to his/her medical information
3. All accesses will be appropriately documented & logged by the student affairs department

4. Rights of others to Access Student Information

1. The following stakeholders will be provided access to student's academic record without prior information to the student
 - a. College Academic & Administrative Heads
 - b. Department of Medical Education
 - c. Department Heads (Academic records pertaining to their department)
 - d. Course & Clerkship Directors (Pertaining to their own clerkships & courses)
 - e. Information required to complete grievances, complaints and appeals
 - f. Information required by regulators, bodies of law, policies of College, University.
2. Disclosure of student records to other Colleges/ University/ Regulator(s) may be required to process student transfers, electives, provision of health care etc.
3. Medical Records will not be shared until required by rules & regulations of College, affiliate Hospitals, University, Regulators, bodies of law.

5. Limitation of Rights

1. The students will not be provided access to
 - a. Financial statements submitted by parents
 - b. Confidential letters/ citations etc. required to be completed for the purpose of their academics.
 - c. Any academic or medical information of the student due to nonpayment of dues
 - d. Information that may disclose academic or medical record of other students.